



TURUN **TEKNOLOGIAKIINTEISTÖT**

EduCity

Action guide



EduCity action instructions

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Author Janne-Juhani Piiparinen

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Updater Joachim Miinalainen

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1 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!

1.1 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.

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

In the event of an automatic alarm, the rescue service will arrive at the "Fire Brigade Room", located at the corner of Joukahaisenkatu Street. There is direct access to the basement garage and the sprinkler centre. In other cases, direction via the nearest entrance to the scene of the incident, in which case staff should arrange for a guide to lead the way out to meet the helpers.

1.2 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. **Joukahaisenkatu 7, TURKU**
- Tell what happened
- Act according to directions.
- Inform the emergency centre of any changes that take place in the condition of the patient.

1.3 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: In the event of an automatic alarm, the rescue service will arrive at the "Fire Brigade Room", located at the corner of Joukahaisenkatu Street. There is direct access to the basement garage and the sprinkler centre. In other cases, direction via the nearest entrance to the scene of the incident, in which case staff should arrange for a guide to lead the way out to meet the helpers.

Using the lift in the event of a fire is strictly forbidden!

In evacuation situations the gathering area is: Turku AMK Lemminkäisenkatu 30, courtyard.

Back-up gathering area: DataCity, Lemminkäisenkatu 20

1.4 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: Turku AMK Lemminkäisenkatu 30, courtyard.

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.

Staff

- Show students and guests out of the room, and be the last to leave. Close the room door behind you.
- Exit the building using the signposted exit routes to the outside and on to the assembly area.
- Restaurant / Lobby
 - Guide customers out of the building and to the assembly area.
 - Check the premises to ensure that no one remains in the building during the alarm

Psychophysics laboratory supervisor

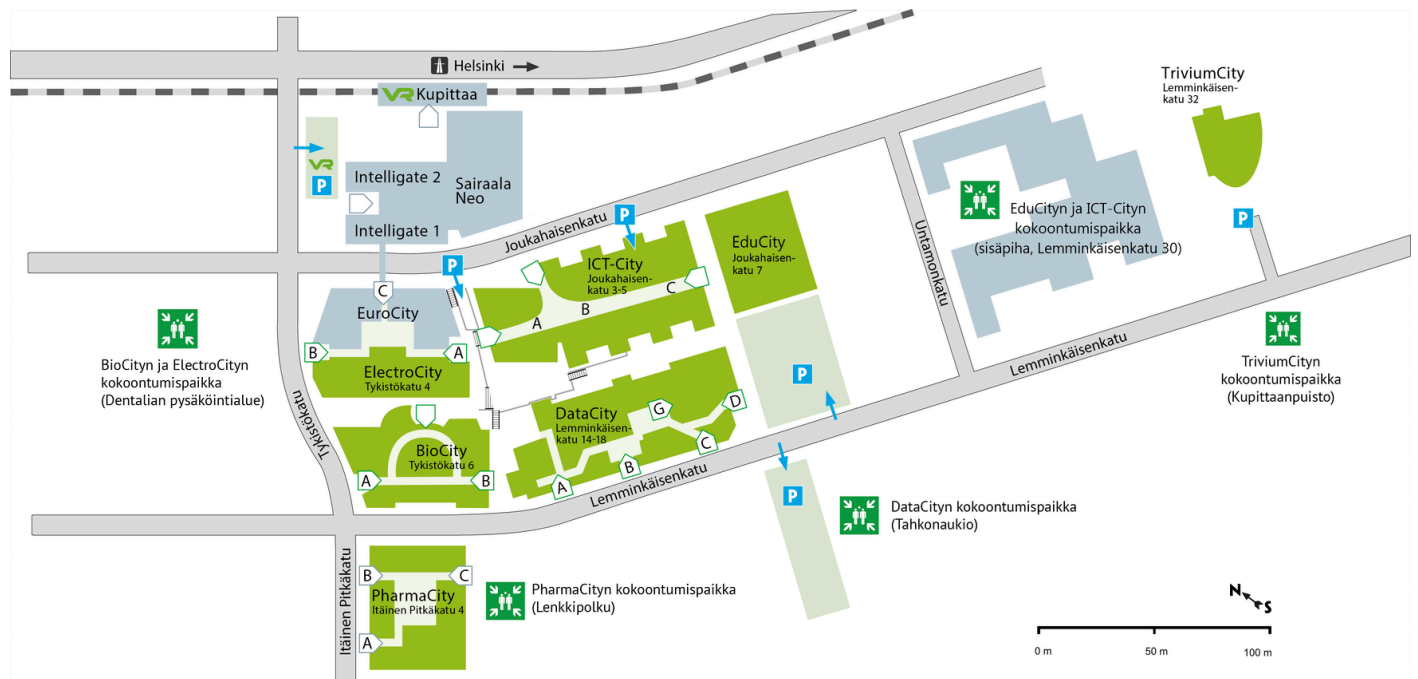
- The experiment supervisor will direct 1-4 subjects in the examination room to leave.
- The duration of the experiment is typically 1 to 3 hours, during which time the experiment supervisor is present in the control room at all times.

