



# Turun Merenneito As Oy

## Rescue Plan



Turun Merenneito As Oy 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

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

## 2 Basic property information

### 2.1 Basic information

Property name	Turun Merenneito As Oy
Building address	Kölikatu 12 20810 TURKU
Number of apartments	41
Building type	Apartment building
Number of floors	7
Year of construction of the property	1999
Housing management office	Turun Isännöintikeskus Oy tel. 02 65172150 <a href="http://www.turunisannointikeskus.fi/">http://www.turunisannointikeskus.fi/</a>

### 2.2 Organisation

Manager of civil defence shelter VSS1	Henri Nummelin
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### 2.3 Other information

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

Heating type	District heating
Main water shutoff	The side of the building opposite the refuse shelter, heat distribution room
Heat distribution room	The side of the building opposite the refuse shelter
Electricity switchboard	The side of the building opposite the refuse shelter
Ventilation device	On the roof

<b>Air ventilation emergency stop</b>	In connection with the entrance
<b>Maintenance</b>	Turun Tehohuolto Oy phone 040 7737594 service 040 7737594
<b>Electricity supplier</b>	Turku Energia Oy tel. 02 2628111 service line 0800 02001 <a href="http://www.turkuenergia.fi/kotitalouksille/asiakaspalvelu/ilmoita-sahkoverkon-viasta/">http://www.turkuenergia.fi/kotitalouksille/asiakaspalvelu/ilmoita-sahkoverkon-viasta/</a>
<b>Water company</b>	Turun Seudun Vesi Oy tel. 040 8304400
<b>Insurance company</b>	If tel. 010 191919 <a href="http://www.if.fi">http://www.if.fi</a>
<b>Gathering area</b>	Parking spaces
<b>Back-up gathering area</b>	The neighbouring property
<b>Key storage lock box</b>	The side of the building opposite the refuse shelter
<b>Number of civil defence shelters</b>	1
<b>Location of civil defence shelter VSS1</b>	Storeroom for movables, floor P



*Heat distribution room.*



*The main water stopcock*





*Electricity switchboard*



*The exterior doors of the technical areas*

### 3 Division of responsibility

Party	Area of responsibility
<b>Property management</b>	Responsible for the management of the entire property, managing maintenance contracts and equivalent matters, addressing reported security or other breaches or assigning them to other parties. The manager is the contact person for regulatory control and other such matters and participates in e.g. fire inspection rounds
<b>Property maintenance</b>	Responsible for the technical systems and security devices on the property, management of the yard area, necessary snow clearing etc. The maintenance person observes any issues while moving around the property and manages them on their own or reports the issue to the manager.
<b>Resident</b>	The resident is responsible for their own living area and storage booth as well as their movables and operations in the company. The property systems or fixed structures on the residents' premises are managed by the maintenance company.
<b>Normal information flow</b> in terms of deficiencies: Resident--- Maintenance company --- Management	

The residents can report the safety observations or other deficiencies to the maintenance or the property management by phone or by e-mail, the necessary contact information can be found e.g. in the "Organisation" chapter of this plan.

## 4 Important phone numbers

### 4.1 Important numbers of the property

Task	Name	Telephone number	Service phone number
Maintenance company	Turun Tehohuolto Oy	040 7737594	040 7737594
Lift maintenance	Schindler Oy		020 320500

### 4.2 Other important numbers

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

## 5 Risk assessment

Pelastussuunnitelman laadinnan yhteydessä on tehty riskienarviointi, joka on esitetty tässä luvussa. Arviointi on kohdistettu arkisempiin asioihin ja luvun lopussa on esitetty johtopäätökset.

Vaaralla tarkoitetaan tekijää tai olosuhdetta, joka voi aiheuttaa haittaa tai saada aikaan haitallisen tapahtuman. Riski on uhkaan liittyvän vahingon todennäköisyyden ja seurausten vakavuuden yhteisvaikutus. Tässä tapauksessa vaarojen tapahtumien mahdollisuutta ja seurausten vakavuutta on arvioitu sanallisesti. Vaaratilannekohtaisesti on esitetty myös toimenpiteet ja ennalta ehkäiseviä toimia.

