

FRAMI

Frami EF

Guidelines for action



Contents

Safety organisation	3
Damage prevention	3
Calling for help	4
Exit from the building	5
When exit is blocked	7
Meeting points on the map	7
Sickness/Accident	9
First aid equipment	9
Fire	9
Use of the fire extinguisher	10
Water damage	10
Threat of violence	11
Bomb threat	11
General danger sign	12
Gas Guard	12
Radiation hazard	12
Power cut	13
Civil Protection	13

This guide provides guidance for people working on Fram premises on how to prevent and minimise accidents and damage, and how to deal with accident and incident situations.

Read the instructions carefully! Safety is everyone's business!

Safety organisation

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Damage prevention

Companies and other organisations operating on Fram premises must ensure that the building-specific instructions and official regulations for preventing damage and hazards and ensuring personal safety are observed in the workplace.

- 1. The company is responsible for the safety planning and implementation of its activities.** A safety officer must be appointed from among the persons working on the premises,

who is responsible, among other things, for clearing the premises in the event of evacuation and for safety cooperation with the persons responsible for the premises.

2. **The company is responsible for organising and training first aid at the workplace.** The premises must be equipped with a sufficient number of appropriate first-aid equipment, which must be regularly maintained, and information must be provided on the availability of first-aid trained personnel. The company is also responsible for the first aid training of employees (the general objective is that at least about 5% of employees have received training, including refresher training).
3. **The company is responsible for the safe condition of its premises and for ensuring that access to them is unobstructed.** No obstructions, inflammable materials or flammable liquids may be stored in exits, stairwells, corridors, offices or in the vicinity of the building. These measures shall minimise the accidental or deliberate creation and possible spread of damage and hazards and allow for the smooth evacuation and rescue of persons.
4. **The company is responsible for the safety of machinery, equipment and materials brought onto the premises.** For example, coffee machines and kettles used on the premises must have an automatic circuit breaker.

The company must immediately inform the person in charge of the premises of any safety deficiencies it detects.

Calling for help

In any emergency situation, whether it is an urgent need for police, rescue, ambulance or social services, CALL 112.

1. Make the **emergency call yourself if you can**: it is important that the emergency call is made by the person concerned. They have the information the dispatcher needs to determine what kind of help will be sent to the scene. A call through an intermediary can delay the arrival of help.
2. **Tell us what has happened**: the emergency dispatcher will ask the caller for information about what has happened so that he or she can send the right help to the situation if necessary.
3. **Give the exact address and municipality** . It is therefore important to give not only the address but also the municipality where the incident took place. The address of the property is **Kampusranta 11 , Seinäjoki**. If possible, please specify the building letter (E, F) and the floor.
4. **Answer the questions put to you** . The questions have a purpose. They do not delay the call for help. In the event of an emergency, the dispatcher will alert the authorities and partners who come to help during the call and provide them with further information about the incident.
5. **Follow the instructions given**: the dispatcher is trained to give instructions for different situations. It is important to follow the instructions given. Correctly executed first actions often have an impact on the outcome of the situation.
6. **Do not end the call until you have been authorised to do so**: Ending a call too early can delay the arrival of helpers. After receiving permission to end the call, hang up the phone. Keep the line free. The dispatcher or on-site helper may need more information about what has happened.
7. **In case of an emergency, the authorities will be directed as follows**:
 - The **rescue service** is directed to the building's fire alarm centre at **Kampusranta 11, Seinäjoki** (in section E, room E102 and in section F, room F101).
 - The **ambulance/emergency response** is directed to **Kampusranta 11, Seinäjoki**, with information about the building (E, F) and the floor of the building. The person who raised the alarm or his/her assistant is responsible for directing the ambulance to the person in need of assistance.

Exit from the building

The principle of safe exit is that it must be possible to leave all areas of the building at any time without a key or other means of opening the door. Doors shall not be kept locked during working hours and no goods shall be stored in front of exits.

1. After hearing the exit announcement, every person in good health in the office cell shall be required to take charge of the office guard. The supervisor shall be responsible for ensuring that the cell and the toilets in the corridor are empty and for informing the person in charge of the meeting place of any person caught inside.
2. Any other persons inside the building must take any nearby outer clothing and leave immediately by the nearest exit to the assembly area (no lifts are allowed). On leaving, persons fa-

miliar with the building will also, if necessary, guide visitors and assist persons with reduced mobility according to their abilities and possibilities.

