HOAS

Intiankatu 20, Intiankatu 21

Rescue Plan



Intiankatu 20, Intiankatu 21 rescue plan

Completed Dec 18, 2013
Author Pelsu Asiantuntijat

Last updated Feb 14, 2014
Updater Janne Ferreira

This rescue plan was made using the Pelsu Rescue Plan service.

This rescue plan has 51 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	Intiankatu 20, Intiankatu 21
Building address	Intiankatu 20 00560 HELSINKI
Number of apartments	155
Building type	Apartment building
Number of floors	4
Property owner	HOAS tel. 09 549900 http://www.hoas.fi
Housing management office	HOAS tel. 09 549900 http://www.hoas.fi

2.2 Organisation

Telephone switchboard	ma-pe klo 9-16 HOAS phone 09 549900
Defect reports that require immediate measures	Securitas phone 020 4912720

2.3 Other information

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

Heating type	District heating
Main water shutoff	In the heat distribution room
Heat distribution room	In building 20 on the ground floor, in the balcony access corridor
Electricity switchboard	In buildings 20 and 21 on the ground floor, in the staircase
Ventilation device	On the top floors in the balcony access corridors, Apartment-specific
Air ventilation emergency stop	In the staircases at the outside door
Fire alarm manager	Palomatic Oy phone 010 4223322
Location of the fire alarm	In the vestibules at the main entrances
Maintenance	HOAS/Välittömiä toimenpiteitä vaativat vikailmoitukset phone 020 4912720 service 020 4912720
Insurance company	If tel. 010 191919 http://www.if.fi
Gathering area	Parking spaces
Key storage lock box	In building 20, in front of the main entrance
Back-up gathering area	The neighbouring property
Number of civil defence shelters	1
Location of civil defence shelter VSS1	In buildings 20 and 21, in conjunction with the bicycle storerooms

Yhteydenotot kiinteistönhoitoon

www.hoas.fi

Asuntoon, kiinteistöön ja piha-alueisiin kohdistuvat vikailmoitukset jätetään internetissä täyttämällä vikailmoitus Hoasin verkkosivuilla www.hoas.fi . Vikailmoituslomakkeella saamme tarkan kuvauksen viasta tehokkaasti ja tarkasti kiinteistöhuoltoon asti sekä asukkaan suostumuksen asunnossa käyntiin. Näistä syistä emme ota vastaan vikailmoituksia puhelimitse tai sähköpostitse.

Välittömiä toimenpiteitä (esim. putkivuodot, rikkoutuneet ikkunat) vaativat vikailmoitukset soitetaan 24h palvelunumeroon **020 491 2720**. Niiden vastaanotosta vastaa Securitas.

Kiireellisessä hätätilanteessa soita 112.

Hätänumeroon 112 tulee soittaa aina kiireellisissä, todellisissa hätätilanteissa hengen, terveyden, omaisuuden tai ympäristön ollessa uhattuna tai vaarassa, tai jos on syytä epäillä näin olevan.

Jos epäilet, onko kyseessä hätätilanne vai ei, on aina parempi soittaa hätänumeroon 112 kuin olla soittamatta. Milloin soitat 112?

- Kun kohtaat hätätilanteen tai tarvitset kiireellisesti viranomaisapua paikalle.
- Kun tiedät tai epäilet hengen, terveyden, omaisuuden tai ympäristön ollessa uhattuna tai vaarassa.

Soita hätänumeroon 112 esimerkiksi, kun

- huomaat onnettomuuden tai tulipalon
- huomaat meneillään olevan tai tapahtuneen rikoksen
- on tarvetta ambulanssille tai sosiaaliviranomaiselle

3 Important phone numbers

3.1 Important numbers of the property

Task	Name	Telephone number	Service phone number
Maintenance company	HOAS/Välittömiä toimenpiteitä vaativat vikailmoitukset	020 4912720	020 4912720
Lift maintenance	Schindler		020 320500

Maintenance		
	Name	**Telephone number**
Fire alarm: Attendant	Palomatic Oy	010 4223322

3.2 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 or property
- traffic accidents
- drowning
- high drop
- obstacles along the rescue route

