

# Opettajankoulutuslaitos, Normaalikoulu, Rauma

## Rescue Plan



Opettajankoulutuslaitos, Normaalikoulu, Rauma rescue plan

Completed Dec 1, 2017

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Last updated Jan 22, 2024

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This rescue plan was made with Turun yliopisto (TY).

This rescue plan has 52 pages.

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# 1 Introduction

The drafting, upkeep and communication of the rescue plan are based on the requirement of the Rescue Act (379/2011). In this rescue plan, there is an account:

1. for the conclusions of the assessment of hazards and risks;
2. for the safety arrangements of the building and the premises used in the operations;
3. regarding the instructions to be given to people for the prevention of accidents and acting in accident and danger situations;
4. other possible actions for independent preparation at the location. (Rescue Act 379/2011, Section 15))

The rescue plan must be kept up to date and it must be communicated in the necessary way to the persons in the relevant building or other site. (Government Decree on Rescue Action 407/2011, Section 2.)

There are also other requirements for safety in the Rescue Act; the most important of these are: The owner and holder of the building and the operator must, for their part take care that the building, structure and its surroundings are kept in such condition that:

1. the risk of the starting, intentional starting and spreading of a fire is slight;
2. the people in the building can vacate the building in the event of fire or other sudden danger situation or they can be rescued in another way;
3. rescue operations are possible in the event of fire or another accident;
4. the safety of rescue personnel has been taken into account. (Rescue Act 379/2011, Section 9))

The following equipment and devices must be kept in working order and serviced and inspected appropriately:

1. extinguishing, rescue and prevention equipment;
2. devices that facilitate extinguishing and rescue work;
3. fire detection, alarm and other devices signalling the risk of an accident;
4. the lighting and signs of the exit routes;
5. the equipment and devices of the civil defence shelters (Rescue Act 379/2011, Section 12))

The owner and holder of the building and the operator must, for their part:

1. the starting of fires is to be prevented, as well as the arising of other hazardous situations;
2. the protection of persons, property and the surroundings in danger situations is to be prepared for;
3. the extinguishing of fires, and other such rescue measures that they are able to do independently, are to be prepared for;
4. start action for securing safe exit from fires and other danger situations, as well as action for

making rescue operations easier. (Rescue Act 379/2011, Section 14))

## 2 Basic property information

University of Turku, Rauma campus: operations of the Faculty of Education and the Rauma Teacher Training School.

### 2.1 Basic information

<b>Property name</b>	Opettajankoulutuslaitos, Normaalikoulu, Rauma
<b>Building name</b>	Rauman Kampus
<b>Building address</b>	Seminaarikatu 1 26100 RAUMA
<b>Number of buildings</b>	6
<b>Property owner</b>	Suomen Yliopistokiinteistöt Oy

#### Garden

<b>Number of floors</b>	2
<b>Fire class</b>	P2
<b>Building material</b>	Brick
<b>Use</b>	Work facilities

#### Library

<b>Year of construction</b>	1998
<b>Number of floors</b>	2
<b>Fire class</b>	P3
<b>Building material</b>	Wood
<b>Use</b>	Library, Office, Classroom

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**Main building**

<b>Number of floors</b>	2
<b>Fire class</b>	P3
<b>Building material</b>	Wood
<b>Use</b>	Institution, Office

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**Teacher training school**

<b>Year of construction</b>	1997
<b>Number of floors</b>	3
<b>Fire class</b>	P3
<b>Building material</b>	Concrete
<b>Use</b>	Institution

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**Teknika**

<b>Year of construction</b>	1970
<b>Number of floors</b>	2
<b>Fire class</b>	P1
<b>Building material</b>	Steel reinforced concrete
<b>Use</b>	Office, Classroom

---



Torni	
Year of construction	2020
Number of floors	5
Fire class	P3
Building material	Concrete
Use	Office, Classroom

## 2.2 Other information

The site falls within the area of the following rescue service: Satakunta. The rescue department's estimated time of arrival at the site is approximately 10 minutes.

Fire alarm manager	SYK vastuulla
Maintenance	Eurajoen Kiinteistöpalvelu Oy phone 044 2787513 service 044 2787513
Electricity supplier	Rauman Energia Oy <a href="http://www.raumanenergia.fi/yhteystiedot/fi_FI/henkilosto/">http://www.raumanenergia.fi/yhteystiedot/fi_FI/henkilosto/</a>
Water company	Rauman vesi tel. 044 5344620 service line 02 83411 <a href="http://www.rauma.fi/vesi/">http://www.rauma.fi/vesi/</a>
Surveillance company's contact info	X-SEC OY - Turun yliopisto tel. 010 5710157 <a href="http://www.xsec.fi">http://www.xsec.fi</a>
Gathering area	Department of Teacher Education. Grass field sectioned off by the asphalt in front of the Artika building. Teacher training school. School sports field.
Back-up gathering area	Instructed based on the decision made either by the authorities or during the incident.
Number of civil defence shelters	2

<b>Location of civil defence shelter VSS1</b>	Teknika
<b>Location of civil defence shelter VSS2</b>	Teacher training school
<b>Heating type</b>	District heating
<b>Main water shutoff</b>	SYK and the maintenance company are responsible. Users do not have access in the aforementioned facilities.
<b>Heat distribution room</b>	SYK and the maintenance company are responsible. Users do not have access in the aforementioned facilities.
<b>Electricity switchboard</b>	SYK and the maintenance company are responsible. Users do not have access in the aforementioned facilities.

