



Letkutie

Rescue Plan



Letkutie 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

Letkutiehen kuuluu kaksi kerrostaloa: seitsemänkerroksinen A-talo ja viisikerroksinen B-talo. Molemmista taloissa on tämän lisäksi vielä ullakko.

A-talosta löytyy talonyhtiön kerhotila, sauna, väestönsuoja ja lämmönjakohuone. Molemmista taloissa on omat irtaimistovarastot, ulkoiluvälinevarastot sekä sähköpääkeskukset.

2.1 Basic information

Property name	Letkutie
Building address	Letkutie 2 40700 JYVÄSKYLÄ
Number of apartments	66
Building type	Apartment building
Number of floors	5 - 7
Property owner	KOAS - Keski-Suomen opiskelija-asuntosäätiö tel. 029 1804444 http://www.koas.fi/
Housing management office	KOAS - Keski-Suomen opiskelija-asuntosäätiö tel. 029 1804444 http://www.koas.fi/

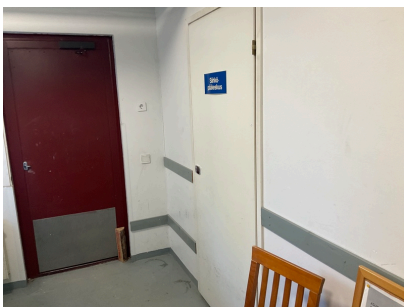
2.2 Organisation

Superintendent	Matti Paananen Koas phone 044 7504214 matti.paananen@koas.fi
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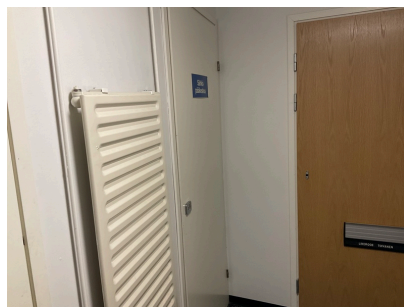
2.3 Other information

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

Heating type	District heating
Main water shutoff	Heat distribution room
Heat distribution room	The ground floor of building A
Electricity switchboard	The ground floor of the buildings
Ventilation device	Ullakot. A-talo käytävän päässä, B-talo käynti katon kautta.
Air ventilation emergency stop	The loft floor
Maintenance	Sulun Kiinteistönhoito Oy phone 010 8209300 service 010 8209330
Insurance company	Pohjola Vakuutus Oy tel. 03 030303 https://www.op.fi
Gathering area	The playground in the yard
Key storage lock box	Lämmönjakohuoneen vieressä
Back-up gathering area	The stairwell of the neighbouring building
Number of civil defence shelters	1
Location of civil defence shelter VSS1	Basement of building A



A-talon sähköpääkeskus



B-talon sähköpääkeskuksen ovi asunto 66 vieressä



Sähköpääkeskuksen sisäänkäynti ulkoa A-taloon



*Käynti A-talon sähköpääkes-
kukseen sisäkautta*



*Lämmönjakohuoneen ovi A-
talon takapihalla ja putkilukot*



*Veden pääsulku lämmönjako-
huoneessa*



3 Division of responsibility

Party	Area of responsibility
Property management	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
Property maintenance	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.
Resident	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.
Normal information flow 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	Sulun Kiinteistönhoito Oy	010 8209300	010 8209330
Lift maintenance	OTIS		0800 168111

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 Hazardous situations and their effects

Danger refers to a factor or circumstance that may cause harm or an adverse event.

Risk refers to the combined effect of the probability and severity of damage associated with a threat.

Risk and probability	Reasons for a risk to materialise	Consequence
Arson (unlikely)	Bin store, vehicles, goods stored next to a wall of the building, extra goods in the stairway	Property damage, risk of personal injury
Fire (possible)	Open fire, candles, smoking, electrical equipment, switchboards and electrical installations, vehicles, hot work, cooking	Physical injury, property damage
Malicious damage, vandalism (unlikely)	Inadequate lighting, front door or door to the common premises left open	Property damage
Theft (unlikely)	Front door or a door to the common premises left open, door opened to an unknown person	Property damage, risk of physical injury
Accident (possible)	Slippery conditions in winter, snow or ice falling from roofs, falling in the stairwell/common premises/in one's own apartment	Physical injury
Water damage (possible)	Deficiencies in maintenance/supervision, freezing, blockages, equipment failure, storm	Property damage



Risk and probability	Reasons for a risk to materialise	Consequence
Gaz hazard (unlikely)	Transport of hazardous substances in the vicinity, fire in the vicinity	Finding refuge indoors
Power outage (possible)	Lightning, storm, equipment failures	Equipment failures
Traffic accident (possible)	Traffic in the vicinity, traffic in the yard	Physical injury
Accident involving the transport of hazardous substances on a motorway (unlikely)	Traffic, transport of hazardous substances	Finding refuge indoors
Radiation hazard (unlikely)	Radiation accident	Finding refuge indoors

6 Safety procedures

6.1 Extinguishing equipment

Location	Extinguishing equipment	Description
A-talon pohjakerroksen sammutuspeite	Fire blanket	
Common spaces	Fire extinguisher	6kg ABC-jauhe



6kg ABC-jauhe käsisammutin



Kerhohuoneen sammutuspeite

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)

6.2 Safety equipment

Exit guide, security or signal light

Emergency exit signs show how to exit the building. Any faulty or incomplete signs must be reported to property maintenance services.