Vaaratilanteet:

- Tulipalo
- Vesivahinko
- Kaatuminen, liukastuminen, kompastuminen ja muut vastaavat tapaturmat
- Myrskyvauriot ja muista sääoloista johtuvat vaarat, kuten talvella lumen tai jään putoaminen ihmisten tai omaisuuden päälle tai esimerkiksi piha-alueella puiden kaatuminen kovassa tuulella
- Ulkoiset vaarat, kuten liikenneonnettomuus lähialueella tai säteily- ja kaasuvaarat
- Katkot tai häiriöt sähkön, veden tai kaukolämmön jakelussa
- Ilkivalta, ryöstö tai murto.

Risk Causes	Consequences	Actions and safety and security preparations
<b>Vesivahinko</b> Mahdollisia syitä ovat yleensä jäätyminen, tukokset tai laitteiden vikaantuminen. Ulkopuolisia syitä ovat myrskyt ja esimerkiksi hulevesitulvat (rankkasateet, lumien sulaminen).	Mahdolliset omaisuusvahingot	Huolletaan ja ylläpidetään talon LVI-tekniikkaa, ilmoitetaan puutteista, käytetään kodinkoneita (pesukoneet) vain valvottuina, laitteiden uusimisen myötä suositellaan aina vuotokaukaloa, pidetään sade- / hulevesiviemärit kunnossa.
<b>Vahingonteot, varkaudet</b> Mm. graffitit, ikkunoiden tai kaluston rikkomiset tai tuhopoltot.	Seurauksena pääasiallisesti lievät omaisuusvahingot. Sytytetty kohde (esimerkiksi rakennuksen seinustalla oleva puukasa) voi levitä suuremmaksi paloksi, jolloin myös seuraukset ovat vakavammat.	Ulkoalueilla ja sisäänkäynneillä riittävä valaistus. Ilkivallan jäljet (esim. töherrykset) korjataan mahdollisimman pian havainnon jälkeen. Vältetään turhan palokuorman säilyttämistä rakennuksen seinustoilla ja sisätiloissa. Varmistetaan että kulkiessa ei jää auki / lukitsematta vahingossa ovia. Lukitukseen ja valaistukseen liittyvät puutteet ilmoitetaan kiinteistöhuollolle.

Risk Causes	Consequences	Actions and safety and security preparations
<p><b>Tulipalo</b></p> <p>Asuinkiinteistöissä tilastollisesti yleisimmät tulipalojen aiheuttajat ovat ruuanlaitto, avotulen käyttö sekä viallisten sähkölaitteiden käyttö. Usein tulipalojen alkamiseen liittyy ihmisen toiminta tai huolimattomuus. Toisinaan tulipalo voi aiheutua myös ihmisestä riippumatta, esimerkiksi viallisessa tai huoltamattomassa sähkökeskuksessa (esim. oikosulut). Tulitöiden tekeminen on aina tulipaloriski.</p>	<p>Mahdolliset henkilö- ja omaisuusvahingot</p>	<p>Avotulen käyttö ja ruuanlaitto vain valvottuna. Rikkinäisten sähkölaitteita ei saa käyttää (tapaturma- ja tulipaloriski). Isompia kodinkoneita (pesukoneet) ei tule käyttää ilman valvontaa.</p> <p>Yhteisissä tiloissa, porraskäytävissä, kulkukäytävillä ja rakennuksen seinustoilla ei säilytetä ylimääräistä tavaraa. Sähkötiloissa ei säilytetä ylimääräistä tavaraa. Jätepisteellä jätteet lajitellaan asianmukaisesti. Mahdolliset tulityöt suoritetaan tulityölupaprosessin mukaisesti. Irtaimistovarastoissa ei säilytetä palavia aineita.</p> <p>Ulkoalueilla huolehditaan siitä, että ajoneuvot pysäköidään vain niille osoitetuille paikoille, jotta pelastuslaitos ja ensihoito pystyvät toimimaan kohteella.</p>