**Number of people**

<b>Total</b>			
	<b>During the day</b>	<b>In the evening</b>	<b>At night</b>
On weekdays	800	0	0
	<i>Total number</i>		
On weekends	0	0	0

## 3 Organisation

**Safety manager at the university**

Kimmo Levander  
phone 029 4504970  
kimmo.levander@utu.fi

### 3.1 Safety personnel for the property

**Head of unit**

Jaana Lepisto  
Turun Yliopisto

**Safety officer  
Teacher training school**

Tuija Saarivirta

**Security liaison officer  
Campus area**

Kalevi Markkanen  
Turun Yliopisto  
phone 050 4316528  
kalevi.markkanen@utu.fi

**Safety officer  
1st floor, Rauma Teacher Training School**

Teemu Välimäki

**Safety officer  
1st floor, Rauma Teacher Training School**

Olga Koponen

**Safety officer  
1st floor/Teknika**

Miika Leino

**Safety officer  
1st floor/main building.**

Timo Anttila

**Safety officer  
2nd floor, main building**

Lauri Kemppinen

**Safety officer  
2nd floor/Teknika**

Lasse Korhonen

**Safety officer  
2nd floor/library.**

Merja Mansikkamäki

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<b>Safety officer</b> <b>Second floor Rauma Teacher Training School</b>	Riitta Uusitorppa
<b>Safety officer</b> <b>Second floor Rauma Teacher Training School</b>	Krista Tolonen
<b>Safety officer</b> <b>Third floor Rauma Teacher Training School</b>	Esa Hakkarainen
<b>Safety officer</b> <b>Third floor Rauma Teacher Training School</b>	Auri Parviainen
<b>Safety officer</b> <b>Torni</b>	Tuomas Järvenkallas
<b>Assistant safety officer</b> <b>Garden</b>	Marketta Kortelahti
<b>Safety manager at the university</b>	Kimmo Levander phone 050 4688836 kimmo.levander@utu.fi
<b>Manager of civil defence shelter VSS1, VSS2</b>	SYK vastuulla

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### 3.2 Safety organisation for the property

#### Work protection manager

Satu Alanko  
Turun Yliopisto  
phone 046 9203272  
satu.alanko@utu.fi

#### Occupational safety and health delegate

Eeva Raike  
Turun Yliopisto  
phone 040 5810562  
eeva.raike@utu.fi

#### 1st deputy delegate

Virpi Yliveronen  
Turun yliopisto  
phone 029 4503566  
virpi.yliveronen@utu.fi

#### 2nd deputy delegate

Miika Leino  
Turun yliopisto  
phone 029 4503539  
mmslei@utu.fi

### 3.3 Important numbers of the property

Task	Name	Telephone number	Service phone number
Maintenance company	Eurajoen Kiinteistöpalvelu Oy	044 2787513	044 2787513
Surveillance company's contact info	X-SEC OY - Turun yliopisto	010 5710157	

#### Maintenance

	Name	Telephone number
Burglar alarm: Service person	Kalevi Markkanen	050 4316528
Camera surveillance: Service person	Kalevi Markkanen	050 4316528

### 3.4 Other important numbers

Operator	Telephone number	Duty hours
Public emergency numbers	112	24 h
Poison information centre	0800 147 111	24 h

## 4 Risks

From the point of view of safety and security, a risk is the combination of the probability of an accident happening and the possible consequences. Recognising risks in any property is an important part of safety and security. In the following pages, risks related to individuals, property, and environment are recognised. For all recognised risks, there are suggestions on how to act accordingly to eliminate, diminish, and manage risks. Only a recognised risk can be controlled.

Risk classifications concerning the property and people:

- Accidents
- Fire hazards
- Water damage
- Cases of illness
- Radiation or gas hazard
- Storm damage
- Break-ins, vandalism, etc.

### 4.1 Accidents

#### Risks

- falling down
- slipping
- tripping
- snow or ice falling down on people
- traffic accidents
- high drop
- cut wound
- injury caused by work equipment
- obstacles along the rescue route

#### Consequences

- damage to property
- personal injuries

#### Actions and safety and security preparations

- The build-up of snow and ice on roofs must be monitored in the winter.
  - Hazard spots are to be reported immediately to property maintenance company.
  - In hazardous situations traffic or parking must be prevented in the area where ice or

snow can fall down.

- The yard area is to be kept neat and in good condition.
  - Winter upkeep will be taken care of.
- Close call -situations are intervened with immediately. Close call -situations are investigated and necessary measures are taken to counteract the situation to prepare for and prevent similar situations.
- First-aid training has been arranged for the personnel.
- First-aid supplies have been acquired and they are replaced regularly.
- Everyone must familiarise themselves with the general first aid instructions.

## 4.2 Fire hazards

### Risks

- Human behaviour
  - careless smoking
  - accidentally leaving electronic appliances on
- Electrical devices
  - short circuits
  - broken electronic appliance
  - cleaning machine charging point
- Arson
- Safety procedures
  - fire alarm device fault
  - inspection of extinguishers not done
  - lack of indicator light centre maintenance
  - obstacles along the rescue route
- Others
  - gas containers
  - Invalid storage of flammable substances and chemicals

Fire-hazardous locations are, for example ATEX facility, dangerous substances storage space, technical areas and other equivalent property areas.