3. The activities in the meeting places will be managed by meeting place supervisors appointed by the person in charge of the building. The supervisors are responsible for receiving reports from the office supervisors of any persons trapped inside and reporting this information to 112, from where the message is passed on to the emergency manager on site.
4. If the assembly point is not safe, the assembly point supervisor will lead the team to a back-up assembly point. If necessary, the authorities will also designate shelters for longer periods of shelter.
5. It is forbidden to leave the assembly point without permission. Activities at the assembly point will be led by the assembly point supervisor, who will keep the assembly point informed of progress and indicate when it is safe to return to the premises.

Building	Place of assembly	Reserve site
Frami E	Park area by the river	
Frami F	Riverside park area	

When exit is blocked

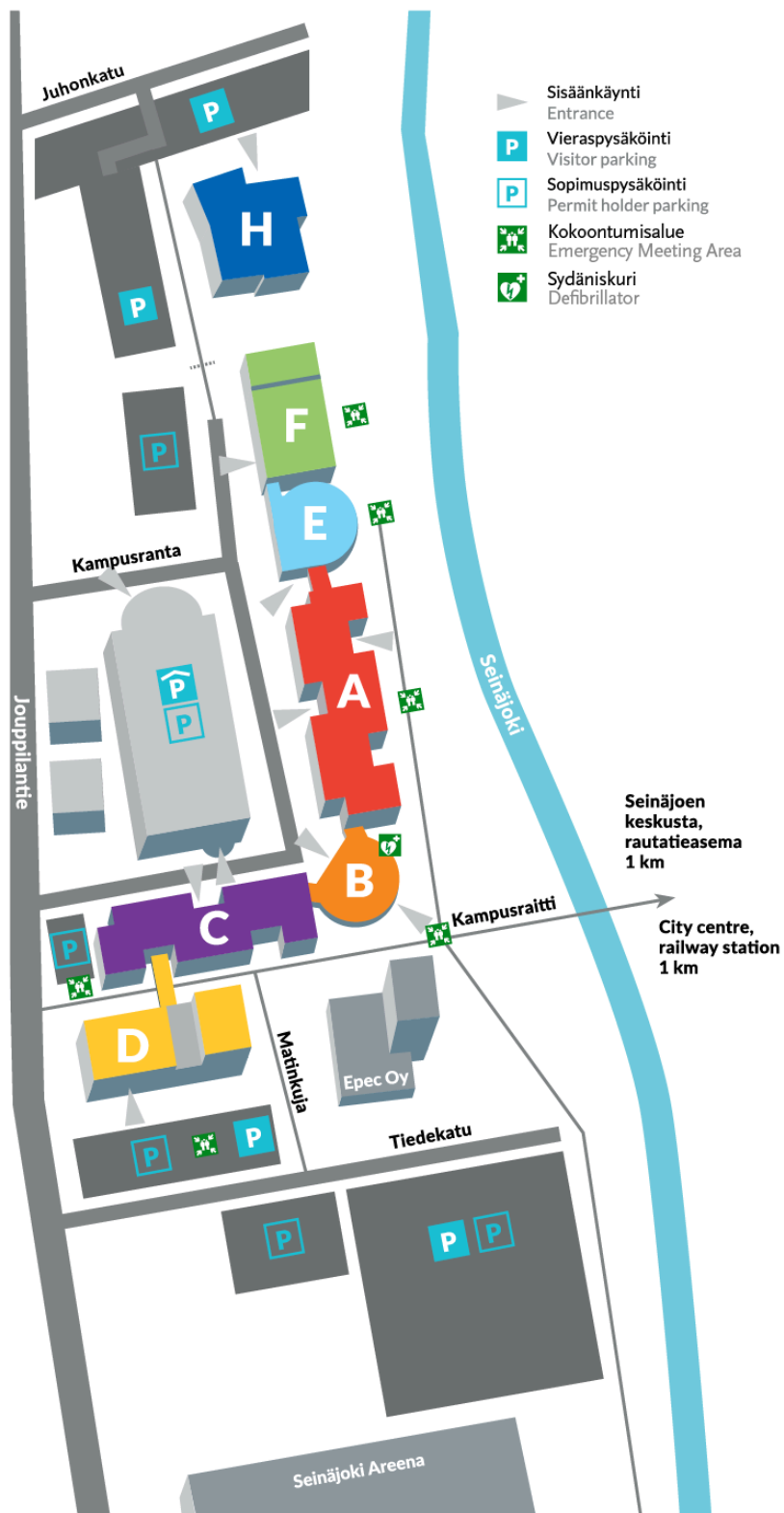
Instructions for action in the event of fire preventing egress:

1. If a fire raging elsewhere prevents a safe exit, stay in the fire compartment where you are. It is safe to stay behind the fire door (fire safety in the fire compartment 60 min).
2. Go to the window and attract attention. If you are unsuccessful, call **112** and follow the instructions of the authorities.