Risk Causes	Consequences	Actions and safety and security preparations
<p><b>Tapaturma tai sairauskohtaus</b></p> <p>Talvella liukkauden aiheuttama kaatuminen. Rakennuksen katolta putoava lumi tai jää. Henkilökohtaiset sairaudet voivat aiheuttaa sairauskohtauksen. Erityisesti vanhemmilla asukkailla sairauskohtauksien mahdollisuus kasvaa. Todennäköisimmin tapaturma sattuu kotona esimerkiksi ruoanlaiton yhteydessä. Näitä ovat esimerkiksi pienet palovammat tai viillot. Kotona voi sattua myös sähkötapaturma, jos käytetään viallisia sähkölaitteita tai esimerkiksi kännykän akku vioittuu.</p>	<p>Mahdolliset henkilö- ja omaisuusvahingot. Pienet haverit asuinkiinteistöissä todennäköisiä. Sähkölaitetapaturmiin liittyy yleensä myös tulipalon vaara.</p>	<p>Asukkaiden havaitessa puutteita, ilmoittaa hän niistä kiinteistöhuoltoon tai yhtiön hallitukselle. Talvella kiinteistöhuolto hoitaa liukkauden eston sekä tarvittaessa lumen ja jään poiston katolta. Yleisten tilojen kunnossapidosta huolehditaan. Kulkureiteillä ei säilytetä ylimääräistä tavaraa.</p> <p>Ulkoalueilla huolehditaan siitä, että ajoneuvot pysäköidään vain niille osoitetuille paikoille, jotta pelastuslaitos ja ensihoito pystyvät toimimaan kohteella.</p>

Risk Causes	Consequences	Actions and safety and security preparations
<p><b>Sähkökatkot, vesivuodot tai muut kiinteistötekniikan ongelmatilanteet</b></p> <p>Äkilliset tai suunnitellut sähkö- tai muut tekniikan käyttökatkot. Rikkoutuneet laitteet, esimerkiksi ilmanvaihtokoneet tai vesivuoto.</p>	<p>Rikkoutunut kiinteistötekniikka aiheuttaa yleensä vain hetkellistä haittaa. Vesivuoto voi huomaamattomana laajentua isommaksi vesivahingoksi. Äkilliset tai suunnitellut sähkökatkot eivät lyhytaikaisesti aiheuta asumiseen suurempia ongelmia, mutta pidentyessään hankaloittavat asumista merkittävästi.</p>	<p>Sähkön, veden tai lämmönjakelun häiriöt ovat epätodennäköisiä, mutta asukkaita suositellaan varautuvan niihin kotivaralla, jonka perusajatus on että kaikkien tulisi pärjätä kotiloissa 72 tuntia omavaraisesti. Kotivaraan ja omatoimiseen varautumiseen lisätietoja suomalaisten viranomaisten ja yhdistysten perustamassa 72 tuntia - sivustolla. Jos asukkaalla on vaikeuksia tulla toimeen omatoimisesti, tulee katkotilanteisiin varautua vakavammin ja olla valmiina hakemaan myös ulkopuolista apua.</p> <p>Rikkoutuneesta kiinteistötekniikasta tai vuotavista vesikalusteista ilmoitetaan aina välittömästi suoraan kiinteistöhuoltoon.</p>
<p><b>Poikkeustilanteet</b></p> <p>Lähialueella säteilyvaaratilanne tai muu vakava tapahtuma.</p>	<p>Mahdolliset henkilövahingot, sisälle suojautuminen, mahdollinen evakuointi.</p>	<p>Poikkeustilanteissa toimitaan viranomaisten ohjeistuksen mukaisesti.</p> <p>Asukkaiden omatoiminen varautuminen (kotivara, varautuminen sähkökatkoihin sekä muihin häiriötilanteisiin).</p> <p>Lisätietoa varautumisesta: 72 tuntia - sivustolla</p>



Risk Causes	Consequences	Actions and safety and security preparations
<b>Kaasuvaara lähialueella</b> Syynä voivat olla esimerkiksi kemikaalikuljetusonnettomuus lähellä olevilla kuljetusväylillä tai tulipalo naapurikiinteistössä.	Seurauksena mahdolliset henkilö- ja omaisuusvahingot.	Noudatetaan viranomaisen hätätiedotteita, jotka voivat tulla tekstiviestillä, TV:n tai internetin välityksellä tai viime kädessä pelastuslaitoksen kaiutinautoilla.  Tärkeimpänä toimenpiteenä yleensä ilmanvaihdon sulku ja sisälle suojautuminen.