## Consequences

- damage to property
- smoke damage
- personal injuries

## Actions and safety and security preparations

- Human behaviour
  - Independent fire inspections are performed yearly within the property
  - It is important to take care of exiting safety:
    - personnel keep the escape routes clear.
    - active intervention in defects.
  - The rescue plan is kept up to date and studied.
- Electrical devices
  - Electrical repairs and installations are contracted to TUKES-registered professionals. The contractor must have sufficient installation certificates and experience from similar work.
  - Electrical switchboards are marked and materials are not kept in front of them.
  - Prevention of explosion and fire hazards should be taken into account at the charging place.
- Arson
  - An additional fire load is not accumulated.
- Safety procedures
  - The property has a smoke extraction system which is inspected, serviced and tested as per the device manufacturer's service programme.
  - The location has an automatic fire alarm system.
  - The testing and maintenance of fire alarm equipment are carried out in accordance with the maintenance programme.
  - The property has initial extinguishing devices.
  - Initial extinguishing equipment is inspected in accordance with directives.
  - Escape routes are marked with signs.
- Others
  - Flammable substances must not be stored in the basement or attic. Flammable substances must be stored in the spaces reserved for them.
  - Ventilation and sweeping

## 4.3 Water damage

### Risks

- Environment
  - flood
  - heavy rain
- Structures
  - waterproofing failure of structures
  - an accident caused by structural and material errors
  - broken pipes
- Equipment
  - washing machines and refrigerators breaking down

### Consequences

- damage to property

### Actions and safety and security preparations

- The route to the main water stopcock is marked with signs.
- Structures
  - HWA works, inspections, and installations are contracted only to professionals.
    - An HWA contractor must possess sufficient installation certificates and the contractor must have done similar work before.
  - An assessment of the state of the plumbing is carried out regularly.
  - Leaves and litter on the roof and in the gutters should be removed.
- Equipment
  - Supervised use of household appliances and emphasising the importance of their maintenance.
    - The filters and lint strainer in the dish washer and the laundry machine must be cleaned regularly.
    - The back of the fridge must be vacuumed once per year. At the same time, the condition of the fridge is also to be inspected visually, with regard to the compressor and drip tray.

## 4.4 Cases of illness

### Risks

- heart failure
- diabetic shock
- stroke
- cerebral haemorrhage
- epilepsy
- fainting
- obstacles along the rescue route

### Consequences

- personal injuries
- death

### Actions and safety and security preparations

- Guaranteeing speedy access to help within the property.
  - The rescue routes at the property have been marked and they are to be kept clear.
- Everyone should familiarise themselves with the first aid guidelines attached to the rescue plan and giving first aid should be rehearsed.
- First-aid training has been arranged for the personnel.
- First-aid supplies have been acquired and they are replaced regularly.
- Ambulance guidance has been organised and this has been passed on to the personnel.
- The stopping of rescue vehicles outside the exterior doors is to be made possible.

## 4.5 Radiation or gas hazard

### Risks

- radioactive substances or dangerous gases getting into the environment
- an accident while transporting a dangerous substance
- an accident in a nuclear plant

### Consequences

- radiation sicknesses
- death

### Actions and safety and security preparations

- Acquiring iodine pills as needed (2 tablets per person).
- The property has a civil defence shelter that can be used for shelter in the event of a radiation

hazard.

- The operating condition of the civil defence shelter is maintained.
- Civil defence shelter operators have been nominated and trained for their task.
- There are instructions for different situations in the rescue plan.

## **4.6 Storm damage**

### **Risks**

- various natural phenomena

### **Consequences**

- blackouts
- damage to property
- personal injuries

### **Actions and safety and security preparations**

- The state of the building and exterior areas is to be taken care of.
- The curfew set by the authorities must be respected.
- When taking shelter indoors, you must stay away from windows and glass doors.
- Prepare yourself independently for long power blackouts by, for example:
  - a lamp and batteries

## 4.7 Criminal activity

### Risks

- Burglary
  - it is possible to access the building's premises unsupervised
- Violence
- Vandalism

### Consequences

- damage to property

### Actions and safety and security preparations

- Burglary
  - Marking and photographing of valuables.
  - The property has a recording CCTV system.
  - The property has a crime notification system.
  - The property has a physical access control system in use.
- Vandalism
  - Supervising general cleanliness and order, and intervening actively in shortcomings.
  - Graffiti and other smudges and smears should be cleaned without delay.
- Personnel are responsible for reporting faults.

## 5 Safety procedures

### 5.1 Safety at premises

#### Access control

The property has a physical access control system in use. This system aims to prevent unauthorised people from entering the premises. In the event that you detect a flaw in terms of the access control system, make a report.

#### Access control

Location	The entire building
Service person	Certego

#### The property has a recording CCTV system.

##### Camera surveillance #1

Location	Chosen focal points in the building.
Description	Camera surveillance system privacy policy is available on the intranet. The security manager is the main user of the camera surveillance system and releases recordings when necessary. Person in charge: University of Turku, Tero Haapala Area of responsibility: Stated in a separate confidential document.
Service person	Kalevi Markkanen phone 050 4316528

##### Camera surveillance #2

Location	Torni
Description	Ip cameras Person in charge: University of Turku, Saku Sainio, +358 40 0718887
Service person	XSec

## The property has burglar alarms

### Burglar alarm

Location	Chosen focal points for the building.
Description	Glassbreak (LR) and motion detectors (IR) as well as a camera link to the security control room.
Service person	Kalevi Markkanen phone 050 4316528

## Surveillance

### Emergency surveillance

Description	The entire building is equipped with motion detectors.
Location	Torni
Secondary contact	Kalevi Markkanen

## 5.2 Extinguishing equipment

Location	Extinguishing equipment	Description
In the premises	Fire extinguisher	Portable fire extinguishers, fire hose reels and fire blankets.

