

**HOAS**

# Vieraskuja 5

## Rescue Plan



Vieraskuja 5 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

Vieraskuja 5 on valmistunut vuonna 1982 ja perusparannettu vuonna 2022. Kohteessa kuusi portaikkoa - A, B, C, D, E ja F. Kohteessa yksi liiketila katutasossa - päiväkoti.

Saunat: E-porras: 1, 2 ja F-porras: 3

Pesula: F-porras

Kerhohuone: D-porras



*Alueopaste ja pelastustie*

### 2.1 Basic information

<b>Property name</b>	Vieraskuja 5
<b>Building address</b>	Vieraskuja 5 02770 ESPOO
<b>Number of apartments</b>	101
<b>Number of operators</b>	1
<b>Building type</b>	Apartment building

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<b>Number of floors</b>	6
<b>Year of construction of the property</b>	1982
<b>Property owner</b>	HOAS tel. 09 549900 <a href="http://www.hoas.fi">http://www.hoas.fi</a>
<b>Housing management office</b>	HOAS tel. 09 549900 <a href="http://www.hoas.fi">http://www.hoas.fi</a>

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## 2.2 Organisation

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

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## 2.3 Other information

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

<b>Heating type</b>	District heating
<b>Main water shutoff</b>	In the heat distribution room
<b>Heat distribution room</b>	In staircase D in conjunction with the storeroom
<b>Electricity switchboard</b>	In staircase D in conjunction with the storeroom
<b>Ventilation device</b>	
<b>Air ventilation emergency stop</b>	Porraskäytävän alatasanteella sisäänkäynnin yhteydessä



<b>Maintenance</b>	HOAS/Välittömiä toimenpiteitä vaativat vikailmoitukset phone 020 4912720 service 020 4912720
<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>Number of civil defence shelters</b>	2
<b>Location of civil defence shelter VSS1</b>	In staircases D and F
<b>Location of civil defence shelter VSS2</b>	F-portaan 1. kerros



*Käynti lämmönjakohuoneeseen ja veden pääsululle*



*Sähköpääkytkin*



*Veden pääsulku*

## The premises of the property

### operators

Location	Name
Between staircases A and B	Stepping stones Onnentupa

### 3 Contact with property management

[www.hoas.fi](http://www.hoas.fi)

All fault notifications related to the apartment, property and yard areas are submitted online by filling in the fault notification on the HOAS website [www.hoas.fi](http://www.hoas.fi). With the fault notification form, we will receive an accurate description of the problem efficiently and accurately to the property maintenance as well as the customer's consent for visiting the apartment. For these reasons we do not receive fault notifications by telephone or email.

Fault notifications requiring **immediate measures** (e.g. piping leaks, broken windows) shall be called in at the 24h service number **020 491 2720**. Securitas is responsible for receiving them.

**In an urgent emergency situation, call 112.**

You should always call 112 in urgent, real emergency situations when life, health, property or the environment is threatened or in danger or if there is reason to believe this is the case.

If you doubt whether the situation is an emergency or not, it is always better to call 112 than not to call. When should you call 112?

\*When you encounter an emergency situation or require urgent help from the authorities \*When you suspect life, health, property or the environment is threatened or in danger.

**Call emergency number 112 for example when**

- you notice an accident or fire
- you notice a crime is happening or has happened
- there is need for an ambulance or social worker

## 4 Important phone numbers

### 4.1 Important numbers of the property

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

### 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 Safety and security personnel

### 5.1 Operators' safety personnel

Company	Person	Contact information
Stepping stones Onnentupa	Vuokko Mutanen Contact person	tel. 041 4585014

## 6 Risks

From the point of view of safety and security, a risk is the combination of the probability of an accident happening and the possible consequences. Recognising risks in any property is an important part of safety and security. In the following pages, risks related to individuals, property, and environment are recognised. For all recognised risks, there are suggestions on how to act accordingly to eliminate, diminish, and manage risks. Only a recognised risk can be controlled.

Risk classifications concerning the property and people:

- Accidents
- Fire hazards
- Water damage
- Cases of illness
- Radiation or gas hazard
- Storm damage
- Break-ins, vandalism, etc.

### 6.1 Accidents

#### Risks

- falling down
- slipping
- tripping
- snow or ice falling down on people or property
- accidents happening in the children's playground
- traffic accidents
- high drop
- obstacles along the rescue route

#### Consequences

- damage to property
- personal injuries
- death

#### Actions and safety and security preparations

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

nings.

