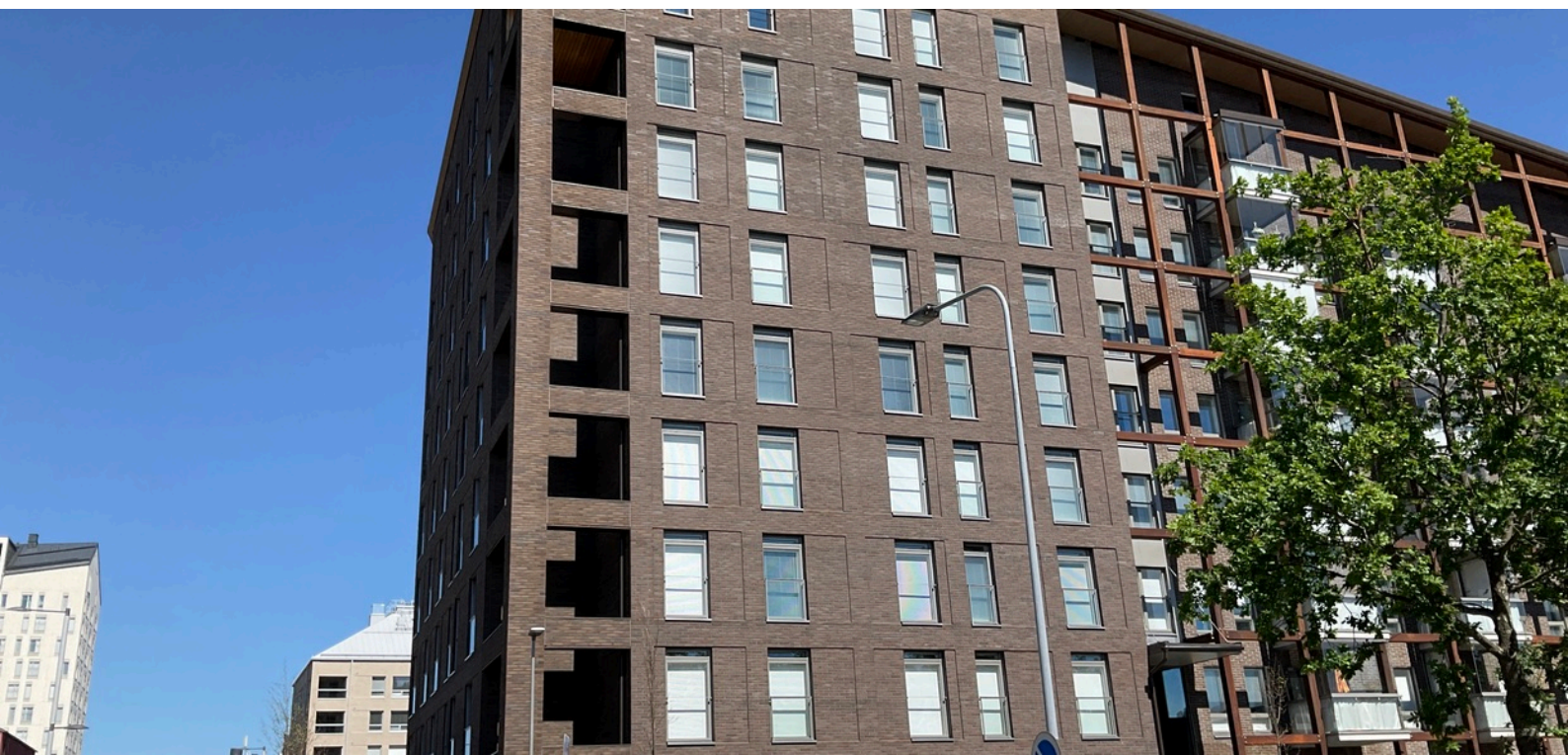




Kangas

Action guide



Kangas action instructions

Completed Feb 1, 2021

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Last updated Mar 22, 2022

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These action guidelines were made using the Pelsu Rescue Plan service.

This action plan has 14 pages.



Contents

1	Action guidelines	4
1.1	Alerting help	4
1.2	Sudden illness or accident	5
1.3	Fire	5
1.4	Fire action guide, when safe exits are blocked	6
1.5	Action in the gathering area	7
1.6	Assisting people with reduced mobility in emergency situations	8
1.7	Water damage	8
1.8	Under threat of violence	9
1.9	Public warning signal	10
1.10	Gas hazard	11
1.11	Radiation hazard	11
1.12	Blackouts	12
1.13	Resident's safety and security guide	12



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.