Consequences

- damage to property
- personal injuries
- death

Actions and safety and security preparations

- The company has delegated sanding, the monitoring of necessary snow and ice dropping and snow clearing to a property services company.
    - The company actively monitors the operations and actively intervenes in shortco-

mings.
    - The company can forbid self-initiated snow dropping and intervene in it if necessary.
- The build-up of snow and ice on roofs must be monitored in the winter.
    - Hazard spots are to be reported immediately to property maintenance company.
    - In hazardous situations traffic or parking must be prevented in the area where ice or snow can fall down.
- The yard area is to be kept neat and in good condition. Vegetation is tended to regularly.
    - Leaves are raked when necessary.
    - Shrubs and bushes must be maintained neat to avoid traffic accidents.
    - Driving directions and guest parking spaces are to be marked clearly in the parking area with appropriate signs.
    - Winter upkeep will be taken care of.
- Children must be educated on the dangers of nearby waters, e.g. pools, ponds, and rivers.
- 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.
- Everyone must familiarise themselves with the general first aid instructions.

4.2 Fire hazards

Risks

- short circuits
- fire caused by a broken electronic appliance
- grease or other fire in the kitchen
- careless smoking
- arson
- a fire caused by children playing
- accidentally leaving electronic appliances on
- fire alarm device fault
- obstacles along the rescue route

Fire-hazardous locations are, for example the kitchen of the apartments, sauna and storage space, the public sauna, the laundry room, club facilities, technical areas and other equivalent property areas.

Consequences

- damage to property
- smoke damage
- personal injuries
- death

Actions and safety and security preparations

- Independent fire inspections are performed yearly within the property
- It is important to take care of exiting safety:
  - exits are to be clear
  - possible installation of exit route signs
  - installing phosphorescent floor numbers in the staircase
  - active intervention in defects.
- The property has a smoke extraction system which is inspected, serviced and tested as per the device manufacturer's service programme.
- Should fire detecting devices not be installed in all apartments, every resident must make sure their own smoke detector(s) are operational (one smoke detector per 60 square metres on each floor). Every resident must make sure their own smoke detector(s) are operational (one smoke detector per 60 square meters in each floor). Additionally, it is recommended to get a fire blanket for every kitchen.
- The location has an automatic fire alarm system.
- The testing and maintenance of fire alarm equipment are carried out in accordance with the maintenance programme.
- The fire alarm is tested monthly.
- An additional fire load is not accumulated.
- The rescue plan is kept up to date and studied.
- Electrical repairs and installations are contracted to TUKES-registered professionals. The contractor must have sufficient installation certificates and experience from similar work.
- Lighting and general cleanliness in the property is important.
  - Inspecting the adequacy of the lighting and performing necessary actions to fix the situation.
- Additionally, Close Call situations need to be intervened in immediately, investigated, and necessary actions must be taken to prevent similar occurrences.
- The rescue routes at the property have been marked and they are to be kept clear.
- Electrical switchboards are marked and materials are not kept in front of them.
- The route to electrical switchboards is marked with signs.
- Ventilation and sweeping
  - The time period between cleaning AC ducts is usually 10 years.
  - Technical property manager is responsible for cleaning and sweeping of the AC ducts.
- The resident is responsible for acquiring smoke detectors and fire blankets.

4.3 Water damage

Risks

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

Consequences

- damage to property

Actions and safety and security preparations

- The location of the main water stopcocks is marked.
- 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.
    - HWA inspections are carried out in accordance with the service programme.
- An assessment of the state of the plumbing is carried out regularly.
- Independent change construction and other building work must be supervised and defects concerning the building must be intervened in immediately.
- 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 once a month.
    - It is recommended to vacuum behind the fridge once a month, or at least once a year. When you do this, it is recommended to have a quick look at the compressor and drain pan as well.
    - A drain pan should be installed under every larger kitchen appliance (e.g. fridge, freezer, dishwasher, and sometimes laundry machine), which will make the detection of water damage faster and easier.
- Leaves on the roof and in the gutters should be removed in late autumn.
- Pre-emptive maintenance of washing machines. Maintenance is to be done yearly by a professional and certified business.