1.5 Activities at the meeting place

Once people have left the building and proceeded to the assembly area, a staff representative will start leading the action. No one is allowed to leave the assembly area without permission. The building will be returned to once permission has been obtained from the emergency services. **Things to remember at the assembly point:**

- care of any injured persons, inform staff/rescue services
- care for persons with reduced mobility or other disabilities
- if you know someone is trapped inside, inform them.

Place of assembly: Turku AMK Lemminkäisenkatu 30, courtyard.



Depending on the situation, consider whether it is safe to remain at the designated **assembly** point or whether people should be directed elsewhere: for example, to a pre-arranged indoor space or to a nearby property.

1.6 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.

1.7 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: Are Oy, phone 020 5305700, service 020 5305700
- Contact the emergency number if needed **112**.
- Main water shutoff: Heating room: basement, access from the garage (space P0026)
- Heat distribution room: Basement, access from the garage (space P0026)
- Electricity switchboard: Basement, access from the car port next to the D-door corridor (space P0009)
- Solar panel emergency switch: In the fire alarm room on the side of Jouskahaisenkatu, on the

street level, room K1001 (and on the roof, near the stairs leading to the upper level).

Should there be threat of water outside the building

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

1.8 When violence is threatened

In an **unarmed threat situation, do the following.**

- Act calmly and try to reassure the person with your own behaviour.
- Make sure you do not turn your back or corner yourself so that you always have an escape route from the threatening person.
- If possible, ask for help.
- Run away and help others to escape from the scene

Take care of your own safety. Try to direct the threatening person to a place where they cannot be harmful to others. After the incident, report the incident to the police if necessary.**If the threatening person has a weapon, do the following.**

- Do not resist.
- Do only what the threatening person tells you to do.
- If possible, try to warn others.
- After the incident, call 112. Listen to the instructions and act on them.

Any threat or observation of a possible threatening situation must be taken seriously and reported to the police immediately.

1.9 Bomb threat

Bomb threats are often baseless and made by a disturbed person, but they should always be taken seriously and any threat should be reported to the police. The important thing is to maintain your composure and calm.

- When the threat comes over the phone
- Remain calm. Prolong the call.
- Take notes. Write the threat down verbatim.
- Ask questions.

- Where is the bomb?
- What does the bomb look like?
- When will the bomb explode?
- Why?
- Pay attention to the caller's speaking style and tone of voice.
- Are there any dialects or other distinctive features in his speech?
- Is he or she agitated?
- Does he read the message from the paper?

After the call, report it to **112**. Follow the instructions given by the authorities.

1.10 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.

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.

1.11 Blackouts

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

Using lifts during a power cut is not possible.

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. 020 5305700).

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

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

In the event of a power cut, lifts will stop working. Should you be stuck on a lift due to a power cut or other failure, act as follows:

Contact the lift maintenance emergency line:

- by mobile phone - (KONE Hissit Oy, 0800 15063) or
- the emergency button inside the lift. (This will connect directly to the lift maintenance emergency line.)

When necessary, you can call the general emergency number 112.

1.12 Instructions for the use of fire extinguishers

Hand-held fire extinguishers

- Pull out the safety socket.
- Take hold of the end of the extinguisher hose and direct the extinguishing agent to the flame root, do not cut the flames.
- Start extinguishing from the front and work backwards, or from the bottom up.
- Extinguishing can be enhanced by a back and forth motion.
- The entire area to be burned must be covered by the extinguishing cloud.
- Once the flames have been extinguished, the extinguishing operation can be stopped.
- Observe the burnt area and make sure that the fire is extinguished.
- If the target reignites, repeat the extinguishing operation.

Extinguishing blankets

- Grab the corners of the blanket and protect your hands inside the blanket.
- Step on the blanket with your foot, this will prevent the flame from entering your face.
- Stretch your arms out straight.
- Spread the blanket over the fire.
- Hold the blanket tightly over the fire and make sure the fire is out.
- Protect yourself while lifting the blanket, the fire may re-ignite.
- Check once again that the fire is out.

Hotline

- Open the instant fire mail cabinet.
- Open the shut-off valve and pull out the required amount of hose.
- Open the nozzle at the end of the hose and start extinguishing from a safe distance.
- Direct the water jet into the flames and continue extinguishing until the fire is out.
- Make sure the fire is out. Smother or water any still smouldering areas.

Do not put yourself in danger. Avoid breathing smoke. If the fire cannot be extinguished, move to safety. Close the compartment door to contain the fire.