### Hand-held fire extinguishers should be inspected:

- at least yearly when the extinguisher is subjected to factors affecting its operational ability, such as moisture, vibration or fluctuations in temperature (outdoor areas)
- at least once every two years (indoor areas)

## 5.3 Protection models

### Teknika

Type	Number of floors	Description of implementation
Person responsible for floor	1-2	Appointed security officers

### Torni

Type	Number of floors	Description of implementation
Person responsible for floor		



## 5.4 Safety equipment

### Smoke extraction

The purpose of smoke ventilation is to remove fire gases, smoke and heat from the premises. The smoke ventilation equipment must be maintained and tested regularly according to the user maintenance instructions. The smoke ventilation equipment may only be used by the rescue services.

#### Smoke removal machine

Service person	SYK vastuulla Coor
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### Exit guide, security or signal light

Emergency exit signs show how to exit the building. Any faulty or incomplete signs must be reported to property maintenance services.

#### Exit guide, security or signal light

Location	SYK and the maintenance company are responsible. Users do not have access in the aforementioned facilities.
Description	Exit signs with battery backup
Coverage	Exit routes and exits
Service person	SYK vastuulla Coor

## 5.5 First aid

According to the Occupational Safety and Health Act (738/2002) 46 §, the employer is obligated to ensure the availability of first aid to employees and other personnel at the work place, to provide directions for getting first aid, as well as reserve enough first aid supplies at the work place or in its close proximity.

- First aid training has been organised.
- The ambulance will be directed to: Chosen based on the nearest and the most suitable entrance. Guidance from a central area in the yard. Helicopter landing area is decided by the helicopter crew..

### The property has the following first aid items available:

Utensil	Location
First aid cabinet	At different sides of the building.
Defibrillator	Library entrance

## 5.6 Fire safety

### Fire alarm

The purpose of the automatic fire alarm system is to warn people in the property about an imminent fire. The system detects fires quickly as sensors react to the fire and the alarm bells start ringing. The system will alert the emergency response centre automatically.

### Fire alarm

Description	All buildings except the Teacher training school and the Garden.
COM line	information at the centre
Attendant	SYK vastuulla

### Securing the functionality of the notification transfer connection

- Periodic maintenance and malfunction repairs
- Monthly testing of the notification transfer connection
- Periodic inspections

### Actions in the event of malfunction of the notification transfer connection

In the event that a malfunction is detected in the notification transfer connection, an enhanced surveillance is performed on the premises with the help of personnel.

- Connection to the emergency centre
- An on-call person to supervise the fire alarm centre
- An on-call person makes the emergency notification if needed and guides the rescue department to the site of fire

### Fire compartmentalisation

The purpose of fire compartmentalisation is to limit the spread of smoke and fire and to secure safe exiting. For this reason, it is very important that the fire doors are kept closed. **Fire doors must not be wedged open.**

The floors, basement floors and attic of the building are generally divided into separate fire compartments.

The size of a fire compartment is generally limited so that a fire starting in the compartment does not cause excessively large property damage.

Spaces which differ from each other fundamentally in terms of usage or fire load are divided up into separate fire compartments, if it is necessary for the protection of property or personnel. (usage way compartmentalisation)

#### Fire compartmentalisations in the buildings:

Building	Type	Description
Library	Surface area Floor compartmentalisation, Usage method compartmentalisation	Building has a partial wood structure, partial concrete structure.
Main building	Surface area Floor compartmentalisation, Usage method compartmentalisation	Part of the building is wood, part concrete.

## Fire load

Easily ignited material or other objects must not be stored in the attic, cellar, under the building or in its immediate vicinity if that means that it causes a risk of a fire starting or spreading or if it makes extinguishing a fire more difficult.

### A property contains the following types of fire load:

Building	Type of fire load	Location
Library	Books etc.	Library
	Some of the materials are valuable, smoke and water damage may create a significant risk.	

## ATEX facilities

The property contains the following types of ATEX facilities:

### ATEX facility 1

Status	Workshop facilities
Location	Teknika -
Substances to be preserved	Flammable gasses and liquids, sawdust

### ATEX facility 2

Status	Sawdust removal container
Location	Teknika - Yard area
Substances to be preserved	Sawdust
Person responsible	SYK

## Hazardous substances

The following types of hazardous substances are stored at the property:

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**Status Garage**

<b>Location</b>	Garden - Basement
<b>Substances stored</b>	Pesticides and chemicals
<b>Type</b>	Underground

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**Status D 120**

<b>Location</b>	Teacher training school - Laboratory
<b>Substances stored</b>	Chemicals
<b>Type</b>	Above ground
<b>Blanket</b>	Single blanketed

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**Rescue route**

The rescue way is a drive way, which the rescue department's vehicles can use in emergency situations to reach to within close proximity of the building.

- It is not permitted to park cars, pile up snow, set up lampposts, plant vegetation, or do, leave, or set up anything else that might block traffic on the rescue way.
- Escape routes must be indicated with a text sign in accordance with Ministry of the Interior decree no. 468 of 2003.
- A rescue way sign is not used if the rescue way is not marked in the building's construction permits.
- Please contact rescue authorities for advice on any escape route questions.

**Rescue route**

Location	Routes in the campus area in general
Description	Parking is allowed only in the designated spaces.

**Emergency exit routes**

The principle of exit safety is that all spaces of the building must have at least two exit routes at all times which do not require keys or other tools to open the doors. Doors are not to be kept double-locked during working hours. Objects are not to be stored in front of the exits.

There are the following types of evacuation procedure in the property:

Building	Evacuation procedures
Garden	Normal exit corridors.
Library	Multiple exit corridors.
Main building	Multiple exits.
Teacher training school	Multiple exits.
Teknika	Exit areas, multiple exits.