4.4 Cases of illness

Risks

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

Consequences

- personal injuries
- death

Actions and safety and security preparations

- Guaranteeing speedy access to help within the property.
- Everyone should familiarise themselves with the first aid guidelines attached to the rescue plan and giving first aid should be rehearsed.
- Listing individuals skilled in first-aid is recommended.
- 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 explosion caused by a nuclear weapon or containing nuclear material
- an accident while transporting a dangerous substance
- war
- an accident in a nuclear plant
- an accident on a nuclear-powered vessel
- an accident in a nuclear waste-processing facility
- radioactive material ending up in the wrong hands

Consequences

- radiation sicknesses
- death

Actions and safety and security preparations

- Acquiring iodine pills as needed (2 tablets per person).
- Stocking up on home storage supplies.
- The air ventilation emergency stop is marked with signs.
- The safety and security organisation must be aware of the air ventilation emergency stop's location.
- Making a guide in case of accidents involving dangerous substances.
- The property has a civil defence shelter that can be used for shelter in the event of a radiation hazard.
- The operating condition of the civil defence shelter is maintained.
- Possibility of taking shelter in the civil defence shelter.
- There are instructions for different situations in the rescue plan.
- Everyone must familiarise themselves with the operating instructions.

4.6 Storm damage

Risks

- various natural phenomena

Consequences

- blackouts
- damage to property
- personal injuries
- death

Actions and safety and security preparations

- A knowledgeable maintenance company will check roofs and gutters, and fix deficiencies.
- Checking the trees on the property.
- Removal of dangerous branches.
- General maintenance of the yard.
- 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:

- home storage supplies
- a lamp and batteries
- candles and fire-making tools
- a battery-operated radio

4.7 Criminal activity

Risks

- apartment break-in
- graffiti
- ruining and destruction of property

Consequences

- damage to property

Actions and safety and security preparations

- Supervising general cleanliness and order, and intervening actively in shortcomings.
  - Cleanliness and order are a part of safety.
- Inspecting the adequacy of the lighting and performing necessary actions to fix the situation.
- Entrance doors should be maintained and systems limiting access should be installed.
- Marking and photographing of valuables.
- Graffiti and other smudges and smears should be cleaned without delay.

5 Safety procedures

5.1 Safety equipment

Smoke extraction

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

Smoke removal machine	
Location of smoke extraction hatches	In the staircases and balcony access corridors
Smoke removal activation	At the outside door of the staircases on the side of the yard



Savunpoiston laukaisupainikkeet



Smoke extraction window

Ventilation emergency stop

If the building is subjected to an external danger, such as fire gases from an adjacent building, the ventilation must be shut off. In such a case, the rescue authorities usually issue an emergency warning, providing additional instructions, such as to turn off ventilation systems.

Air ventilation can be stopped by anyone.

Ventilation emergency stop: In the staircases at the outside door



Air-conditioning emergency stop button

5.2 Fire safety

Fire alarm

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

Fire alarm	
Location	In buildings 20 and 21
Location of centre	In the vestibules at the main entrances
Coverage	Common spaces
Attendant	Palomatic Oy phone 010 4223322



Fire alarm centre

Securing the functionality of the notification transfer connection

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

Actions in the event of malfunction of the notification transfer connection

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

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

Rescue route

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

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

Rescue route

Location	From the street to the wall of the building



Rescue 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. 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 4 floors, the window or apartment- specific balcony 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.

6 Other arrangements

6.1 Lift

Lift	
Location	In building 20 and
Maintenance company	Schindler

6.2 Ventilation device

Ventilation device	
Location	On the top floors in the balcony access corridors
Description	Ilmanvaihtokoneen tyyppi: Ilmastointikone
Emergency stop switch location	In the staircases at the outside door



Air-conditioning emergency stop button

6.3 Smoking area

Smoking area	
Location	In building 20, in front of the main entrance

6.4 Waste disposal

Waste disposal	
Location	A Molok refuse collection container in the yard

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.

Using the lift in the event of a fire is strictly forbidden!
In evacuation situations the gathering area is: Parking spaces

Back-up gathering area: The neighbouring property

7.4 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.

7.5 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: Parking spaces

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

7.6 Action in the gathering area

Gathering area: Parking spaces



Assembly point

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: The neighbouring property

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.

