

Lapin tutkimuslaitos, Kevo

Rescue Plan



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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, Subarctic Research Institute, Kevo

2.1 Basic information

Property name	Lapin tutkimuslaitos, Kevo
Building name	Kevo
Building address	Kevontie 470 99980 UTSJOKI
Number of buildings	5
Property owner	UTU Holding Oy

Laboratory building

Number of floors	2
Fire class	P3
Building material	Wood

Main building

Number of floors	2
Fire class	P3
Building material	Wood
Use	Housing facilities

Sauna, storage and maintenance facilities

Building material	Wood
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Tieva, Nili, Värri, Käkelä/Juova, Pekola, Tutkijamaja (Researcher hut)

Fire class	P3
Building material	Wood
Use	Housing facilities

**Weather
station**

2.2 Other information

The site falls within the area of the following rescue service: Lapland. The rescue department's estimated time of arrival at the site is approximately 30 minutes.

Maintenance	Tapio Saarilampi phone 02 3338968 service 040 1824941
Insurance company of the property	If tel. 010 191919 http://www.if.fi
Insurance company of the property owner	If tel. 010 191919 http://www.if.fi
Gathering area	Parking area in front of the workshop
Back-up gathering area	Designated if necessary, can be in the other buildings, for example.
Heating type	Electricity
Main water shutoff	On the ground between the main building and Käkelä. Location is marked on the plans.
Electricity switchboard	Backup power building
Back-up power arrangements	Back-up power generator

Number of people

Total			
	During the day	In the evening	At night
On weekdays	8–70	0	0
<i>Major changes throughout the seasons</i>			
On weekends	8–70	0	0

3 Organisation

Yliopiston turvallisuuspäällikkö

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

Station manager

Otso Suominen
Turun Yliopisto
phone 040 4860282
otso.suominen@utu.fi

3.1 Safety personnel for the property

Safety supervisor

Ilkka Syvänperä
Turun Yliopisto
phone 02 3338966
ilkka.syvanpera@utu.fi

Yliopiston turvallisuuspäällikkö

Kimmo Levander
phone 050 4688836
kimmo.levander@utu.fi

Real estate manager

Tapio Saarilampi
Turun Yliopisto
phone 040 1824941
tapio.saarilampi@utu.fi

3.2 Important numbers of the property

Task	Name	Telephone number	Service phone number
Janitor	Tapio Saarilampi	02 3338968	040 1824941

3.3 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
- electric shock
- injury caused by work equipment

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 the management.
 - 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 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
 - grease or other fire in the kitchen
- Electrical devices
 - short circuits
 - broken electronic appliance
 - hob in communal areas
- Arson
- Safety procedures
 - inspection of extinguishers not done
 - fire hydrant servicing not done
- Others
 - gas containers

Fire-hazardous locations are, for example ATEX facility, 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.
 - The hob is not to be used as a storage surface for different kinds of objects.
- Arson
 - An additional fire load is not accumulated.
- Safety procedures
 - The property has a fire alarm system.
 - The property has initial extinguishing devices.
 - Initial extinguishing equipment is inspected in accordance with directives.
- Others
 - Flammable substances are not to 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

- 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

Consequences

- personal injuries
- death

Actions and safety and security preparations

- Guaranteeing speedy access to help within the property.
- Everyone should familiarise themselves with the first aid guidelines attached to the rescue plan and giving first aid should be rehearsed.
- First-aid supplies have been acquired and they are replaced regularly.
- 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).
- 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 get to the roof of the building by climbing
- Violence
- Vandalism

Consequences

- damage to property

Actions and safety and security preparations

- Burglary
 - Marking and photographing of valuables.
- 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

Surveillance

Reception

Location Main building, 1st floor

5.2 Extinguishing equipment

Location	Extinguishing equipment
Main building, 1st krs. in the kitchen/downstairs kitchen	Fire blanket
Tieva, Nili, Värri, Käkellä/Juova, Pekola, Tutkijamaja (Researcher hut), In all kitchen facilities	Fire blanket
Main building, Entrance, 1st floor corridor, downstairs kitchen.	Fire extinguisher
Sauna, storage and maintenance facilities, In every building	Fire extinguisher
Tieva, Nili, Värri, Käkellä/Juova, Pekola, Tutkijamaja (Researcher hut), In every building	Fire extinguisher
Laboratory building, 1st and 2nd floor corridor	Fire hydrant

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)

Fire hydrants should be inspected:

- The functionality of the rapid fire hydrants should be checked every year. A pressure test for the rapid fire hydrant hoses should be performed at five-year intervals.

5.3 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.

The property has the following first aid items available:

Utensil	Location
Defibrillator	Main building
Emergency shower	Laboratory building
Eye-rinsing equipment	Laboratory building

5.4 Fire safety

Smoke detector

The purpose of fire alarms is to alert of any imminent fire. This will enable measures to extinguish the fire, warn others and take rescue measures.