**Gathering area:** Department of Teacher Education. Grass field sectioned off by the asphalt in front of the Artika building.  
Teacher training school. School sports field.

## Hot work

Hot work is defined as work in which sparks arise or in which naked flames or other heat sources are used and may cause a fire hazard. Such work includes e.g. oxyacetylene and arc welding, flame and arc cutting, disc cutting and metal grinding, which create sparks, as well as work involving the use of gas burners, other open fire or combustion air blowers. Alternative methods must always be considered for hot work due to the fire hazard it presents.

Carrying out hot work always requires a hot work licence. The person carrying out the hot work must have a valid hot work card.

Location of the permanent hot work site: Teknika building, craft facilities, 1st floor.

The fire alarm system tender must take care of any deactivations needed so that the hot work or other refurbishment work does not cause an unnecessary fire alarm.

Any possible fire alarm system deactivations are to be fixed.

## 5.7 Evacuation procedures

**In an emergency situation, exiting will be led and directed by**  
Primarily Joel Vuorisalo, secondarily facility manager.

### When and where to exit?

To the assembly point through a suitable exit corridor.

**What has to be closed?**

Electric appliances that may cause a fire hazard (stoves, irons etc.), work machinery, fire doors.

**What has to be done and who does it before exiting?**

Area inspections are done by the safety officers (if the safety officers are present).

## **5.8 Communication in accident situations**

Accident notification will be handled as per the duty list below:

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**The person responsible for notification:**

<b>Notifying personnel</b>	Jaana Lepistö Rauman kampus phone 040 5058252 jaana.lepisto@utu.fi
<b>Notifying the authorities</b>	Kimmo Levander Turvallisuuspäällikkö phone 029 4504970 kimmo.levander@utu.fi
<b>Notifying the insurance company</b>	Petri Rikkilä Lakimies phone 050 3079755 petri.rikkila@utu.fi
<b>Notifying the surrounding area</b>	Anne Paasi Viestintäjohtaja phone 040 7354858 anne.paasi@utu.fi
<b>Notifying the risk management of the field of operations</b>	Kimmo Levander Turvallisuuspäällikkö phone 029 4504970 kimmo.levander@utu.fi
<b>Notifying relatives</b>	Jaana Lepistö Rauman kampus phone 040 5058252 jaana.lepisto@utu.fi
<b>Notifying the media</b>	Jaana Lepistö Rauman kampus phone 040 5058252 jaana.lepisto@utu.fi

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## **5.9 Prevention of afterdamage**

The objective of the prevention of afterdamage is to prevent damage arising, limit and minimise the effects of any damage that has arisen, and to restore the situation to its previous state as quickly as possible.



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**The person responsible for the prevention of afterdamage is**

Kimmo Levander  
Turun yliopisto  
phone 029 4504970  
kimmo.levander@utu.fi

**A contract has been made regarding the prevention of afterdamage**

L&T  
phone 010 6367000

**Damage assessment**

Tero Haapala, Joel Vuorisalo, SYK, L&T

**Restoring the situation to normal**

Tero Haapala, Joel Vuorisalo, SYK, L&T

**Restoring damage to normal**

Tero Haapala, Joel Vuorisalo, SYK, L&T

**Replacement premises and systems**

Tero Haapala, Joel Vuorisalo, SYK, L&T

**A discussion in the workplace and after-care, if required**

Jaana Lepistö, Tero Haapala, Joel Vuorisalo, university welfare services, occupational health services

## 6 Other arrangements

## 7 Action guidelines

The following pages contain a guide on accident prevention and on how to act in accident and danger situations. **Read the action guide carefully!**

The correct actions, solutions, and choices prevent and limit accidents. This way accidents can be minimised or they can be prevented altogether.

**Safety and security are our shared concern!**

### 7.1 Safety organisation

#### Safety personnel for the property

<b>Head of unit</b>	Jaana Lepisto Turun Yliopisto
<b>Safety officer Teacher training school</b>	Tuija Saarivirta
<b>Security liaison officer Campus area</b>	Kalevi Markkanen Turun Yliopisto phone 050 4316528 kalevi.markkanen@utu.fi
<b>Safety officer 1st floor, Rauma Teacher Training School</b>	Teemu Välimäki
<b>Safety officer 1st floor, Rauma Teacher Training School</b>	Olga Koponen
<b>Safety officer 1st floor/Teknika</b>	Miika Leino
<b>Safety officer 1st floor/main building.</b>	Timo Anttila
<b>Safety officer 2nd floor, main building</b>	Lauri Kemppinen
<b>Safety officer 2nd floor/Teknika</b>	Lasse Korhonen

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<b>Safety officer</b> <b>2nd floor/library.</b>	Merja Mansikkamäki
<b>Safety officer</b> <b>Second floor Rauma Teacher Training School</b>	Riitta Uusitorppa
<b>Safety officer</b> <b>Second floor Rauma Teacher Training School</b>	Krista Tolonen
<b>Safety officer</b> <b>Third floor Rauma Teacher Training School</b>	Esa Hakkarainen
<b>Safety officer</b> <b>Third floor Rauma Teacher Training School</b>	Auri Parviainen
<b>Safety officer</b> <b>Torni</b>	Tuomas Järvenkallas
<b>Assistant safety officer</b> <b>Garden</b>	Marketta Kortelahti
<b>Safety manager at the university</b>	Kimmo Levander phone 050 4688836 kimmo.levander@utu.fi
<b>Manager of civil defence shelter VSS1, VSS2</b>	SYK vastuulla

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## 7.2 Alerting help

In all urgent emergency situations, whether it be a police, fire department, paramedic, or a social worker case involving an urgent need for help CALL THE EMERGENCY NUMBER: **112**

### **Call the emergency number yourself if you can**

It is important to make the emergency call yourself, if the matter concerns you. The victim has more knowledge on the situation, based on which the dispatcher can send help accordingly. Using middle-men to make the call can delay getting the right kind of help on site.