Instructions if you are unable to leave due to reduced mobility:

1. A company where a person with reduced mobility works/visits who is unable to follow the exit instructions should ensure that in the event of an exit, this person is accompanied by an assistant in the corridor area of the floor concerned (fire safety 60 min).
2. If the situation deteriorates and smoke begins to build up in the fire compartment, the PRM and his/her assistant shall move to the nearest stairwell or to the other side of the magnetic doors for safety. They will also call 112, which will relay the message to the emergency manager on the scene.

Meeting points on the map



Sickness/Accident

What to do in the event of an illness or accident:

- Find out what has happened?
- Check the person's condition (awake, breathing).
- What is the patient's state of health, is he/she awake, is he/she breathing, is he/she alert?
 - Turn the unconscious but breathing patient onto his/her side.
 - If the person **is not** breathing, start first aid under the conditions of your competence.
 - If the person is breathing and is not able to breathe, if the person is able to breathe, use your best judgement. If the person is able to breathe, do not use your best judgement.
- Call **112** to report an emergency.
- Tell us where you are calling from: **Kampusranta 11, Seinäjoki.**
- Refine the location information with the letter of the building (E, F) and the floor where the item is located.
- Tell us what has happened.
- Follow the instructions.
- Report any changes in the patient's condition to the emergency centre.
- Arrange for the ambulance to be directed to the person in need.

First aid equipment

The company is responsible for organising first aid at the workplace and for training its own staff in first aid. A sufficient number of appropriate and regularly maintained first-aid equipment must be available on the premises, together with a notice of first-aid qualified persons.

See the table below for the location of first aid equipment on the premises:

Equipment	Location
Defibrillator	At the information desk in F, in the lobby on the 1st floor
Emergency shower	A120.4 Chemistry and microbiology laboratory
Eye rinsing equipment	A120.4 Chemistry and microbiology laboratory

Fire

Action to be taken in the event of fire:

- In the event of a fire threat, an automatic fire alarm system will alert the emergency services and an automatic public address system will provide an exit warning to those in the building.
- If necessary, use the fire alarm button to alert the fire brigade and warn others. After using

the button, call **112** and report the situation.

- Rescue those in immediate danger.
- Try to start the fire, but avoid smoke and do not endanger yourself.
- Limit the spread of the fire and smoke by closing doors and windows leading to the fire area.
- Take any outdoor clothing you have nearby.
- Leave the building immediately by the nearest exit.
- In the event of a fire, the use of lifts is strictly forbidden!
- Move to the assembly area, do not stay in front of the entrances.
- Guide customers and guests.
- Assist people with reduced mobility according to your own abilities and possibilities.
- The fire brigade will be directed to the fire alarm centre(**Campus 11**, rooms E102 and F101).
- Do not leave the meeting place without special permission.
- The danger is not over until the rescue service gives permission to return to the building.
- The meeting point supervisor will communicate the information about the evacuation.

Building	Place of assembly	Reserve place
Frami E	Park area by the river	
FRami F	Riverside park area	

Use of the fire extinguisher

- Turn the extinguisher upside down and shake the extinguisher to ensure the powder is fluid.
- Pull out the safety socket.
- Approach the fire from the direction of the wind.
- If you are indoors approach low to the floor line, this will improve visibility.
- Take hold of the end of the hose and direct the extinguishing agent to the root of the flames, do not cut the flames.
- Start extinguishing from the front and work backwards, or from the bottom up.
- Extinguishing can be enhanced by a back and forth motion.
- The entire area to be burned must be covered by the extinguishing cloud.
- Once the flames have been extinguished, the extinguishing operation can be stopped.
- Observe the burnt area and make sure that the fire is extinguished.
- If the target reignites, repeat the extinguishing operation.