1.13 Protection inside

Protection inside is necessary in the event of a serious act of violence or threat of violence occurring in the property. Shelter should always be provided in a room where the door can be locked and is not visible from the inside. Glass-walled study and office rooms cannot be protected. If a threat occurs while a student is studying in a glass-walled room, the student will be directed to a safer location. There are two stages/phases of sheltering in place. **Stage/phase One** The first stage/phase is when there is a threat of violence in the vicinity of the property, a threat of serious violence has been made, or the threat of violence is inside the property. *Actions:*

- Report the threat to the public emergency number **112**
- Tell students, guests and persons in the corridors and outside to come inside.
- Lock doors to classrooms.
- Staff will lock external doors.
- Await further information from the authorities.

Second stage/phase The second stage/phase is taken if the threat is inside or near the property. *Action:*

- Lock the doors to the classroom.
- Turn off lights in the rooms and close any curtains.
- Turn off or mute mobile phones.
- The teacher's or facility manager's phone must be on but silent.
- Barriers are placed in front of the room door.
- Instructing those in the room to stay low and behind furniture.

Instructions for staff Here are things to consider about emergency evacuation and sheltering in place in advance. *As part of everyday activities*

- Learn how to walk around and become familiar with the different exit routes from the building.
- Learn to put the classroom door in the back lock.
- Find out the locations of the assembly points in the building.
- Participate in drills and familiarise yourself with relevant materials and procedures.
- Think about where and how you could protect yourself if necessary.

During a situation

- Take control of the situation - use audible voice.
- Guide your group by the safest route to a sheltered assembly point.
- The authorities are in charge of the emergency response - you are responsible for your group.
- If there is no clear direction or command - to shelter in place or get out - make a decision!

The **decision will be influenced by** the location of the space and the protection it provides.

- A closed, lockable space is a safe place to shelter.
- In a glass-walled room or a room with an unlockable door, it is difficult to protect yourself.
- If a safe escape route is visible and safe, going outside can be considered.
- If the escape route is far away and not visible, it is not safe to go outside.
- Proceed according to level 1 or 2, depending on the situation.
- If necessary, report the information to the authorities.

After the situation

- Return to normal activities as far as possible.
- The situation should be addressed with students and staff in accordance with the institution's crisis communication policy.
- Do not make statements to the media. The authorities and pre-determined persons are responsible for providing information.

1.14 Gas extinguishing system in a high-voltage room

The high-voltage room (room K1021) is protected by an automatic gas extinguishing system using Clean Agent FS 49 C2 as extinguishing agent. **Operation of the extinguishing system**

- This extinguishing agent is a colourless, tasteless and odourless gas mixture.
 - Its action is based on the fact that it strongly absorbs heat from the fireball, thus breaking the fire chain.
 - The extinguishing gas is not dangerous to humans and does not displace much oxygen, but a fire will always produce dangerous combustion gases which require immediate evacuation.
- The system has two detection loops (optical and sampling).
 - In the event of smoke being detected by either detection system, the fire alarm is transmitted to the VAK and via the fire detection system to the alarm control panel and the alarm siren is triggered.
 - Only when another detector in a different loop reacts to the smoke will the extinguishing system be triggered after a delay of about 10 seconds.
 - If necessary, the triggering can also be carried out by means of the manual release button on the door (outside) of the room.

LEAVE THE ROOM WHEN THE ALARM SIREN SOUNDS

1.15 Emergency stop of a solar power plant

A solar power plant has been built on the roof of the property: the solar panels are placed on the roof, accessed through the IV machine room in the attic. The inverters of the system are located in the attic battery room, room 7003 (next to corridor B). The solar power plant can be stopped in an emergency in two different ways: **Method A:** Disconnection from the inverter safety switch: the solar power plant can be disconnected from the grid by turning the inverter safety switch to the OFF position.

- "The solar power plant emergency stop switch located in the 'fire department room', room K1001, at the fire alarm panel:
- The solar power plant can be disconnected from the property's electrical grid by turning the inverter safety switches to the OFF position. The inverter safety switch is located in battery room 7003 in the IV machine room in the attic.

NOTE: In this case, the solar panels and the cables from the panels to the PV system's control panel will remain live! **Method B:** Disconnection from the main electrical panel The solar power system can be disconnected from the building's grid by turning the switch guard at the main electrical panel to the OFF position.

NOTE: In this case, the solar panels as well as the cabling inside the building remain live, but no longer feed the building's main centre. **NOTE:** With both methods OFF, the solar panels as well as the cables from the panels to the PV system's main centre remain live! IN PRACTICE, THE SYSTEM IS ALWAYS LIVE WHEN IT RECEIVES LIGHT.



Solar power emergency shutdown



Solar power inverters