### **Tell what happened**

The emergency centre dispatcher will ask the caller about what happened so that they can send the appropriate assistance.

### **Give the exact address and municipality**

The emergency centre might have several same addresses in different municipalities/cities in its service area. Therefore it is also important to know the name of the town/city/municipality where the accident has taken place.

### **Answer the questions that are asked of you**

The questions asked by the dispatcher are important. They do not delay alarming for help. In urgent cases the dispatcher already alerts the authorities and other partners during the call, and gives them more information on what has happened.

### **Act according to the information given to you**

The dispatcher is trained to give instructions in various types of situations. It is important to follow the given instructions. Correct initial actions often play an important role in the end result.

### **End the call only after you're given permission to do so.**

Ending the call too soon may delay the help from arriving. After you are given the permission to end the call, end it. Keep the phone line open. The dispatcher or the help on its way may need additional information on what has happened.

In an emergency, the rescue department shall be guided as follows:

Chosen based on the nearest and the most suitable entrance. Guidance from a central area in the yard. Notice, that units may arrive from different directions, and some may arrive later.

## **7.3 Sudden illness or accident**

### **Clarify and check**

- What has happened?
- Check the person's condition (do they wake up, are they breathing?)

### **Give first aid if needed.**

- Turn an unconscious but breathing patient into the recovery position on their side.
- If the person is not breathing, start with first aid.

### **Make an emergency call.**

- Call the number **112**.
- Tell where you are calling from. **Seminaarikatu 1, RAUMA**
- Tell what happened
- Act according to directions.
- Inform the emergency centre of any changes that take place in the condition of the patient.

## **7.4 Fire**

### **Save and warn**

- Rescue those in immediate danger and warn others.
- Direct people to the gathering area.

### **Extinguish and contain**

- Try initial extinguishing and avoid smoke. Do not put yourself in danger.
- Contain the spreading of the fire and smoke by closing the windows and doors that lead into

the fire area.

### **Alert**

- Use the fire alarm button to alert the fire department and to warn others with fire bells.
- After getting to a safe location, call the number **112** (also after using the fire alarm button).
- Say where you are calling from, where the fire is (address and floor) and if there are people in danger.
- Do not hang up the phone until you are given permission to do so.

### **Guide**

- Direct the rescue personnel to the location.
- In an emergency, the rescue department shall be guided as follows: Chosen based on the nearest and the most suitable entrance. Guidance from a central area in the yard. Notice, that units may arrive from different directions, and some may arrive later.

In evacuation situations the gathering area is: Department of Teacher Education. Grass field sectioned off by the asphalt in front of the Artika building.

Teacher training school. School sports field.

Back-up gathering area: Instructed based on the decision made either by the authorities or during the incident.

## **7.5 Fire action guide, when safe exits are blocked**

Sometimes a fire in another location prevents safe exit from the building. In these cases it is smartest to stay in a smokeless space and keep all doors and other openings closed.

### **Stay in the fire compartment that you are in.**

- It is safe to stay behind the fire door. Fire doors withstand fire for at least half an hour.
- Jumping from a height has fatal consequences, remaining in a smoke-free area does not.

**Go to a window and attract attention. If you do not manage to do this, let people know your location by calling 112.**

**Follow directions from the authorities.**

## **7.6 Action in a fire alarm situation**

The building has an automatic fire alarm system, which sends an alert to the rescue department. Everyone must vacate the building immediately when they hear the fire alarm.

- Bring outdoor clothes with you if they are nearby.
- Close doors and windows
- Use the nearest escape route to exit the building.
- Direct customers and guests.
- Call the number **112** from a safe location and provide further information about the situation. At the same time, you will make sure that the emergency center has been notified about the fire.
- Move to the gathering area; do not stay in front of the entrances.
- No-one may leave the gathering area without permission.

**Gathering area:** Department of Teacher Education. Grass field sectioned off by the asphalt in front of the Artika building.

Teacher training school. School sports field.

The danger is only over when the rescue department gives permission to return to the building. The safety personnel of the property passes on the announcement concerning moving back inside to the personnel.

## 7.7 Action in the gathering area

**Gathering area:** Department of Teacher Education. Grass field sectioned off by the asphalt in front of the Artika building.

Teacher training school. School sports field.

When people have left the building and proceeded to the gathering area, the representative of the personnel begins to direct activities. Based on the situation at hand, it is necessary to consider whether it is safe to remain in the designated gathering area or if people should be directed elsewhere, for example into a pre-arranged interior area or to a property in the vicinity.

No-one may leave the gathering area without the permission of the person responsible for the gathering area. Activity in the gathering area is directed by the building's safety personnel. The safety personnel give information on the progress of the situation and notify when it is permitted to return into the property.

Factors to bear in mind in the gathering area:

- Taking care of anyone who may be injured; the safety personnel are to be informed
- looking after people with reduced mobility or otherwise poor physical condition
- if one is aware of someone having remained inside, this is to be reported

### Back-up gathering area

**Back-up gathering area:** Instructed based on the decision made either by the authorities or during the incident.

If the gathering area is not safe, then people are to move on to a safe back-up gathering area defined separately by the protection managers. Authorities will also provide instructions about shelter locations for long-term shelter.



