VOAS
VAASAN OPISKELIJA-ASUNTOSÄÄTIÖ
STIFTELSEN VASA STUDIEBOSTÄDER

Klemetinkatu 5

Rescue Plan



Klemetinkatu 5 rescue plan

Completed Jul 2, 2013
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Last updated Oct 20, 2023
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This rescue plan was made using the Pelsu Rescue Plan service.

This rescue plan has 28 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

2.1 Basic information

Property name	Klemetinkatu 5
Building address	Klemetinkatu 5 65100 VAASA
Number of apartments	18
Building type	Apartment building
Number of floors	3
Property owner	VOAS tel. 06 3276511 http://www.voas.fi/?page=VOAS
Housing management office	VOAS tel. 06 3276511 http://www.voas.fi/?page=VOAS

2.2 Organisation

Property manager	Petra Alamäki VOAS phone 06 3276513 petra.alamaki@voas.fi
Property director	Teppo Rasku VOAS phone 06 3276512 teppo.rasku@voas.fi
Hosted by	VOAS phone 06 3276530 asuntotoimisto@voas.fi

2.3 Other information

The site falls within the area of the following rescue service: Ostrobothnia.

Heating type	District heating
Main water shutoff	Basement of Ajurinkatu
Heat distribution room	Basement of Ajurinkatu
Electricity switchboard	Basement
Maintenance	Luotsi Kiinteistöpalvelut Oy phone 06 3165200 service 050 3891839
Insurance company	If tel. 010 191919 http://www.if.fi
Gathering area	Backyard
Back-up gathering area	Neighbouring properties

3 Responsibility sharing

Party	Responsibility
Management	Responsible for the management of the entire property, managing maintenance contracts and similar issues, addressing reported safety or other deficiencies or delegating responsibility to another party. Acting as a contact person for regulatory control and other similar matters, including participation in fire inspection rounds.
Property maintenance	Technical systems and safety equipment, maintenance of the yard, snow removal, etc. The caretaker notices any deficiencies when visiting the site and takes care of them on his/her own initiative or reports them to the management.
Resident	The tenant is responsible for his/her own living quarters and storage cupboard, as well as for his/her personal belongings and activities in the association. Any systems or fixed structures on the premises of the tenant are the responsibility of the maintenance company.
The**normal flow of information** on deficiencies: tenant--- maintenance company --- management	

Residents can report safety concerns or other deficiencies to the maintenance or management by phone or email, the necessary contact details can be found for example in the "Organisation" chapter of this plan.

4 Important phone numbers

4.1 Important numbers of the property

Task	Name	Telephone number	Service phone number
Maintenance company	Luotsi Kiinteistöpalvelut Oy	06 3165200	050 3891839

4.2 Other important numbers

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

5 Hazards and their effects

A **hazard** is a factor or circumstance that can cause harm or bring about an adverse event.**Risk** is the combined effect of the probability and severity of harm associated with a threat.

Risk and probability	Causes and consequences	Preparedness
Fire (possible)	Reasons for occurrence: Open fires, candles, smoking, electrical appliances, electrical switchboards and installations, vehicles, fire work, cooking, arson (excess combustible material at waste point, goods on building walls, excess goods in stairwells) Consequences: Personal injury and damage to property	Use of open fires only under supervision, no use of broken electrical appliances, fire work only with a fire permit and card, food preparation only under supervision, proper waste sorting, no excess combustible material stored in the stairwell or on building walls
Accident (possible)	Reasons for occurrence: Winter slipperiness, snow or ice falling from roof, fall in stairwell/ common areas/own dwelling, traffic accident Consequences: Personal injury	Winter maintenance by building maintenance (prevention of slippage, snow removal if necessary), reporting any deficiencies to maintenance, caution when using stairs and especially outside in winter, maintenance of public areas (e.g. cleaning, not storing excess items in passageways)
Accidents, vandalism, theft (unlikely)	Reasons for implementation: Open/unlocked front door or door to public areas, door opened to unknown person Consequences: Property damage, risk of personal injury.	Keep doors to storage and other areas locked, do not open doors to strangers, report to maintenance if any deficiencies in door locking are found.
Water damage (possible)	Reasons for occurrence: Lack of maintenance/control, freezing, blockages, equipment failure, storm, storm water flooding Consequences: Property damage	Maintenance and upkeep of the building's plumbing system, use of water appliances (washing machines) only when supervised, replacement of appliances ensures replacement of leakage traps, maintenance of storm drains