7.7 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.

7.8 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: HOAS/Välittömiä toimenpiteitä vaativat vikailmoitukset, phone 020 4912720, service 020 4912720
- Contact the emergency number if needed **112**.
- Main water shutoff: In the heat distribution room
- Heat distribution room: In building 20 on the ground floor, in the balcony access corridor
- Electricity switchboard: In buildings 20 and 21 on the ground floor, in the staircase

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.

7.9 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.

7.10 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 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.

7.11 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.

7.12 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.

7.13 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.

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 - (Schindler, 020 320500)

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

8 Civil defence

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

In Finland there are enough civil defence shelters for approximately 3.8 million people. Civil defence shelters are found both in domestic and other properties. In addition to shelters in properties, there are also public ones, such as rock shelters. Such civil defence shelters are public, usually the responsibilitity of the cities and only located in major cities.

Under normal circumstances the shelters are used for various activities, such as sports or storage, or other kinds of useful purposes. A civil defence shelter must however be ready for use within 72 hours should the authorities give an order to prepare it.

With civil defence shelters it is important to protect metal parts from rusting, insulation staying intact, machinery remaining functional, and equipment kept safe in stock.

This property has a civil defence shelter:

Location	Protection grade	Location of equipment
In buildings 20 and 21, in conjunction with the bicycle storerooms		

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

The civil defence shelter nearest to the property is **Toukola kallioväestönsuoja** and it is located at:

Floorantie 3a
00560 Helsinki

8.1 Civil defence shelter maintenance.

A civil defence shelter as well as civil defence equipment and devices must be maintained in such

condition that the shelter can be made operational in 72 hours. A shelter can also be used for other purposes, as long as making it operational takes no longer than stated before. Normal time use is not allowed to damage the shelter nor prevent it being inspected or tested for leakage.

It is not permitted to store pollutant liquids in a shelter nor is it permitted to make holes in surrounding structures. Protective doors, hatches and air ventilation machinery must not be moved from their designated spots nor is it permitted to use the air ventilation machinery for air ventilation under normal circumstances. It is permitted to install a door to the protective door's opening. Even during normal times it should be ensured that at least half of the shelter is free in case of a sudden need to take shelter.

Additionally you should take note of the following:

- The civil defence shelter owner and manager must make sure that the shelter, its equipment and machinery are kept operational and maintained and inspected accordingly.
- An appointed person inspects and test uses the shelter's doors, hatches, tightness, air conditioning and electricity equipment, as well as the drains, yearly according to the directions from the equipment retailer.
- In order to ensure the shelter equipment is operational they ought to be inspected and serviced at least every 10 years unless the manufacturer has stated a shorter maintenance period.
- An inspection log must be drafted when checking machinery's functionality, where machine-specific inspections are marked. The inspection log must be presented to the rescue authorities when asked for.
- The owner and the proprietor of the property must ensure that the civil defence shelter has such equipment that it can be made operational. This equipment consist of items such as spare water containers, waste containers, dry lavatories, and beds.

8.2 Renovating the civil defence shelter

When proceeding to an improved level of protection

- A civil defence shelter is assigned a care person, who is in charge of renovation. S/He must know the machinery in the shelter as well as know how to use it. Additionally, the shelter's care person is responsible for the general order and cleanliness, as well as discipline, in the shelter.
- The shelter is emptied of the goods stored in it, or that have otherwise collected there, in accordance with the clearing plan.
- All temporary structures are taken down and taken out of the shelter.
- Hinges, latches, etc. from doors and hatches are inspected, lubricated, and serviced.
- Door insulations are inspected and put in place according to instructions.
- Inspection of the emergency exit hallway and hatch for functionality and use.
- Dry toilets (15 plastic bags per toilet) are distributed into the dry toilet spaces. The toilet spaces are partitioned off with curtains or boards. There is to be one toilet space per every 20 m^2 .
- All vents (HWA) are checked for functionality by turning them from one extreme setting to