## 5.1 Conclusions of the hazard and risk assessment

Kohde on käyttötarkoitukseltaan asuintalo, ja siihen liittyvät arkiset vaarat ja riskit ovat tähän sidottuja. Yleisimmät vahinkotapahtumat asuinikiinteistöissä ovat tapaturmia, ja tilastollisesti ne tapahtuvat todennäköisesti asuinhuoneiston sisällä. Normaaliin asumiseen liittyviä vaaranpaikkoja ovat myös liukastumiset ja kompastumiset piha-alueella tai yleisissä tiloissa.

Tyypilliset vaarat ja riskit johtuvat yleensä ihmisen toiminnasta tai viallisista laitteista. Päivittäisellä arkisella turvallisuuden huomioimisella voidaan ennaltaehkäistä tulipaloja ja muita vaaratilanteita.

Kaikkien talossa asuvien sekä siellä työskentelevien tehtävänä on ylläpitää turvallisuutta. Rakennuksen tilat ja sen ympäristö pidetään sellaisessa kunnossa, että:

- tulipalon syttymisen, tahallisen sytyttämisen sekä leviämisen vaara on vähäinen
- rakennuksessa olevat henkilöt pystyvät tulipalossa tai muussa äkillisessä vaaratilanteessa poistumaan rakennuksesta tai heidät voidaan pelastaa muulla tavoin;
- pelastustoiminta on tulipalon tai muun onnettomuuden sattuessa mahdollista;

Nämä vaatimukset täytetään, kun huolehditaan siitä, että rakennuksen tilat ja ympäristö pidetään siistinä, ja mahdollisista puutteista ilmoitetaan eteenpäin kiinteistön ylläpitoon.

## 6 Safety procedures

### 6.1 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	On the top floor
Smoke removal activation	The stairway landing between floor P and the ground floor



*Manual smoke extraction activation*

#### 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 connection with the entrance



*Air-conditioning emergency  
stop*

## 6.2 Fire safety

### Hot work

Hot work is defined as work in which sparks arise or in which naked flames or other heat sources are used and may cause a fire hazard. Such work includes e.g. oxyacetylene and arc welding, flame and arc cutting, disc cutting and metal grinding, which create sparks, as well as work involving the use of gas burners, other open fire or combustion air blowers.

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

The property manager office grants the hot work permissions.

## 7 Other arrangements

### 7.1 Lift

#### Lift

Location	Stairway
Maintenance company	Schindler Oy

### 7.2 Ventilation device

#### Ventilation device

Location	On the roof
Description	Ilmanvaihtokoneen tyyppi: Koneellinen poisto
Emergency stop switch location	In connection with the entrance



*Air-conditioning emergency stop*

### 7.3 Waste disposal

#### Waste disposal

Location	The refuse disposal facility in the car park
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## 8 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!**

### 8.1 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.

## 8.2 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.

## 8.3 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

## **8.4 Fire – instructions for situations in which safe exit is impeded**

Sometimes a fire in another location prevents exiting from the property safely. In such cases, the best option is to stay where there is no smoke, keeping the doors and other egresses closed.

### **Stay in the flat and remain calm.**

- Do not go to the stairwell.
- In a block of flats, each flat is an individual fire compartment that has been structurally protected against the spreading of fire from one flat to another.
- Jumping from height will have fatal consequences, staying in the flat will not.
- Go on the balcony or to a window and attract someone's attention
  - Call 112 and give them your exact address

### **Be prepared in case the fire spreads.**

- As a precaution, for example, you could run water into the sink.
- If smoke starts coming into the flat from the crack in the door, the letter box or the air vents, apply natural ventilation and stop the leaks with a damp cloth.
- If the door to the flat starts to heat up, cool it down with water.
- If the flames reach the flat windows, move any objects that ignite easily away from the windows.