Main building

Location	Main building, All rooms have their own.
Description	Localised central system that does not send external alarm notifications.
Location of centre	Centre is located in the intermediate space of the kitchen
Coverage	The entire building
System model	Battery-secured
Type of alarm	Localised alarm

ATEX facilities

The property contains the following types of ATEX facilities:

ATEX facility 1

Status	Hazardous waste storage
Location	Sauna, storage and maintenance facilities - Workshop

Rescue ladders

Windows or balconies located more than 3.5 metres from the ground must be used as an emergency escape route. A fixed ladder must be placed under the emergency escape route.

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.

Gathering area: Parking area in front of the workshop

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.

5.5 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.

6 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!

6.1 Safety organisation

Safety personnel for the property

Safety supervisor

Ilkka Syvänperä
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Real estate manager

Tapio Saarilampi
Turun Yliopisto
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tapio.saarilampi@utu.fi

6.2 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.

6.3 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. **Kevontie 470, UTSJOKI**
- Tell what happened
- Act according to directions.
- Inform the emergency centre of any changes that take place in the condition of the patient.

6.4 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

- Alert the fire department by calling **112** from a safe location.
- 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 evacuation situations the gathering area is: Parking area in front of the workshop

Back-up gathering area: Designated if necessary, can be in the other buildings, for example.

6.5 Action in the gathering area

Gathering area: Parking area in front of the workshop

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: Designated if necessary, can be in the other buildings, for example.

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 loca-

tions for long-term shelter.

6.6 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.

6.7 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: Tapio Saarilampi, phone 02 3338968, service 040 1824941
- Contact the emergency number if needed **112**.
- Main water shutoff: On the ground between the main building and Käkälä. Location is marked on the plans.
- Electricity switchboard: Backup power building

Should there be threat of water outside the building

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

6.8 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.

6.9 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.

6.10 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 and the website of the rescue authorities www.pelastustoimi.fi.

6.11 Blackouts

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. 02 3338968).

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

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

7 Civil defence

Väestönsuojan tarkoitus on suojella ihmisiä sortumilta, räjähdyspaineelta, sirpaleilta, kaasuilta, säteilyltä ja terveydelle vaarallisilta aineilta. Toimipaikasta vastaava henkilö (toimipaikan johtaja/päällikkö) toimii väestönsuojanhoitajana tai nimeää väestönsuojalle väestönsuojanhoitajan sekä hänen sijaisensa. Väestönsuojanhoitajan sekä sijaisen nimet ilmoitetaan kiinnittämällä tieto (lappu) esimerkiksi väestönsuojan oven tai väestönsuojan ilmanvaihtokoneen läheisyyteen. Väestönsuojanhoitaja johtaa väestönsuojan käyttökuntoon laittamista sekä suojautumista. Väestönsuojanhoitajan on hyvä opetella väestönsuojan laitteiden käyttö ja suojan käyttökuntoon laittaminen. Tarkemmat ohjeet väestönsuojan huoltoon, käyttökuntoon laittamiseen sekä käyttöön liittyen ovat sijoitettu väestönsuojaan.

Kiinteistössä on 1 väestönsuoja

Väestönsuojan vuosittaisesta huollosta huolehtii kiinteistönhoitaja. Kiinteistöhuolto tekee väestönsuojan huolto-ohjeiden mukaiset vuositarkastukset ja – huollot.

Väestönsuojelumateriaali on sijoitettu väestönsuojaan.

Viranomaiset antavat ohjeita mm. radiossa sekä vaaratiedotteena, jos on siirryttävä väestönsuojoihin. Siirtyminen väestönsuojoihin tapahtuu siis viranomaisten kehotuksesta. Normaaliaikana tapahtuvat onnettomuudet eivät yleensä edellytä väestönsuojaan suojautumista, vaan sisälle suojautuminen riittää (ks. toimintaohje yleinen vaaramerkki).

8 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.

9 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, basement and storage area passages

- It is not permitted to store any items.

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

10 Attachments

This rescue plan has the following attachments:

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

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.

A.2 Extinguishing blankets

- Take a hold of the corners of the blanket and protect your hands by placing them inside the blanket.
- Step on the blanket with your foot; this will prevent the flames from getting to your face.
- If you are outside, approach the fire from the direction of the wind.
- Extend your arms straight.
- Spread the blanket over the fire.
- Hold the blanket tightly over the fire and make sure that the fire is extinguished.
- Protect yourself while lifting the blanket as the fire can re-ignite.
- Make sure once more that the fire is extinguished.

A.3 Fire hydrant

- Open the fire hydrant cabinet. If necessary, break the plastic covering of the lockguard by, for example, hitting it with your elbow.
- Open the stopcock and pull out as much hose as you need.
- Turn on the nozzle at the end of the hose and begin extinguishing from a safe distance.
- Direct the water jet at the base of the flames and continue until the fire has been extinguished.
- Make sure the fire has been put out. Suffocate or wet all possibly still- smouldering spots.

Do not put yourself in danger. Avoid breathing smoke. If the extinguishing is not succeeding, move to safety. Close the door to the space to limit the fire.

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.

Appendix D Building layout