another.
- Spare water containers are cleaned and filled up. The filling hose and other equipment are checked at the same time. The showers for the decontamination tent are installed and tested out. There should be 50 litres of water per square metre in the shelter, meaning 50 x 80 = 4,000 litres (or 30 litres/person).
- Floor drains are cleaned and their functionality is tested by pouring water into them. Attention! The floor drain has a closing valve.
- Air pressure valves are checked and joints are lubricated.
- Air ventilation openings used in normal conditions are blocked off by installing dust covers with insulation.
- The condition of the pressure valves is checked from outside the shelter.
- Air ventilation shafts and filters are cleaned.
- All pipes, connections, and machinery connected with air ventilation are checked. Special filters are installed according to the machine's installation guide.
- The functioning of exit valves is checked by turning them from one extreme setting to another.
- Check overpressure indicator for: fluid, the pipes opening, that the meter reads 0, and the spare fluid (dyed fuel oil).
- The balometer sensitivity is tested with a test use.
- Pressurisation of the shelter is to be checked; the pressure test is conducted according to the machine manufacturer's instructions. The aim is to verify that there is enough overpressure, and that the shelter doesn't leak too much air out.
- Examine and inspect the functionality of the shelter's phone, antenna, appliance fuses, lighting, backup batteries, spare lightbulbs and spare fuses, switches and power outlets, etc.
- Equip the shelter with appropriate gear (attachment) in accordance with regulations.
- The spaces in the shelter are divided according to the plan made beforehand into general living and activity spaces (men/women, protection personnel, staff, customers). Each sheltered person has their own personal living space containing personal items, medication, and long-life provisions.
- The shelter contains enough seats, tables, and bunkbeds for approximately one third of the people coming into the shelter.
- For exceptional circumstances, there should also be equipment and goods that will make a longer stay possible (e.g. entertainment).
- Check functionality of spare lighting.
- Signs guiding the way to the shelter must be installed in passages and corridors.

8.3 Civil defence material

Civil defence material can be divided into two categories: shelter- specific material and protection staff material. Each civil defence shelter should have the shelter-specific material reserved for it as well as the protection material for the shelter manager and his/her deputy.

Material is usable in normal conditions in care and maintenance activities, assuming that the mate-

rial is stored in the property where it belongs. Tools belonging to the civil defence shelter must be usable when the shelter is issued to be used.

The residential buildings' shelter-specific material

Tag	Count
Stretchers	1
Water preservation solution	Based on the amount
Crowbar	1
The shelter's tag places	1
Hand light	2
Bucket hose	1

The shelter's tools

Tag	Additional information
Peening hammer	2 kg
Cutting chisel	300 mm
Spike chisel	300 mm
Power cutters	approx. 600 mm
Hatchet	approx. 400 mm
Entrenching spade	approx. 500 mm when folded
Crowbar	approx. 600 mm
Handsaw	blade 500 mm
Hacksaw	blade 310 mm
Hacksaw blades	5 to spare
Adjustable wrench	max. a 35 mm jaw
A slotted screwdriver	tip 8 mm, blade 150 mm

Tag	Additional information
Phillips head screwdriver	
Carpenter's hammer	0.5 kg
Nails	2 kg, 75, 100, and 125 mm
Belt-knife	approx. 200 mm
Rescue rope	d=12 mm, 20 m

The apartment building's protection staff's material

Safety and protection staff's material	For every 100 residents
Civilian gas mask and civil defence shelter filters	2
Hard hat	2
Protective glasses	2
First aid kit and protective bandage pack	1
Sterile first aid dressing	2
Geiger counter / over 100 person property	1
Iodine tablets	2/resident
Guide on building protection (Kodin turvaopas, SPEK)	2

9 Safeguard evasion

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

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

10 Storing in the property

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. It is easier to prevent a fire pre-emptively than to extinguish it. For this reason it is necessary to know what causes fires and to recognise the hazardous factors in one's own immediate environment. Rescue law contains directives on, for example, the storage of easily flammable materials and other objects within buildings. Legislation on chemicals contains restrictions on storage of flammable liquids and other dangerous chemicals in spaces where they can cause an exceptional hazard. Many substances which are kept at home also generate explosive gases that ignite from a spark, for example the spark caused by a light switch - so fire is not even needed for ignition. Therefore always handle fire- hazardous substances in accordance with instructions. **Storing fire hazardous substances in apartment-specific storage rooms is strictly forbidden.** Storing them in apartments and garages is limited.