Risk and probability	Causes and consequences	Preparedness
Power failure (possible)	Reasons for implementation: Lightning, storm, equipment failure Consequences: Equipment failure, food spoilage in the event of a prolonged outage, home freezing in winter	Household supplies; e.g. torch, candles, matches, spare power supply for charging mobile phone, food supplies (dry food/ canned food), warm clothes in winter
Gas hazard (unlikely)	Reasons for implementation: Transport of dangerous goods, fire in the vicinity Consequences: Shelter in place.	Follow the instructions of the authorities, refer to the general instructions for the general danger sign.
Radiation hazard (unlikely)	Reasons for occurrence: Radiation accident Consequences: Shelter in place	Follow instructions from the authorities, home security, familiarise yourself with the instructions in advance

6 Safety procedures

6.1 Fire safety

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. Exiting must also be possible to do in the dark, which is why the exit routes must be clear at all times. Because the property has 3 floors, the window shall serve as an emergency exit. In this event, the rescue department shall assist in evacuating the building in case of emergency. Objects are not to be stored in front of the exits. (Environment Ministry's regulation of fire safety of buildings.)

Exit ways and doors leading to them must be easily accessible and openable in emergency situations from the inside.

A door can be locked, for example, to prevent trespassing from the outside, but must it must be possible to open it from the inside without a key during the normal use of the building.

Never exit into a smoky stairway.

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.

Performing hot work at a temporary hot work site always requires a permission granted by a person responsible for the hot work. The hot work permission ensures the actions of the different parties regarding safety and fire protection. The person conducting the hot work must have a hot work licence.

The property manager office grants the hot work permissions.

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 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.

7.2 Sudden illness or accident

Find out what happened

- Has the person fallen or fainted?
- Are there possibly eye witnesses, that can tell you better about what has happened?

Check the person's condition

- Can you wake the person up by talking or shaking?

Check breathing

- If the person doesn't wake up, check breathing: place the back of your hand in front of the patient's mouth and feel if there is air flow.

Make an emergency call.

- Call the number **112**.
- Tell where you are calling from.
- Tell what happened
- Act according to directions.

Give first aid if needed.

- If the person is not breathing, start with first aid.

Turn an unconscious but breathing patient into the recovery position on their side.

Observe the patient.

- If there are changes in the patient's condition before the rescue department arrives, notify them by calling the emergency number **112**, so that the emergency centre can re-evaluate your situation.

Guide the professional help quickly to the patient

- Tell the professional help what has happened and what has been done.

7.3 Fire

Save

- Make an assessment of the situation. Rescue those in immediate danger.
- Be careful not to breathe smoke! Smoke is highly toxic and you can lose consciousness quickly if you breathe it.

Warn

- Warn others in the building about the fire and the threatening danger.
- Direct people to the gathering area.

Alert

- Call the emergency number **112** from a safe location.
- Tell who you are, where the fire is (address and floor), what is on fire, and if there are people

in danger.
- Do not hang up the phone until you are given permission to do so.

Extinguish
- Perform initial extinguishing measures, where possible.
- A grease fire is extinguished by suffocating it with a fire blanket.
- When an electrical appliance is on fire, disconnect power and begin extinguishing the fire.

Limit
- Remove fire sensitive items and flammable liquids.
- Contain the spread of fire and smoke by closing windows and the door as you exit.

Guide
- Direct the rescue personnel to the location or arrange guidance. For example: one person stays to guide on the side of the parking lot and another next to the building.

In evacuation situations the gathering area is: Backyard

Back-up gathering area: Neighbouring properties

7.4 Fire - instructions for action when safe evacuation is prevented

Sometimes a fire raging elsewhere prevents safe exit from the property. In these cases, it is wise to stay in a smoke-free area with doors and other openings closed.**Stay inside and be calm**.

- Do not exit into the stairwell.
- In blocks of flats, each flat is made into its own fire compartment, from which the spread of fire to another flat is prevented by structural measures.
- Jumping from a height will have fatal consequences, but staying in an apartment will not.
- Go to the balcony or window and attract attention
    - Call 112 and give your exact address

Be prepared for the fire to spread.