1.2 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.

1.3 Fire

KOAS premises are equipped with a fire alarm system that will alarm locally. In case of a fire alarm, call the emergency centre's number 112. When the fire alarm goes off, everyone must immediately leave the building. If the sprinkler system goes off in Jaso's premises or in the common facilities, this will also start the fire alarm in KOAS corridors.



Save

- Assess the situation. Save the people who are in an immediate danger.
- Take care not to breathe in any smoke! Smoke is extremely poisonous and can kill quickly if breathed in.

Warn

- Warn other people in the building about the fire and the impending danger.
- Guide people to the assembly point.

Alarm

- Call the emergency number 112 from a safe place.
- Tell them who you are, where the fire is (address and floor), what is on fire and if any people are in danger.
- Do not cut off the call until you are given a permission to do so.

Extinguish

- Perform an early fire suppression if possible.
- Extinguish burning oil or fat by suppressing the fire with a fire blanket.
- If an electrical appliance catches fire, first turn off the appliance and then start performing an early fire suppression.

Limit

- Remove any close by, flammable objects and materials.
- Limit the spreading of fire and smoke by closing the windows and the apartment door as you leave.

Guide

- Guide the rescue personnel or arrange guidance for them. Example: one person guides them in crossroads and other person next to the building.

It is strictly forbidden to use an elevator during a fire!

In an evacuation situation the assembly point is: \$(assembly point)

Alternate assembly point: \$(alternate assembly point)

The danger is not over until the rescue department gives an permission to return to the building.

1.4 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 apartment and remain calm.

- In apartment buildings, each apartment is its own fire compartment, and the spreading of fire from one apartment into the others has been prevented by structural measures.
- Jumping from a height has fatal consequences, remaining in the apartment doesn't.

Go to a balcony or to a window and attract attention.

- by shouting
- by flashing lights
- by waving something visible
- you can also call 112 and tell the exact address of where you are.

Prepare for the spreading of the fire.

- As a precaution, fill the bathtub and sink with water.
- If smoke starts to get in to the apartment from cracks in the door, the postbox, or through air ventilation, air out the apartment with fresh air and seal the leaking cracks and openings with wet textiles.
- If the apartment door starts heating up, cool it down with water.
- If flames start hitting the apartment windows, move easily flammable items away from the window.

Follow directions from the authorities.

1.5 Action in the gathering area

Gathering area: On Annankatu, in front of day-care centre Touhula.



Gathering area

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: Will be indicated when required

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.

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. 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.

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: TL-Maint Oy, phone 020 7622480, service 020 7622480
- Contact the emergency number if needed **112**.
- Main water shutoff: Heat exchange plant room: 1st floor. Access to the room from outside, on the left side of the staircase, room 113. (The gable end facing Rusokinkatu).
Apartment-specific water seals are located on the side of the corridor in the ceiling in front of the doors to the apartments.
- Heat distribution room: 1st floor. Access to the premises on the left side of the stairwell door,

room 113, (gable end facing Rusokinkatu).

- Electricity switchboard: On the 1st floor. Access from the corridor leading to the outdoor recreation store, room 112.

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.



*Apartment-specific water seal
in the ceiling*



*Main water seal in the heat
exchange plant room*

1.8 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.

1.9 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.



1.10 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.
- 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.

1.11 Radiation hazard

Radiation situations are monitored with gauges throughout the country. Even the slightest change is detected immediately and notified of. A public warning signal is given upon the threat of radiation.

Go inside

Close doors, windows, ventilation holes, and air conditioning tightly to prevent radioactive substances from getting indoors. The centre of the building is the best place to take shelter.

Iodine tablets

Take an iodine tablet only when the authorities tell you to do so either on the radio or on television. Iodine tablets prevent radioactive iodine from building up in the thyroid gland, but offers no other protection. You should not go outside the facilities to look for iodine tablets when the danger situation is present. You can acquire iodine beforehand from the pharmacy. Each property should have 2 iodine tablets per person.

Protect your food and drinking water

Put the food products that are out into plastic bags or tight containers. The refrigerator, freezer, and tight packages protect against radioactive dust.