### **Follow the instructions given by the authorities.**

## 8.5 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.



## 8.6 Assisting people with reduced mobility in emergency situations

In an emergency situation, the movement of people with reduced mobility out of the building may be difficult and slow. If you know there is a neighbour with reduced mobility, for example handicapped, blind, or elderly, try to secure their safe exit in emergency situations. If you know your neighbour is at home, but you are not able to assist in moving them out, notify the rescue authorities about the situation as fast as possible.

Work in cooperation with the other residents.

### Things to consider when helping people with reduced mobility

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

## 8.7 Water damage

### Action guide

- Disconnect power from where the leak is and from its proximity.
- Stop the water from flowing, from i.e. the water mains, if possible.
- Notify of the situation immediately:
  - to the maintenance personnel: Turun Tehohuolto Oy, phone 040 7737594, service 040 7737594
- Contact the emergency number if needed **112**.
- Main water shutoff: The side of the building opposite the refuse shelter, heat distribution room
- Heat distribution room: The side of the building opposite the refuse shelter
- Electricity switchboard: The side of the building opposite the refuse shelter

### 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.

## 8.8 Under threat of violence

**In an unarmed threatening situation, act in the following way.**

- Act calmly and try to calm the person with your behaviour.
- Make sure you do not turn your back or let yourself be cornered, so that you will always have

an escape route when a threatening person comes close.

- Call for help depending on the circumstances.
- Escape and help others escape.

Take care of your own safety. Seek to direct the threatening person to a place where they cannot harm others. After the event, contact the police about the incident if required.

**If the threatening person is armed, act in the following way.**

- Do not resist.
- Do whatever the person threatening you tells you to do.
- As the situation permits, try to warn others.
- By closing doors, you can limit a person's movement within the property.
- After the situation, call **112** to get professional help on site as fast as possible. Listen to directions and act accordingly.

Every threat and sighting of a possibly threatening situation must be taken seriously and the police must be informed immediately. Through your own behaviour, you can affect the progress of the situation, and thus you should take all threatening situations seriously and try to calm down already begun situations.

## **8.9 Public warning signal**

**The public warning signal** is a one-minute-long ascending and descending tone or a warning announcement by the authorities. The length of the ascending tone is 7 seconds.

The public warning signal means an immediate danger threatening the public. The warning is given in population centres with an outdoor alarm system and with an alarm attached to a vehicle in rural areas.

**The All Clear signal** is a one-minute-long monotonous signal. It is an announcement of the threat or danger having passed.

**Act in the following way after you've heard the public warning signal**

- Proceed indoors.
- Stay indoors.
- Close doors, windows, ventilation holes, and air conditioning devices.
- Turn on the radio and wait for instructions.
- Avoid using the phone to prevent telephone lines from getting jammed.
- Do not leave the areas unless urged to do so by the authorities, so as not to endanger yourself on the way.

## 8.10 Radiation hazard

The radiation situation is monitored continuously with meters throughout the country. Even minor changes will be noticed, with the relevant parties notified without delay. A public warning signal is given upon the threat of radiation.

### Go indoors

Going indoors is the primary precaution in case of radiation danger.

Close tightly all doors, windows and vents and switch of air ventilation to keep radioactive air from entering. The safest place is in the central part of the building.

### Iodine tablets

Iodine tablets are a secondary measure, recommended for persons under 40 years of age and for pregnant women.

Do not take any iodine tablets until a recommendation by the authorities over the radio or television. Iodine tables prevent radioactive iodine from accumulating in the thyroid gland, but give no other protection. Do not go out of the building to get any iodine tables in a dangerous situation. You can buy iodine in advance at the pharmacy. You should have two iodine tables per person. The Ministry of Social Affairs and Health recommends that iodine tables should be taken by persons under the age of 40 and by pregnant women.

### Protect your food and drinking water

Place any food items out in the open into plastic bags or tightly sealed containers.. Refrigerators, freezers and tight packaging prevent the food from radioactive dust.