- To be on the safe side, put water in a sink, for example.
- If smoke starts to enter the apartment through doorways, a letterbox or ventilation valves, ventilate with fresh air and seal the leakage points with damp textiles.
- If the door of the dwelling starts to get hot, cool it with water.
- If flames strike windows in the home, move flammable items away from the windows.

Follow the instructions given by the authorities.

7.5 Action in the gathering area

Gathering area: Backyard

When people have left the building and proceeded to the gathering area, one person must be appointed to take responsibility for the activities at the gathering area. 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 (the back-up gathering area).

Do not leave the gathering area without the permission of the rescue authorities.

Factors to bear in mind in the gathering area:

- taking care of any possible injured parties
- 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: Neighbouring properties

In severe winter conditions or other situations, an additional gathering area may be needed. Authorities will also provide instructions about shelter locations for long-term shelter.

7.6 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. If you know there is a neighbour with reduced mobility, for example handicapped, blind, or elderly, try to secure their safe exit in emergency situations. If you know your neighbour is at home, but you are not able to assist in moving them out, notify the rescue authorities about the situation as fast as possible.

Work in cooperation with the other residents.

Things to consider when helping people with reduced mobility

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

7.7 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: Luotsi Kiinteistöpalvelut Oy, phone 06 3165200, service 050 3891839
  - to the housing manager: VOAS, tel. 06 3276530
- Contact the emergency number if needed **112**.
- Main water shutoff: Basement of Ajurinkatu
- Heat distribution room: Basement of Ajurinkatu
- Electricity switchboard: Basement

Should there be threat of water outside the building

- Find out what is causing the water threat.
- If there is a leak, try to block it.
- Try to prevent the water from getting into the building.
  - by baggings
  - by using plastic covers
  - by directing the water away from the building
- Call for additional help if needed.

7.8 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.

7.9 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 warning is given in population centres with an outdoor alarm system and with an alarm attached to a vehicle in rural areas.

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.
- Stay 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 areas unless urged to do so by the authorities, so as not to endanger yourself on the way.

7.10 Gas hazard

Public warning signal in danger situations concerning gas
Additional information on the type of danger can be got from radio and television. The following are usually connected with a gas hazard.

- If you are indoors and can smell gas:
  - stay indoors
  - the top floors make the best shelter
  - place a wet cloth over your mouth and breathe through it
  - stay on the upper floors until the danger is over
  - do not go into the basement.
- 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
  - press a wet cloth, tuft of grass, turf, or moss in front of your mouth and breathe through it.

Additional information on taking cover from gas
- Switch off air conditioning devices and close doors and windows tightly. The more airtight you can make the building, the slower the gas can get inside.
- 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.

7.11 Radiation hazard

The radiation situation is constantly monitored throughout the country by means of gauges. Even small changes are detected immediately and reported without delay. A general danger signal is issued in case of a radiation hazard.**Go inside**Sheltering inside is the first line of defence in case of a radiation hazard. Close doors, windows, vents and ventilation tightly to prevent radioactive substances from entering. The central part of the house offers the best protection.**Iodine tablets**Taking iodine tablets is a secondary support measure recommended for people up to 40 years of age and pregnant women. Take iodine tablets only on the advice of the authorities, which you will hear on the radio or television. Iodine tablets prevent the accumulation of radioactive iodine in the thyroid gland, but do not provide any other protection. In the event of an emergency, do not leave the building to retrieve the tablets. Iodine tablets can be obtained in advance from a pharmacy. There should be 2 iodine tablets per person. The Ministry of Social Affairs and Health recommends taking iodine tablets in the event of a radiation hazard due to a nuclear accident for people up to 40 years of age and pregnant women.**Protect your food and drinking water**Place exposed food in plastic bags or leak-proof containers. Refrigerators, freezers and leak-proof packaging protect against radioactive dust.**Getting outdoors**If you have to go outside, wear tight, skin-covering clothing, such as rainwear. Take off your clothes on entering the hallway and wash carefully. Use a respirator, towel or paper towels to prevent radioactive particles from entering the lungs.**Further advice**Further advice is available from the emergency services in your town, from the media and on page 867 of the Finnish Broadcasting Corporation's Text-TV. Information is also available on the Radiation and Nuclear Safety Authority's website www.stuk.fi and on the rescue services' website www.pelastustoimi.fi.