Water damage

What to do in the event of water damage:

- Disconnect power to and from the area of the leak.
- Stop the leak, e.g. by closing the water inlet if possible.
- In the event of internal damage, immediately notify the property management, on-call 040 0660166.
- In case of external damage, also contact the service call centre Seinäjoki Vesi, 020 7601222.
- If necessary, contact the emergency number **112**.
- Water main shut-off: Premises E106, F004 LJH.
- Heating room: premises 106, Foo4 LJH
- Main electrical switchboard: E111.1, F007 SPK

Threat of violence

Action in the event of an unarmed threat:

- Act calmly and try to calm the person by your own behaviour.
- Take care of your own safety.
- Make sure you do not turn your back or corner yourself so that you always have an escape route.
- Try to direct the threatening person to a place where they cannot be harmful to others.
- If possible, ask for help.
- Run away and help others to escape the scene.
- After the incident, report the incident to the police if necessary.

What to do in the event of an armed threat:

- Do not resist.
- Do not resist.
- If possible, try to warn others.
- Always take armed threats seriously.
- After the situation, report it to the 112 emergency services. Listen to the instructions and act accordingly.

Bomb threat

What to do in the event of a bomb threat:

- When the threat comes by phone, stay calm. When a phone call comes in, stay calm.
- Take notes. Write the threat down verbatim.
- Ask questions. What does the bomb look like? When will the bomb explode? Why?
- Pay attention to the style of speech and tone of voice: Any special features? Acceleration?
- Pay attention to whether the threatener reads the message on the paper.
- Bomb threats should always be taken seriously.
- After the call, report it to **112**. Listen to the instructions and act accordingly.

General danger sign

A general alarm is a one-minute rising and falling tone or a warning sounded by a public authority. The duration of the rising and falling periods is 7 seconds. A general danger signal means an imminent danger to the public. It is issued, for example, in the case of gas and radiation hazards.

The 'danger over' signal is a steady audible signal lasting one minute. It is an indication that the threat or danger has passed.

What to do when you hear the general danger signal:

- Go inside.
- Close doors, windows and vents. Closing the air conditioning is the responsibility of the property manager.
- Turn on the radio and wait for instructions.
- Avoid using the telephone to avoid blocking the lines.
- Do not leave the area unless instructed to do so by the authorities.

Gas Guard

What to do in the event of a gas emergency:

- If you hear a general danger signal or smell gas, stay inside.
- If you hear a gas alarm or there is a warning of gas, or if you hear gas, go to the upper floors and stay there. Do not go into the basement.
- Close doors, windows and vents. It is the responsibility of the property manager to turn off the air conditioning.
- You can also close and tape interior doors and stay downwind.
- If you smell gas, you can breathe through a damp, porous cloth.
- Listen to the radio for more information.
- Authorities will announce over the radio or loudspeakers when the toxic cloud has dissipated.
- After the danger has passed, ventilate the interior carefully.
- If you are outside when you smell gas and cannot get inside, hurry under the gas cloud to a side wind.
- Aim as high as possible, for example on a hill.

Radiation hazard

What to do in the event of a radiation hazard:

- If you hear a general danger signal about a radiation hazard, go inside.
- If you hear a general alarm if there is a radiation warning, go to the centre of the house or to the basement, where there is the best protection.
- Close doors, windows and vents. Closing the air conditioning is the responsibility of the pro-

perty manager.

- Take iodine tablets only if advised by the authorities (should be 2 per person).
- Avoid going outdoors.
- Additional advice:
 - From the emergency services, the media and on page 867 of the Finnish Broadcasting Corporation's Text-TV.
 - Radiation and Nuclear Safety Authority website www.stuk.fi
 - The Rescue Services website www.pelastustoimi.fi

Power cut

What to do in the event of a power cut:

- The power is cut off from the premises, but the emergency lights remain on.
- During a power cut, it is not possible to use the lifts.
- If you are trapped in the lift, contact KONE Hissit Oy's lift emergency service (0800 15063) .
- If the problem is not solved, contact the building maintenance service (040 0660756).
- Use a torch when exiting. If necessary, guide others.
- If necessary, call the emergency number 112.

Civil Protection

The purpose of civil protection is to protect people from cave-ins, explosive pressure, shrapnel, gases, radiation and fires. Accidents that occur during normal working hours usually never require sheltering in a shelter; sheltering inside is sufficient. The move to shelters is always at the request of the authorities.

The shelters in the building are of class S1. It is possible to stay for long periods of time in an S1 shelter. The shelter has a manual or mechanical air intake equipped with a pre-filter and an activated carbon particle filter.

Location	Shelter category	Surface area	Shelter locations	Location of equipment
location of shelter	S1	m2	shelter locations	in the vicinity of VSS ventilation equipment

The authorities will give instructions by radio if it is necessary to move to the general population shelters and information on where to move from the general population shelters.