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

Apartments and the balconies, terraces or equivalent areas belonging to them

- If storage is possible without endangering safety, the following can be stored:
  - flammable liquids and aerosols containing flammable liquids or flammable gases, up to a maximum amount of 25 litres
  - up to 25 kg of liquid gas
  - fireworks, up to 5 kg (net weight), must be stored in a locked closet accordingly with no heat sources or handling of fire, which could cause the fireworks to explode
- **Flammable gases, other than the aforementioned, must not be stored in the apartment.**
- **Storing of unnecessary items in the apartments should be avoided.**

Exit corridors, staircases, inside hallways, and storage area passages

- It is not permitted to store any items.

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
- Refuse containers outside, as well as refuse shelters, are to be positioned at least 8 metres away from the building

A separate storage space belonging to the residential building residential building)

- It can store:
  - flammable liquids and aerosols containing flammable liquids or flammable gases, up to a maximum total amount of 50 litres
  - up to 50 kg of liquid gas

Attention!

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

11 Attachments

This rescue plan has the following attachments:

- How to use a small fire extinguisher
- Car heating cables
- Fire alarm caretaker's tasks
- Smoke detector guide
- General directions
- Home storage supplies

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 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 Fire alarm caretaker's tasks

C.1 Actions during a fire alarm

When a fire alarm is sounded the alarm caretaker goes to the fire alarm centre. They check from a navigation chart which area the alarm has come from. Leaves the navigation chart at the centre for the rescue department. Remains waiting for the rescue department's arrival to the fire alarm centre.

If it is known that the alarm is false, this is reported to the emergency centre. Do not sign off the fire alarm before the fire department arrives!

In the event of a fire, make a confirmation call to the public emergency number **112**. The loop which made the alarm is not to be signed off until the reason for the alarm has been found.

If it is a false alarm, you must always find out:

- which detector has sounded the alarm
- why the detector has sounded the alarm

If a false alarm goes off repeatedly:

- order maintenance from the fire alarm company
- negotiate a possible change to the detector brand.

Events are noted in the log.

C.2 Actions in a fault notification

Upon fault notification it is the fire alarm's caretaker's responsibility to make sure that it is indeed a fault and not a fire. A nurse will report the situation to the emergency services. A fault report must not be registered until the fault has been located.

The fire alarm caretaker must make sure that the faults are repaired immediately. If the fault is not immediately fixed, the site must be disconnected. This way the rest of the property remains under supervision.

Events are marked into the journal.

C.3 To avoid false notices

Whenever construction, maintenance, or other work is done in the property, causing dust, smoke, etc. you must contact the fire alarm caretaker. The caretaker's task is to perform the necessary actions to avoid false fire alarms. For example, with dirty or dusty work the detectors must be protected.

If normal use, e.g. cooking, steam, etc. causes unnecessary fire alarms, they can be avoided by changing the brand of detectors. This should be negotiated with the fire alarm company.

C.4 Disconnections

Disconnections and reconnections are usually the responsibility of the fire alarm's caretaker.

Disconnections are made when detectors are faulty or when hot work or other jobs causing dust or dirt are done. The disconnection time and area should be kept as small as possible.

The area being disconnected must be supervised in some other way. The person requesting the disconnection is responsible for the supervision of the area together with the fire alarm's caretaker. If disconnections are used outside normal working hours or if the disconnection is prolonged, alternative actions must be negotiated with the fire officer on duty.

C.5 Hot work

The person ordering the work must find out if the work involves doing hot work. Before performing the job, it must be ensured that the person doing it follows hot work procedures. When performing hot work, the hot work standard and the insurance company's hot work occupational health and safety guidelines must be followed. When performing hot work, false alarms are prevented by following the procedures outlined in the previous points.

C.6 Monthly testing

The purpose of monthly testing is to ensure that the fire alarm is working correctly and that contact details are up to date. The equipment is tested in accordance with the instructions of the emergency centre and the centre's testing guidelines.

In monthly testing, the following is tested, for example:

- the functioning of loops and fire groups
- the functioning of measuring and supervision circuits
- the alarm's functioning
- connection testing (emergency centre connection)
- Monthly tests are recorded in a log.

