

HOAS

Kirjanpitäjänkuja 4

Rescue Plan



Kirjanpitäjänkuja 4 rescue plan

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1 Introduction

The drafting, upkeep and communication of the rescue plan are based on the requirement of the Rescue Act (379/2011). In this rescue plan, there is an account:

1. for the conclusions of the assessment of hazards and risks;
2. for the safety arrangements of the building and the premises used in the operations;
3. regarding the instructions to be given to people for the prevention of accidents and acting in accident and danger situations;
4. other possible actions for independent preparation at the location. (Rescue Act 379/2011, Section 15))

The rescue plan must be kept up to date and it must be communicated in the necessary way to the persons in the relevant building or other site. (Government Decree on Rescue Action 407/2011, Section 2.)

There are also other requirements for safety in the Rescue Act; the most important of these are: The owner and holder of the building and the operator must, for their part take care that the building, structure and its surroundings are kept in such condition that:

1. the risk of the starting, intentional starting and spreading of a fire is slight;
2. the people in the building can vacate the building in the event of fire or other sudden danger situation or they can be rescued in another way;
3. rescue operations are possible in the event of fire or another accident;
4. the safety of rescue personnel has been taken into account. (Rescue Act 379/2011, Section 9))

The following equipment and devices must be kept in working order and serviced and inspected appropriately:

1. extinguishing, rescue and prevention equipment;
2. devices that facilitate extinguishing and rescue work;
3. fire detection, alarm and other devices signalling the risk of an accident;
4. the lighting and signs of the exit routes;
5. the equipment and devices of the civil defence shelters (Rescue Act 379/2011, Section 12))

The owner and holder of the building and the operator must, for their part:

1. the starting of fires is to be prevented, as well as the arising of other hazardous situations;
2. the protection of persons, property and the surroundings in danger situations is to be prepared for;
3. the extinguishing of fires, and other such rescue measures that they are able to do independently, are to be prepared for;
4. start action for securing safe exit from fires and other danger situations, as well as action for

making rescue operations easier. (Rescue Act 379/2011, Section 14))

2 Basic property information

2.1 Basic information

Property name	Kirjanpitäjänkuja 4
Building address	Kirjanpitäjänkuja 4 02770 ESPOO
Number of apartments	50
Building type	Apartment building
Number of floors	5
Property owner	Kiinteistö Oy Hoaspuisto 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: Western Uusimaa.

Heating type	District heating
Main water shutoff	In the heat distribution room
Heat distribution room	In the lobby in staircase A
Electricity switchboard	On the ground floor, in the corridor between staircases A and B
Ventilation device	
Air ventilation emergency stop	In the vestibules of the staircases
Fire alarm manager	Palomatic Oy phone 010 4223324
Location of the fire alarm	In the lobby area of staircase B
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	Four units at the door of staircase A
Back-up gathering area	The neighbouring property

Yhteydenotot kiinteistöhoitoon

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 soimitetaan 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 4223324
Fire extinguisher: Service person		020 7480701
Smoke removal machine: Service person		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
- accidents happening in the children's playground
- traffic accidents
- high drop

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 shortcomings.
 - 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.
- Childrens' playgrounds are inspected and serviced regularly, and detected defects are intervened with immediately.
- 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.
- 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

- storing items in passageways
- storing items in staircases
- fire hydrant servicing not done
- inspection of extinguishers not done

Fire-hazardous locations are, for example the kitchen of the apartments, sauna and storage space, the public sauna, the laundry room, the drying 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.
- The property has initial extinguishing devices.
- Initial extinguishing equipment is inspected in accordance with directives.
- 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.
- Electrical switchboards are marked and materials are not kept in front of them.
- 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.
- The route to the main water stopcock is marked with signs.
- 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

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.
- 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 Extinguishing equipment

Location	Extinguishing equipment
In the lobby areas of staircases A, B and C	Fire extinguisher
In the lobby areas of staircases A, B and C	Fire hydrant



Fire hydrant



Initial extinguisher

Hand-held fire extinguishers should be inspected:

- at least yearly when the extinguisher is subjected to factors affecting its operational ability, such as moisture, vibration or fluctuations in temperature (outdoor areas)
- at least once every two years (indoor areas)

Fire hydrants should be inspected:

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

5.2 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 staircase B on the roof
Smoke removal activation	4th floor, staircase B
Service person	Palomatic Oy phone 010 4223322



Savunpoiston käsinlaukaisu



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 vestibules of the staircases