Exit guide, security or signal light

Location	Exit corridors
Description	Vihreät kupuvalot, sekä reittiopasteet
Location of centre	Sähköpääkeskukset
Coverage	Stairwells



Poistumisopaste ja käsisammutin



Poistumisteiden valo



Turvavalokeskukset sähköpääkeskuksissa

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: The loft floor



Ilmanvaihdon puhaltimien säädöt



Ilmanvaihtokonehuoneen ovi A-talossa ja hätä-seis-painike



Käynti B-talon ilmanvaihdolle

6.3 Fire safety

Rescue route

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

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

Rescue route

Location

The yard pathways



Pelastustien ajo Letkutieltä



*Pelastustien ajo Palokunnan-
kadulta A-talon eteen*



*Pelastustien ajo Palokunnan-
kadulta A-talon takapihalle*

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 7 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 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.



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: The playground in the yard

Back-up gathering area: The stairwell of the neighbouring building

7.4 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.

7.5 Action in the gathering area

Gathering area: The playground in the yard



A-talon kokoontumispaikka



B-talon kokoontumispaikka

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 stairwell of the neighbouring building

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.

7.6 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.

7.7 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: Sulun Kiinteistöhoito Oy, phone 010 8209300, service 010 8209330
 - to the housing manager: Matti Paananen, tel. 044 7504214
- Contact the emergency number if needed **112**.
- Main water shutoff: Heat distribution room
- Heat distribution room: The ground floor of building A
- Electricity switchboard: The ground floor of the buildings

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.

7.8 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.

7.9 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.

7.10 Gas hazard

Public warning signal in danger situations concerning gas

Additional information on the type of danger can be got from radio and television. The following are usually connected with a gas hazard.

- If you are indoors and can smell gas:



- stay indoors
- the top floors make the best shelter
- place a wet cloth over your mouth and breathe through it
- stay on the upper floors until the danger is over
- do not go into the basement.
- 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.

7.11 Radiation hazard

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

Go inside

Close doors, windows, ventilation holes, and air conditioning tightly to prevent radioactive substances from getting indoors. The centre and basement of the building are the best places 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.

7.12 Blackouts

How to act during a power cut:

- First check the fuses. If they are intact, find out whether the electricity of your neighbour or neighbouring houses is working.
- If the electricity is out from a larger area, the problem is already known and actions to fix it have started. Most electricity suppliers have a taped recording of the malfunction on its fault service number, which will give information on the blackout situation in your area.
- When the electricity comes back but acts unusually, for example the lights burn brighter or dimmer than usual, the reason might be a break in the electricity network's neutral wire. This can result in equipment damage, fire and, in the worst case, the risk of electric shock. In such situations, switch off the electricity from the main switch and call your electricity supplier's fault emergency number.
- When a power cut lasts longer, prepare yourself with warm clothes, especially in the winter, and home storage supplies. Instructions regarding home storage supplies can be found in the appendices.

In the event of a power cut, lifts will stop working. Should you be stuck on a lift due to a power cut or other failure, act as follows:

Contact the lift maintenance emergency line:

- by mobile phone - (OTIS, 0800 168111) or
- the emergency button inside the lift. (This will connect directly to the lift maintenance emergency line.)

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

7.13 Resident's safety and security guide

EMERGENCY NUMBER AND THE POLICE 112

MAIN SWITCHBOARD: The ground floor of the buildings

MAIN WATER SEAL: Heat distribution room

VENTILATION EMERGENCY STOP BUTTON: The loft floor

GATHERING PLACE: The playground in the yard



CIVIL DEFENCE SHELTER: Basement of building A

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

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

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

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

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

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

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

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



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

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

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

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

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



8 Civil defence

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

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

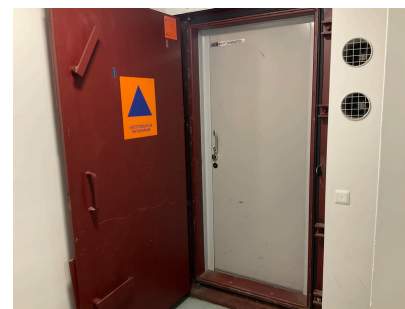
With civil defence shelters it is important to protect metal parts from rusting, insulation staying intact, machinery remaining functional, and equipment kept safe in stock.