### Moving outdoors

If you absolutely must go out, wear tight clothing that covers your skin, rainwear is a good alternative. Once back in, take off your clothes right away inside the door and wash yourself thoroughly. Use a face mask, towel or kitchen paper to prevent radioactive particles from entering your lungs.

### Additional instructions

Additional instructions will be provided by your local rescue authorities, media and on Yle's teletext service, page 867. You can also get more information at [www.stuk.fi](http://www.stuk.fi) and [www.pelastustoimi.fi](http://www.pelastustoimi.fi).

## 8.11 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. The electricity supplier of the property is Turku Energia Oy. The fault service number of the electricity supplier is 0800 02001.
- 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 Oy, 020 320500)

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

### Good to know during a power cut

- any electrical appliances that were on (e.g. hotplate or oven) must be switched off to prevent any fire damage when the power comes back on
- refrigerators and freezers will be switched off, and you should avoid opening them to prevent food from being spoiled
- water may be cut off, too, because the water utility's pumps operate with electricity

Any planned power cuts caused by shortage of electricity will be notified of in advance, if possible. Sometimes such information **cannot** be given in advance. Follow information from the authorities. For example, any planned power cuts will be available in Yle.

## 9 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 responsibility 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
Storeroom for movables, floor P	S1	The civil defence shelter, the cage of the protective fan

The civil defence shelter is in class S1. The civil defence shelter in protection class S1 is a newer shelter, built after 1971. It is possible to stay in this shelter model for long time periods. The shelter has a manually operated or mechanical air intake machinery, equipped with a pre-filter and an activated carbon particle filter.

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.

## 9.1 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.

## 9.2 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<sup>2</sup>.

- 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.

### 9.3 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 material 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



Tag	Additional information
Hacksaw blades	5 to spare
Adjustable wrench	max. a 35 mm jaw
A slotted screwdriver	tip 8 mm, blade 150 mm
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

## 9.4 Civil defence shelter manager's and deputy's duties

- Is responsible for the maintenance and the condition of the civil defence shelter.
- Makes yearly inspections and maintenance for the civil defence shelter according to the operating and maintenance instructions.
- Are responsible for preparing the civil defence shelter for use and operations during the inci-

dent when ordered to do so.

## 10 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.

## 11 Storage

Storing various items can cause a risk of a fire or the risk of a fire spreading, prevent a safe exit during an emergency, or make it more difficult to extinguish the fire. For this reason, you must always handle flammable substances according to their user instructions. **Storage of inflammable substances in flats' storage rooms is prohibited.. The building's exits must always be kept clear and free of obstacles.**

- Flats and their balconies, terraces and similar spaces
  - No unnecessary items should be stored in the flats.
- Exit routes, staircases, internal corridors and access to storage rooms
  - No storage of any kind is allowed.
- Under the buildings or in their vicinity
  - Do not keep any inflammable material or other items next to the building's walls, such as waste bins, piles of waste cardboard and wooden pallets

### Note

If uncertain, please always contact the local fire inspector

## 12 Attachments

This rescue plan has the following attachments:

- How to use a small fire extinguisher
- Car heating cables
- Home storage supplies

## Appendix A How to use a small fire extinguisher

### 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.

## 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 Home storage supplies

You should have a home emergency supply kit. This will help you get better over surprising situations. In practice it means having food and other necessities in the home beyond your daily needs. There should be enough to last for three days (72 hours). This is a supply in continuous circulation, supplemented as items are consumed or used. This way the food items will keep fresh and the other items usable.

Not being able to go to the shop can take you surprise for a number of reasons.

- A person living alone may become ill, unable to go shopping.
- Society may become vulnerable; there may be a strike, transport connections may be broken, or an extensive power cut may make daily life difficult.
- A situation in which shops have to be closed or you cannot go out.

A home emergency supply kit may vary in terms of its content from the resident's diets. However, you should at least have the following: bottled water, water containers, medicine and iodine tablets. Depending on the residents, the following may also be important: personal medication, hygiene products, nappies, battery-powered radio, torch and batteries.