## 7.8 Assisting people with reduced mobility in emergency situations

In an emergency situation, the movement of people with reduced mobility out of the building may be difficult and slow. Try to help them as much as you are able to.

### Things to consider when helping people with reduced mobility

- Help a person with reduced mobility to exit, within the limits of your own capabilities.
- Take care of the person you helped also after getting out.

## 7.9 Water damage

### Action guide

- Disconnect power from where the leak is and from its proximity.
- Stop the water from flowing, from i.e. the water mains, if possible.
- Notify of the situation immediately:
  - to the maintenance personnel: Eurajoen Kiinteistöpalvelu Oy, phone 044 2787513, service 044 2787513
- Contact the emergency number if needed **112**.
- Main water shutoff: SYK and the maintenance company are responsible. Users do not have access in the aforementioned facilities.
- Heat distribution room: SYK and the maintenance company are responsible. Users do not have access in the aforementioned facilities.
- Electricity switchboard: SYK and the maintenance company are responsible. Users do not have access in the aforementioned facilities.

### Should there be threat of water outside the building

- Inform property maintenance and, if needed, the emergency centre on **112**.

## 7.10 Under threat of violence

### In an unarmed threatening situation, act in the following way.

- Act calmly and try to calm the person with your behaviour.
- Make sure you do not turn your back or let yourself be cornered, so that you will always have an escape route when a threatening person comes close.
- Call for help depending on the circumstances.
- Escape and help others escape.

Take care of your own safety. Seek to direct the threatening person to a place where they cannot harm others. After the event, contact the police about the incident if required.

### If the threatening person is armed, act in the following way.

- Do not resist.
- Do whatever the person threatening you tells you to do.
- As the situation permits, try to warn others.
- By closing doors, you can limit a person's movement within the property.
- After the situation, call **112** to get professional help on site as fast as possible. Listen to directions and act accordingly.

Every threat and sighting of a possibly threatening situation must be taken seriously and the police must be informed immediately. Through your own behaviour, you can affect the progress of the situation, and thus you should take all threatening situations seriously and try to calm down already begun situations.

## 7.11 Bomb threat

A bomb threat is often unfounded and made by a disturbed individual, but it should always be taken seriously, and each threat should be notified to the police. In this situation, it is important to keep calm.

### When the threat is made by phone

- Remain calm. Prolong the call.
- Make notes. Write the threat down word-for-word.
- Ask questions.
  - Where is the bomb?
  - What does the bomb look like?
  - When will the bomb explode?
  - Why?
- Try to get your colleague's attention already during the phone call, so that he/she can inform the person responsible for safety during the call.
- Pay attention to the caller's speaking style and tone of voice.
  - Does he/she use noticeable dialect or other special characteristics?
  - Is he/she agitated?
  - Is he/she reading the message from a piece of paper?
- Listen to the background noises as well (e.g. traffic or discussions in the background).
- After the call, notify the safety and security personnel on your premises or property (cf. chapter of safety and security personnel).
- If this is not possible, call the police immediately at **112** and act according to their instructions.

### **A suspicious object or threatening letter**

- Do not touch the object.
- If the item in question is a letter or other such object that you have handled, pay attention to the places you have touched and place the letter in a plastic pocket, for example.
- Notify immediately the personnel responsible for safety and security on your premises and the property (cf. chapter on safety and security personnel) as well as the police at emergency number **112**.
- Isolate the area as well as possible. Keep in mind possible police investigations (fingerprints and footprints are first-class evidence).
- Do not panic. Act according to the instructions from the police and the safety personnel.

## **7.12 Public warning signal**

**The public warning signal** is a one-minute-long ascending and descending tone or a warning announcement by the authorities. The length of the ascending tone is 7 seconds. The public warning signal means an immediate danger threatening the public.

**The All Clear signal** is a one-minute-long monotonous signal. It is an announcement of the threat or danger having passed.

### **Act in the following way after you've heard the public warning signal**

- Proceed indoors. Close doors, windows, ventilation holes, and air conditioning devices.
- Turn on the radio and wait for instructions.
- Avoid using the phone to prevent telephone lines from getting jammed.
- Do not leave the area unless urged to do so by the authorities.

### **Gas hazard**

#### **Public warning signal in danger situations concerning gas**

### Do the following

- If you are indoors and can smell gas:
  - stay inside, get to the top floors and listen for further information on the radio
  - place a wet cloth over your mouth and breathe through it
- If you are outside when you smell gas but are not able to get indoors:
  - hurry into side wind from underneath the gas cloud
  - try to get as high as possible, for example to the top of a hill

### Additional information on taking cover from gas

- Switch off air conditioning devices and close doors and windows tightly.
- You can also close or tape inside doors and stay in upwind areas.
- If you smell gas you can breathe through a moist and spongy cloth.
- The authorities will announce on radio or with vehicles with loudspeakers when the gas cloud has dispersed. Ventilate indoors well after the event.
- Stay on the upper floors until the danger is over.
- Do not go into the basement.

### Radiation hazard

**A public warning signal is given upon the threat of radiation.**

**Go inside.**

- Close doors, windows, ventilation holes, and air conditioning devices.
- **The centre and basement of the building are the best places to take shelter. Take iodine tablets only when advised to do so by the authorities (there should be two iodine tablets per person).**

**Avoid moving outside**

### Additional instructions

You will get additional information from your city's rescue authorities, from broadcast media, and from Yle's (the Finnish Broadcasting Company's) Teletext page 867. You can also find information from the Finnish Radiation and Nuclear Safety Authority's website [www.stuk.fi](http://www.stuk.fi) and the website of the rescue authorities [www.pelastustoimi.fi](http://www.pelastustoimi.fi).