This property has a civil defence shelter:

Location	Protection grade	Location of equipment
Basement of building A	S1	The equipment area of the civil defence shelter

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.

*Väestönsuojan koneisto**Väestönsuojan reittimerkintä ja turvavalo**Väestönsuojan sisäänkäynti A-talon kellarin irtaimistovarastoon*

8.1 Väestönsuojan ylläpito

Väestönsuoja sekä väestönsuojeluvälineet ja -laitteet pidetään sellaisessa kunnossa, että väestönsuoja voidaan ottaa käyttöön 72 tunnissa. Väestönsuojaa voidaan käyttää myös muuhun toimintaan, kunhan käyttöönotto voi tapahtua em. ajan kuluessa. Normaaliolojen käyttö ei saa vahingoittaa väestönsuojaa eikä estää sen tarkastusta ja tiiveyskoetta. Väestönsuojassa ei saa säilyttää likaavia aineita eikä ympäröiviin rakenteisiin saa tehdä aukkoja. Suojaovia, -luukkuja ja ilmanvaihtolaitteistoja ei saa poistaa paikoiltaan eikä ilmanvaihtolaitteistoa saa käyttää normaaliolon ilmanvaihtoon. Suojaoven aukkoon saa asentaa oven. Normaaliaikaanakin tulisi varmistaa, että osa väestönsuojasta on vapaana yllättävää suojautumistarvetta varten.

Lisäksi tulee huomioida seuraavaa:

- Väestönsuojan omistaja ja haltija huolehtii, että väestönsuoja, sen varusteet ja laitteet pidetään toimintakunnossa sekä huolletaan ja tarkastetaan asianmukaisesti.
- Nimetty henkilö huolehtii VSS-tarkastuksista ja suojan ovet, luukut, tiiveyden, ilmastointi- ja sähkölaitteet sekä viemäröinnit tarkistetaan vuosittain laitetoimittajan ohjeiden mukaisesti.
- Väestönsuojan laitteiden toimintakunnon varmistamiseksi suojat tulee tarkastaa ja huoltaa vähintään 10 vuoden välein, ellei valmistaja ole toisin esittänyt.
- Laitteiden toiminnan tarkastuksesta tulee laatia tarkastuspöytäkirja, johon tehdään merkinnot suoritetuista tarkastuksista laitekohtaisesti. Tarkastuspöytäkirja on pyydettyäessä esitettävä pelastusviranomaiselle.
- Kiinteistön omistaja ja haltija huolehtii, että väestönsuojassa on jo sellaiset varusteet, että se pystytään ottamaan käyttöön. Näitä varusteita ovat esimerkiksi varavesisäiliöt, jäteastiat ja kuivakäymälät.

8.2 Väestönsuojan kunnostaminen siirryttäessä tehostetun suojelun toimintaan

- Väestönsuojaan siirtyvät asukkaat valitsevat keskuudestaan suojanvalvojan, joka vastaa suo-



jan kunnostamisesta. Lisäksi suojanvalvoja vastaa suojan yleisestä järjestyksestä, siisteydestä ja kurista.