Air-conditioning emergency stop button

5.3 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 common areas
Location of centre	In the lobby area of staircase B
Attendant	Palomatic Oy phone 010 4223324



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

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 5 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 staircases A, B and C
Maintenance company	Schindler

6.2 Ventilation device

Ventilation device

Emergency stop switch location	In the vestibules of the staircases
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Air-conditioning emergency stop button

6.3 Waste disposal

Waste disposal

Location	Molok refuse collection bins on the edge of the car park
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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 the lobby in staircase A
- Electricity switchboard: On the ground floor, in the corridor between staircases A and B

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 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 - (Schindler, 020 320500)

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

8 Civil defence

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

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

There are 110,000 spaces altogether in the civil defence shelters of Finland. The authorities will give directions via radio if you are supposed to move to a civil defence shelter, along with the information to which shelters people are supposed to go. Moving into the civil defence shelters therefore always happens as a result of direction by the authorities. Accidents occurring in normal times do not generally ever require taking cover in civil defence shelters, with taking cover indoors being sufficient.

9 Safeguard evasion

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

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

10 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
- Area guide

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.
- Observe the burnt object and make sure that the fire is out.
- If the target catches fire again, repeat the extinguishing.

A.2 Extinguishing blankets

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

A.3 Fire hydrant

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

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

Appendix B Car heating cables

Car heating cables should be detached from the power outlet and the cable in the outlet should not be left hanging on the heating pole. The cover of the outlet box should also be kept locked.

An open outlet box and a freely hanging heating cable with voltage cause danger of an electric shock. If the plug-in unit falls into a puddle or snow, it may electrify the surrounding area. In addition, the heating cable may break and become a hazard while clearing snow in the area, for example. An open outlet box is susceptible to vandalism.

Users should be advised on the safe use and storage of the car heating cable. The housing organisation is responsible for the safety of the property, and if, for example, an external party is injured, the housing organisation will be held responsible. A car user who has incorrectly left the cable attached to the outlet is also responsible for their part for any possible damages.

When pre-heating a car, you should only use a heating cable suitable for the purpose and an interior space heater designed for cars. Using an extension cable should be avoided as extension cables are generally not child-proof and they are easily left on the ground, where they are subjected to water, dirt and snow. The connection cable and condition of the plugs should be checked at regular intervals.

If the car heating equipment is not used or their condition is not preserved, danger of an electric shock to the user or another person follows. It also poses a fire hazard.

Appendix C 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 lightly 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.

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 build-

dings 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 delivered 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 Drying room

The drying room is meant for drying regular laundry. Familiarize yourself with the user manual for the drying machine. It is not allowed to use the drying machine during the night due to the noise it makes. It is forbidden to place anything in close proximity (0.5m) of the dryer (RISK OF FIRE)!

E.10 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.11 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.12 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.

E.13 Barbecue Safely' guide

When you begin barbecuing

- Place the grill in shelter from the wind.
- Follow the user guide from the package when using lighter fluid or gel.
- In order to avoid flaming up, let the lighter fluid first soak into the coals and then light it up carefully out of the wind.
- Do not let the flames rise too high.

Grill coals remain dangerously hot for a long time. Glowing coals and a gusting wind are a dangerous combination.

If a doused grill cannot be closed with a lid, a bucket of water can be poured over the ashes or the ashes can be shovelled into a metal container. Under the harmless-looking ashes the coals can take days to cool down. That's why you should not dump ashes from the night before into nature or anywhere else where they can start burning.

Be careful when using disposable grills.

Think beforehand, before lighting up the grill, where to find a non-burning base and environment. At the same time, find out how to move a burning grill if necessary, how to put out fire in it, and where to put it after use. A hot disposable grill cannot be put in a refuse bin. A large waste container can cause unforeseeable damage if set on fire.

E.14 Gym

Each person training is responsible for keeping the gym in order and clean after their own use. Weights should be removed from gym equipment after use and taken back to the places designated for them.

Take into consideration hygiene and other people's enjoyment too:

- Use a towel when training both under yourself and for drying off the equipment after you're done working out.
- Take into consideration your personal hygiene and clean gym clothes.
- Please only use indoor shoes at the gym.

Everyone using the gym exercises according to their own physical condition and is responsible for themselves.

In case of injuries, everyone is responsible themselves to make sure they have the necessary insurance coverage to take care of possible injuries.

People under 15 years of age are not allowed to use the gym without parental supervision.

If defects are found in the equipment or there are other deficiencies or faults found, they must be reported 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.

Appendix G Area guide