## 7.13 Blackouts

In the event of a power cut, the safety lights will remain on.

Action during a power cut

Electricity is down in the operating premises, but the lights of public areas are still working

- If possible, check the fuses in the operating premises' own electrical switchboard.
- If the problem was not solved, contact property maintenance (tel. 044 2787513).

Electricity is down in both the operating premises and the public areas

- Use a flashlight
- Direct others, if so needed.

## 7.14 Informing the security organisation

All safety anomalies must be reported to the university's security manager Tero Haapala, +358 50 448 4893. Report should be done as soon as a possible emergency call is made, and it is safe to do so without putting personal safety at risk.

A near-accident can be reported in accordance with the near-accident report procedures.

## 8 Civil defence

The purpose of the civil defence shelter is to protect people from collapses, explosion pressure waves and fragments, gases, radiation and fire. This property has 2 civil defence shelters. It is recommended that a civil defence shelter have an elected manager and deputy. It is good for the property's shelter's manager to learn how to use the equipment and how to prepare the shelter for use.

This property has 2 civil defence shelters:

Location	Protection grade	Surface area	Defence shelter places	Location of equipment
Teknika		87 m <sup>2</sup>	116	Civil defence shelter
Teacher training school	S1	105 m <sup>2</sup>	140	Civil defence shelter

One of the civil defence shelters is in class S1. The civil defence shelter in protection class S1 is a newer shelter, built after 1971. It is possible to stay in this shelter model for long time periods. The shelter has a manually operated or mechanical air intake machinery, equipped with a pre-filter and an activated carbon particle filter.

The authorities provide instructions by radio if it is necessary to move to civil defence shelters and information on which of the public shelters people are to move to. Moving into the civil defence shelters therefore always happens as a result of direction by the authorities. Accidents occurring in normal times do not generally ever require taking cover in civil defence shelters, with taking cover indoors being sufficient. There are 110,000 spaces altogether in the civil defence shelters of Finland.

## 9 Safeguard evasion

Safeguard evasion means controlled relocations of members of the population from a danger zone in a situation where this is considered less risky than taking cover indoors. Such situations are for example fast-developing dangerous substance accidents, extensive harm caused by exhaust fumes, danger of explosion, and radiation situations.

Safeguard evasion is always done on a special order from the authorities. The authorities have planned in advance to perform a safeguard evasion from the area and reserved the necessary transportation equipment for it.

## 10 Storing movables

Storage of different kinds of objects may lead to a hazard of fire starting or spreading, the prevention of safe exit in an emergency situation and increased difficulty in extinguishing the fire.

**The building's exit hallways and staircase areas must be kept walkable and clear of any obstacles.**

**Exit corridors, staircases, inside hallways, attics, basement and storage area passages**

- It is not permitted to store any items.

**Loft spaces**

- Do not store easily flammable material.
- Storage of flammable liquids (e.g. liquefied gas and petrol) prohibited.

**Basement spaces**

- Do not store easily flammable material.
- Storage of flammable liquids (e.g. liquefied gas and petrol) prohibited.

**Under or near buildings**

- It is not permitted to store flammable material or other goods by the walls of the building, e.g. garbage containers, piles of cardboard, or transportation trays

**Attention!**

- The rescue authorities can permit single case exceptions, for example for storing a larger amount or allowing storage in a different place or limit storing, if safety requires that



## 11 Attachments

This rescue plan has the following attachments:

- How to use a small fire extinguisher
- Car heating cables
- Key security

## Appendix A How to use a small fire extinguisher

### A.1 Extinguishers

- Turn the extinguisher upside down and shake the extinguisher to ensure the powder's running.
- Remove the safety pin.
- Approach the fire from the direction of the wind.
- If you are indoors, approach low on the floor, as this will improve the visibility.
- Take a hold of the extinguisher's hose from the end and direct the extinguishing substance at the base of the flames, don't cut through them.
- Start extinguishing from the front and continue towards the back, or from bottom to top.
- Extinguishing can be improved with a back and forth motion.
- The whole area that is burning must be covered in the extinguisher cloud.
- After the flames are extinguished the extinguishing can be stopped.
- Observe the burnt object and make sure that the fire is out.
- If the target catches fire again, repeat the extinguishing.

## Appendix B Car heating cables

Car heating cables should be detached from the power outlet and the cable in the outlet should not be left hanging on the heating pole. The cover of the outlet box should also be kept locked.

An open outlet box and a freely hanging heating cable with voltage cause danger of an electric shock. If the plug-in unit falls into a puddle or snow, it may electrify the surrounding area. In addition, the heating cable may break and become a hazard while clearing snow in the area, for example. An open outlet box is susceptible to vandalism.

Users should be advised on the safe use and storage of the car heating cable. The housing organisation is responsible for the safety of the property, and if, for example, an external party is injured, the housing organisation will be held responsible. A car user who has incorrectly left the cable attached to the outlet is also responsible for their part for any possible damages.

When pre-heating a car, you should only use a heating cable suitable for the purpose and an interior space heater designed for cars. Using an extension cable should be avoided as extension cables are generally not child-proof and they are easily left on the ground, where they are subjected to water, dirt and snow. The connection cable and condition of the plugs should be checked at regular intervals.

If the car heating equipment is not used or their condition is not preserved, danger of an electric shock to the user or another person follows. It also poses a fire hazard.

## Appendix C Key security

A log must be maintained of released keys and it is important to make sure they are returned when the person's work or residential contract ends.

Keys are released based on need upon signing them out. The keys must remain continuously under control of the person who signed them off. Any key or access tag in your name is not to be given to a third party in any circumstances.