- Kohteen asukkaat tyhjentävät suojan varastoidusta tai muuten kerääntyneestä tavarasta ennen suojaan siirtymistä. Pääsääntöisesti suojassa säilytetyt ylimääräiset tavarat viedään asuntoihin.
- Väestönsuojasta löytyy suojan käyttökuntoon saattamissuunnitelma, jonka pohjalta suojaa lähdetään laittamaan kuntoon poikkeustilanteissa. Väestönsuojan ilmanvaihtokojeen läheisyydessä on ohjeistusta ilmanvaihtokoneen toimintaan liittyen. Ilmanvaihtokoneen suojakannen alta löytyy työkalut kojeen käyttöönoton helpottamiseksi. Pelastussuunnitelman liitetiedostoissa on lisäksi S1-luokan suojan ja sen laitteiden huoltokirja. Huoltokirjasta löytyy lisätietoa väestönsuojan käyttökuntoon saattamisesta sekä ilmanvaihtokoneen toimintaperiaatteista erilaisissa tilanteissa. Ilmanvaihdon toiminnan peruseriaatteista on kerrottu sivulta 37 alkaen.
- Tavaroiden tyhjentämisen jälkeen kaikki tilapäiset rakenteet puretaan ja viedään pois suojasta.
- Ovien ja luukkujen saranat, salvat yms. tarkastetaan, voidellaan ja huolletaan.
- Ovien tiivisteet tarkastetaan ja laitetaan paikoilleen ohjeiden mukaan.
- Tarkastetaan hätäpoistumiskäytävän ja –luukun käyttökelpoisuus ja toiminta. Tarkasta luukku myös rakennuksen ulkopuolelta. Luukku saattaa olla maan peitossa.
- Kuivakäymälät (15 kpl muovipusseja/käymälä) jaetaan kuivakäymälätiloihin. Eristetään käymälätilat verhoilla tai levyillä. Käymälätiloja tulee olla yksi jokaista alkavaa 20 m² kohti.
- Kaikkien vesijohtojen ja lämpöjohtojen ja viemäreiden venttiilien toiminta tarkastetaan kääntämällä ne ääriasennosta toiseen.
- Varavesisäiliöt puhdistetaan ja täytetään. Varmistetaan samalla tarvittavat täyttöletkut yms. välineet. Sulkuteltaan tulevat suihkut asennetaan ja kokeillaan. Vettä on varattava vähintään 50 litraa jokaista varsinaisen suojan alkavaa neliometriä kohti eli 50 x 80 = 4000 litraa (tai 30 litraa/hlö).
- Lattiakaivot puhdistetaan ja niiden toiminta kokeillaan kaatamalla niihin vettä. Huom! Viemäröinnissä on sulkuventtiili.
- Ylipaineventtiilit tarkastetaan ja nivelkohdat voidellaan.
- Normaaliolojen ilmanvaihtaukut suljetaan asentamalla paikoilleen suojakannet tiivisteineen.
- Paineventtiilien kunto tarkastetaan suojan ulkopuolelta.
- Ilmanvaihtokanavat ja suodattimet puhdistetaan.
- Kaikki ilmanvaihtoon liittyvät putket, liitokset ja laitteet tarkastetaan. Erityissuodattimet asennetaan paikoilleen laitteen käyttöohjeen mukaisesti vain viranomaisohjeistukseen pohjautuen. Käyttötilanteet määrittelee viranomainen eli valitse käyttöohjeesta oikea käyttötapa ennen laitteen käyttöönottoa!
- Poistovenktiilien toiminta tarkastetaan kiertämällä niitä ääriasentoihinsa.
- Tarkastetaan ylipainemittarista: nestemäärä, putken aukiolo, mittarilukema näyttää nollaa, sekä varaneste (värjätty polttoöljy).
- Ilmamäärämittarin herkkyyden kokeillaan koekäytössä.
- Tarkastetaan suojan paineisuus; painekoe suoritetaan laitetoimittajien antamien ohjeiden



mukaan. Tavoitteena on tarkastaa, että suojaan saadaan riittävä ylipaine, eikä suoja vuoda liikaa ilmaa ulos.

- Selvitetään ja tarkastetaan suojassa puhelimen toiminta, antenni, sähkölaitteiden sulakkeet, valaisimet, varaparistot, varapolttimot, varasulakkeet, katkaisimet, pistorasiat ym. Suojassa voi olla esim. oma puhelinliittymä tai vahvistin asukkaiden puhelinten toimivuutta varten.
- Varustetaan suoja määräysten mukaisilla suojaan kuuluvilla varusteilla.
- Suojan tilat jaetaan ennakolta tehdyn suunnitelman mukaisesti oleskelualueisiin ja toimintapaikkoihin. Jokaista suojattavaa henkilöä varten on oleskelupaikka, jossa jokaisella on mukanaan itse tuomansa henkilökohtaiset tavarat, lääkkeet, joditabletit ja säilyvät elintarvikkeet.
- Suojassa on yleensä istuimia, pöytiä sekä sängyt noin kolmannekselle suojaan tulevista henkilöistä. Tarvittaessa varustusta täydennetään henkilökohtaisin varustein.
- Lisäksi poikkeusoloja varten suojaan siirtyvät hankkivat välineitä ja tarvikkeita, jotka tekevät mahdolliseksi pidemmänkin oleskelun (esim. viihdykkeet).
- Tarkastetaan varavalaistuksen toiminta.
- Kulkuteille ja käytäville asennetaan suojaan ohjaavat kilvet.



9 Storing in the property

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. **Storing flammable substances in the flats' storage facilities is strictly forbidden. The building exits must always be kept serviceable and free of obstructions.**

- Residential apartments and their balconies, terraces or similar facilities
 - Storing of unnecessary items in the flats should be avoided.
- Means of exit, stair enclosures, internal corridors and passageways in the storage facilities
 - Not to be used for storage.
- Under or in the immediate vicinity of buildings
 - Do not store highly flammable material or other goods next to the building exterior walls, including waste bins, piles of waste cardboard and wooden pallets

Notice

In case of doubt, always contact the fire inspector of the local rescue service.

10 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

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.



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

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.