C.7 Alarms

Alarms must be chosen and positioned so that they can be heard all over the property and wake up / get the attention of those in the property when sounding the alarm. All acoustic alarms in the building must have the same sound.

An alarm test must be done once a year during working hours, so that the sound becomes familiar. The test day and time must be notified of beforehand to the staff and guests.

C.8 The fire alarm's journal

The following is marked in the journal (time and reason as detailed as possible):

- Monthly tests
- Maintenance
- By the authorities tekemät tarkastukset
- By the inspection department tarkastukset
- Fire alarms
- Fault reports
- Faulty hälytykset
- Operation disruptions
- Disconnections

Appendix D Smoke detector guide

A smoke detector is a device, which detects a starting fire and goes off with a loud sound. A smoke detector is mandatory in all apartments, even summer homes. Smoke detectors usually work with batteries. They can also get power from the electricity grid. In case of power cuts, they also have to have a battery or a rechargeable battery. In a new apartment, to which a construction permit has been applied for after 1.2.2009, there must be a smoke detector which is connected to the electricity grid.

The resident is responsible for the smoke detector.

A fire alarm is installed into this property. Make sure from the housing manager that your apartment has a fire alarm system installed and connected to the fire detector. The fire detector replaces a smoke detector, if there is one installed in your apartment.

Place the smoke detector in the ceiling
The smoke detector is placed in the ceiling, because smoke rises. If the apartment has multiple floors, each floor must have its **own** smoke detector. **Also remember the following instructions when installing a smoke detector:**

- Place the smoke detector in the ceiling in the middle of the room, in a place to which the smoke can get without being blocked by anything.
- Install the smoke detector at least 50 centimetres from a wall, corner, or roof beam.
- Do not install the smoke detector close to ventilation windows or air ventilation channels. Air flow can prevent the smoke from getting to the smoke detector.
- Do not place the smoke detector in the kitchen or in humid or extremely dusty spaces.
- Follow the instructions from the installation guide that comes with the smoke detector.

Keep the smoke detector in good condition and test its function monthly.
The fire alarm easily collects dust, which may cause false alarms. The fire alarm must be cleaned once a year.

How to maintain your smoke detector in condition

- Lightly vacuum the smoke detector.
- Dust off the smoke detector lighly with a damp cloth. Do not let moisture inside the smoke detector.
- Always test the smoke detector after cleaning by pressing the test button. The sound signal will inform that the smoke detector is working.
- Test the smoke detector's functionality once a month by pressing the test button. Do not use a match, a candle, a lighter, or anything similar for the testing.
- Change a regular battery into the smoke detector once a year.
- A smoke detector is recommended to be changed into a new one every 5-10 years. It is not recommended to repair an old smoke detector, as buying a new one is cheaper.

Appendix E General directions

In addition to what laws, decrees, and other contracts dictate, in order to secure comfortable living it is important to get approval for property-specific bylaws as well as general guidelines.

All residents must with their behaviour take into consideration other residents of the building, and no-one is permitted to unnecessarily disturb the living comfort of others. The residents must make sure that also their guests follow the bylaws and rules of the property.

E.1 Outdoor and yard areas

When using the outdoor areas, a common courtesy for cleanliness should be followed and the lawn, the planted vegetation, lawn furniture, or playing equipment may not be damaged. The common walkways should be used when moving outdoors. Driving with cars on passageways between buildings is permitted only for short term activities, e.g. moving or other transportation of goods. Follow regulation on the vehicle's idle running in the yard as well and in parking areas.

E.2 Parking

Parking vehicles is only permitted in areas indicated for them. It is not permitted to haul a power line from an apartment or other indoor space for outside use.

The rescue routes on the property must be kept clear.

E.3 Apartments

Both in the apartment and throughout the rest of the property, you must let others live in peace. Advance notification of possible larger family festivities and such should be given to neighbours beforehand.

E.4 Balconies

The balcony must be maintained neat and clean, and cleared of snow in the winter. Flower pots must be placed inside the railing. Watering plants and washing the balcony with running water is forbidden. Dusting carpets, and throwing cigarette butts and other rubbish from the balcony or windows is strictly forbidden. All kind of barbecuing or preparation of warm foods is forbidden on the balconies.