7.12 Blackouts

How to act during a power cut:

- First check the fuses. If they are intact, find out whether the electricity of your neighbour or neighbouring houses is working.
- If the electricity is out from a larger area, the problem is already known and actions to fix it have started. Most electricity suppliers have a taped recording of the malfunction on its fault service number, which will give information on the blackout situation in your area.
- When the electricity comes back but acts unusually, for example the lights burn brighter or dimmer than usual, the reason might a break in the electricity network's neutral wire. This can result in equipment damage, fire and, in the worst case, the risk of electric shock. In such situations, switch off the electricity from the main switch and call your electricity supplier's fault emergency number.
- When a power cut lasts longer, prepare yourself with warm clothes, especially in the winter, and home storage supplies. Instructions regarding home storage supplies can be found in the appendices.

Good to know during a power cut

- electrical appliances that have been switched on (e.g. cookers or ovens) should be switched

off so that they do not pose a fire risk when the power comes back on
- the fridge and freezer will go out and should not be opened to prevent food spoilage
- the water supply may be interrupted during a power cut, as the water supply pumps are powered by electricity

In the event of an anticipated power cut, efforts will be made to inform the public in advance. It is **not** always possible to provide information in advance. You can find out about anticipated power cuts by following the information provided by the authorities, for example via YLE.

8 Civil defence

This property does not have its own civil defence shelter. The property is part of the general civil defence district. Rescue operations are dependent on regional population protection. Rescue operations are also prepared to operate in exceptional conditions. The core tasks are detecting threats and warning about them, maintaining ability to protect the population and taking care of rescue operations and the required additional resources. The objective is the most efficient operation possible in accident situations under exceptional circumstances.

The area rescue authorities work together with the municipalities in the area on civil defence and protection matters. The rescue authorities also ensure their own organisation's preparedness for civil defence in exceptional situations. In civil defence, the necessary rescue, first aid, ambulance, and maintenance set-ups are created only in exceptional circumstances. In these tasks, there are approximately 85,000 people nationwide.

There are 110,000 spaces altogether in the civil defence shelters of Finland. The authorities will give directions via radio if you are supposed to move to a civil defence shelter, along with the information to which shelters people are supposed to go. 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.

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 Preservation of

The storage of miscellaneous items can create a risk of fire starting or spreading, prevent safe escape in an emergency and make it more difficult to extinguish a fire. Therefore, always handle flammable materials according to the instructions. **It is strictly forbidden to store flammable substances in individual rooms. Exits to the building must always be kept accessible and unobstructed**.

- Residential accommodation and associated balconies, terraces or similar spaces
  - The storage of unnecessary goods in the apartments shall be avoided.
- Exit routes, stairwells, internal corridors and storage access routes
  - No goods may be stored.
- Under or in the vicinity of buildings
  - No flammable material or other goods may be stored on the walls of buildings, including rubbish bins, cardboard stacks and pallets.

Note In case of doubt, always contact the fire inspector of the local fire brigade.

11 Attachments

This rescue plan has the following attachments:

- How to use a small fire extinguisher
- Home assets

Appendix A How to use a small fire extinguisher

The resident is responsible for acquiring extinguishing equipment for the apartment.

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.
- Observer 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.

Appendix B Home assets

Home contents are part of the residents' self preparedness. When you have a home emergency kit, you can cope with unexpected situations with fewer problems. A home reserve means buying a little extra food and other things you may need on a daily basis. A home reserve should last for three days (72 hours). A home reserve is food and goods in normal circulation, replenished as they are used. This keeps food fresh and goods usable. There are many reasons why you may not be able to go to the store.

- A single parent may fall ill and be unable to go shopping
- Society can be wounded; there could be a strike, transport disruption, or a major power cut that disrupts everyday life.
- A situation where shops have to be closed or you can't go out.

The contents of household supplies may vary according to the food habits of the household, including bottled water, containers for storing water, medicines, iodine tablets and household essentials. These include personal medicines, toiletries, nappies, battery-powered radio, torch and batteries.