Moving outside

If you must go outside, use tight clothing that covers the skin, for example rain gear. Upon coming back inside, take off your clothes in the entry hall and wash up well. Use a respiratory mask, towel, or paper towel to prevent radioactive particles from getting to your lungs.

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 from the rescue authorities website www.pelastustoimi.fi.

1.12 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 be 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.

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.

1.13 Resident's safety and security guide

EMERGENCY NUMBER AND THE POLICE 112

MAIN SWITCHBOARD: On the 1st floor. Access from the corridor leading to the outdoor recreation



store, room 112.

MAIN WATER SEAL: Heat exchange plant room: 1st floor. Access to the room from outside, on the left side of the staircase, room 113. (The gable end facing Rusokinkatu).

Apartment-specific water seals are located on the side of the corridor in the ceiling in front of the doors to the apartments.

VENTILATION EMERGENCY STOP BUTTON: On the 1st floor, in connection with the entrance at the gable end facing Rusokinkatu.

GATHERING PLACE: On Annankatu, in front of day-care centre Touhula.

CIVIL DEFENCE SHELTER: 1st floor, (outdoor recreation store)

Self-motivated precautionary measures refer to the prevention of accidents, the protection of people, property and the environment in dangerous situations, as well as to taking precautionary measures to prevent accidents. Personal first aid and manual extinguishing skills are good examples of self-motivated precautionary measures. The Rescue Act obliges all of us to take self-motivated precautionary measures.

Avoidance of accidents is normally simple. By immediately reacting to possible shortcomings and to broken equipment posing a hazard will go a long way to furthering safety. For example, an uncleared road, or a broken light in the basement may constitute a safety deficiency. Any observed shortcomings must be reported to the party responsible for it, such as the property manager of the building maintenance company.

Home emergency supply kit refers to such foodstuffs and other necessary items and substances that are needed in an emergency in order to survive, such as medicine, water containers, spare lights and a battery powered radio, which enable the household to survive one week in isolation. Every household should have a home emergency supply kit. Such a kit must also be maintained and updated whenever necessary. The content of the kit may vary, for example according to one's food preferences.

Making an emergency call is easy. The emergency number is **112**, which works almost everywhere in the world. The emergency centre, which responds to your call, will instruct you to act in the right way in any situation. Before calling 112, find out about the location of the accident and its nature, if possible. Better still, try to find out the precise address.

Finding refuge indoors is a means to protect against threats from outside, such as radioactive radioactivity and chemicals.



1. Go indoors and stay there.
2. Close any opening of the apartment and its ventilation. If you can't get the ventilation of the apartment stopped yourself, ask the emergency number of the maintenance company for help.
3. Switch on the radio and wait for instructions; do not panic.
4. Do not congest phone lines.
5. Do not leave the indoor premises unless the authorities tell you to do so, so as not to place yourself in harm's way after going outside.

General danger signal is a rising and falling signal one minute in length, or a warning announced by an authority. In such a situation, act in accordance with instructions for finding refuge indoors. The rising section of the signal is 7 seconds in length, and the falling one is also 7 seconds. The danger over signal is flat signal one minute in length. It signifies that the threat or danger is over.

*In the event of a fire** act as follows:

1. RESCUE immediately those in danger.
2. WARN others of the danger.
3. ALARM. Call 112.
4. EXTINGUIS THE FIRE, if you possible can.
5. CONTAIN. Close the windows and doors.
6. GUIDE the authorities to the scene.

Duty to render help is something that concerns us all. Duty to render help refers to such measures that we, within our limits, can take in order to prevent accidents and to help those who have had an accident. We also have an obligation to help authorities in accordance with their instructions.

Emergency medical care, that is, life-saving first aid is a civic skill that everyone should practice regularly. Training is provided by the Red Cross, for example. Its purpose is to prevent the condition of the patient from deteriorating before the arrival of professional assistance. Therefore, do not forget to make an emergency call. At the minimum, learn the following skills:

Recovery position refers to the position that an unconscious must be placed (turned on his/her side). An unconscious patient is breathing but does not react to talk nor to being shaken. In a recovery position, the patient is lying on his/her side, with his/her head tilted back in such a way that the respiratory tract remains open. Please remember to make an emergency call!

Cardiac resuscitation/mouth-to-mouth resuscitation aims to maintain the circulation and oxygen supply of a person who is not breathing, before professional assistance arrives. During resuscitation, the patient's rib cage is pressed 30 times and air is blown into the patient's lungs 2 times, repeating these phases.