E.5 Pets

Pets must not disturb other residents of the house. Letting pets run free outside the apartment is absolutely forbidden. Outside the apartments, all pets (including cats) must be kept on a leash or in transportation cages and under such supervision that other people can move about safely without

disturbance. Walkers of cats and dogs must ensure that the animal does not soil or damage the buildings or outside areas of the property. Pet waste must be cleared away. Walking cats and dogs in childrens' playgrounds or in their close proximity is strictly forbidden.

E.6 Waste disposal

Leaving trash bags, cardboard, furniture, special/hazardous waste, etc. outside trash cans is not allowed. Special and/or hazardous waste such as batteries and car tires must be delived to recycling centers. Old furnitures and televisions, etc must be delivered to the waste dump.

E.7 Laundry

The machines in the laundry are not to be used for washing, drying, or mangling/wringing rugs. Outsiders are not allowed to use the machines in the laundry. Familiarise yourself with the user manual of the laundry's machines. Wired bras must absolutely be washed in laundrybags, because if the wires get loose they will cause the machine to shortcircuit and break. Leave the laundry clean after use. The kind of state that you'd want it to be in when you come to do your laundry.

E.8 Laundry care

Laundry must be cleared out from the laundry machine and the drying room immediately after washing/drying is done, so that the space becomes available for the next user. It is permitted to only dry clean laundry in the drying room. Storing laundry in the laundry and the drying room is prohibited.

E.9 Sauna usage safety

The following safety matters should be remembered when using the sauna area:

- Wet, soapy floors are slippery.
- Observe caution when moving in the steam room and on the benches.
- Follow the same safety instructions when using electrical appliances (e.g. hair dryer) as you would at home. Taking electrical appliances into the washroom is forbidden.
- Notify of any faults you notice immediately to the housing manager.

E.10 Use of sauna

When using the sauna area adhere to the following rules:

- Do not leave the shower running when you enter the steam room, as it will result in significant wasting of water and increase living expenses.
- Do not wet the benches and walls in the sauna, as it shortens their lifespan quite significantly.
- Use a sauna bench cloth for hygiene reasons.
- Rinse soap off the floor.
- Do not smoke in the sauna area.
- Switch off lights when you leave.
- Do not leave windows or doors open.

If you notice any deficiencies or anything else, inform the property maintenance company/person.

E.11 Club room

- Any activity which disturbs residents' peace during night is forbidden during silence hours.
- Smoking in the club facilities is forbidden.
- The club room must be cleaned after use.
- Leaving refuse or empty bottles in the social room is forbidden.
- When leaving the club room, make sure that all doors, windows, and balcony windows are closed.
- If there is anything in the condition, the stocking, etc. of the club room that gives cause for complaint, notification should be given without delay to the Chairman of the Board or the housing manager.

Appendix F Home storage supplies

Home storage supplies are a part of a housing company's residents' independent protection. Surprising circumstances are easier to overcome when you have a home storage supply at home. Home storage supply means those food and other daily goods that are stocked up on more than normally needed in weekly/monthly use. The home storage supply should last for several days, even a week. The home storage supply consists of everyday groceries and items, which are stocked up on as they are used up. This way the groceries and other items stay fresh and usable.

A situation where you cannot get to the store can surprise you for many reasons. A person living alone can get sick and is not able to go shopping or a member of the family can fall sick. The wider society is vulnerable as well; there can be a strike, traffic connections may break down, or there might be a wider disturbance in the electricity grid. There can be an accident which closes the stores or prevents you from going outside. Additionally, distribution disturbances can prevent goods from getting to the stores as well as getting items from the store.

Each family has their own kind of home reserves consisting of usual groceries. The contents of the home reserves can differ based on the household's food preferences and also include containers for storing water, medicine, iodine tablets, as well as household-specific necessities. The home reserves should last at least a week, preferably two – home reserves are continuously used and restocked continuously.

The home reserves also include essential supplies, of which there must be a supply for the same period as in the case of food. These are, amongst others, personal medication, hygiene products, nappies, a battery-powered radio, an electric flashlight and batteries.