- The company can forbid self-initiated snow dropping and intervene in it if necessary.
- The build-up of snow and ice on roofs must be monitored in the winter.
  - Hazard spots are to be reported immediately to property maintenance company.
  - In hazardous situations traffic or parking must be prevented in the area where ice or snow can fall down.
- Childrens' playgrounds are inspected and serviced regularly, and detected defects are intervened with immediately.
- The yard area is to be kept neat and in good condition. Vegetation is tended to regularly.
  - Leaves are raked when necessary.
  - Shrubs and bushes must be maintained neat to avoid traffic accidents.
  - Driving directions and guest parking spaces are to be marked clearly in the parking area with appropriate signs.
  - Winter upkeep will be taken care of.
- Close call -situations are intervened with immediately. Close call -situations are investigated and necessary measures are taken to counteract the situation to prepare for and prevent similar situations.
- The persons in the companies responsible for safety have been nominated.
- The persons responsible for safety take care of safety matters relating to their work location.
- Everyone must familiarise themselves with the general first aid instructions.

## 6.2 Fire hazards

### Risks

- short circuits
- fire caused by a broken electronic appliance
- grease or other fire in the kitchen
- careless smoking
- arson
- a fire caused by children playing
- accidentally leaving electronic appliances on
- unlocked waste shelter
- storing items in staircases
- obstacles along the rescue route

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

## Consequences

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

## Actions and safety and security preparations

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

## 6.3 Water damage

### Risks

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

### Consequences

- damage to property

### Actions and safety and security preparations

- The location of the main water stopcocks is marked.
- The route to the main water stopcock is marked with signs.
- HWA works, inspections, and installations are contracted only to professionals.
  - An HWA contractor must possess sufficient installation certificates and the contractor must have done similar work before.
  - HWA inspections are carried out in accordance with the service programme.
- An assessment of the state of the plumbing is carried out regularly.
- Independent change construction and other building work must be supervised and defects concerning the building must be intervened in immediately.
- Supervised use of household appliances and emphasising the importance of their maintenance.
  - The filters and lint strainer in the dish washer and the laundry machine must be cleaned once a month.
  - It is recommended to vacuum behind the fridge once a month, or at least once a year. When you do this, it is recommended to have a quick look at the compressor and drain pan as well.
  - A drain pan should be installed under every larger kitchen appliance (e.g. fridge, freezer, dishwasher, and sometimes laundry machine), which will make the detection of water damage faster and easier.
- Leaves on the roof and in the gutters should be removed in late autumn.
- Pre-emptive maintenance of washing machines. Maintenance is to be done yearly by a professional and certified business.



## 6.4 Cases of illness

### Risks

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

### Consequences

- personal injuries
- death

### Actions and safety and security preparations

- Guaranteeing speedy access to help within the property.
- Everyone should familiarise themselves with the first aid guidelines attached to the rescue plan and giving first aid should be rehearsed.
- Listing individuals skilled in first-aid is recommended.
- The stopping of rescue vehicles outside the exterior doors is to be made possible.

## 6.5 Radiation or gas hazard

### Risks

- radioactive substances or dangerous gases getting into the environment
- an explosion caused by a nuclear weapon or containing nuclear material
- an accident while transporting a dangerous substance
- war
- an accident in a nuclear plant
- an accident on a nuclear-powered vessel
- an accident in a nuclear waste-processing facility
- radioactive material ending up in the wrong hands

## Consequences

- radiation sicknesses
- death

## Actions and safety and security preparations

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

## 6.6 Storm damage

### Risks

- various natural phenomena

### Consequences

- blackouts
- damage to property
- personal injuries
- death

### Actions and safety and security preparations

- A knowledgeable maintenance company will check roofs and gutters, and fix deficiencies.
- Checking the trees on the property.
- Removal of dangerous branches.
- General maintenance of the yard.
- The curfew set by the authorities must be respected.
- When taking shelter indoors, you must stay away from windows and glass doors.
- Prepare yourself independently for long power blackouts by, for example:

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

## 6.7 Criminal activity

### Risks

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

### Consequences

- damage to property

### Actions and safety and security preparations

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

## 7 Safety procedures

### 7.1 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

Description	Porraskäytävissä on etälaukaistavat savunpoistoluukut. Lisäksi, A, C, D ja F-portaan yläkerran irtainvarastoissa etälaukaistavat savunpoistoluukut. Väestönsuojien savunpoisto tapahtuu hätäpoistumiskäytävän kautta (pihan puolella luukut).
Smoke removal activation	Porraskäytävän alatasanteella sisäänkäynnin yhteydessä

#### 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: Porraskäytävän alatasanteella sisäänkäynnin yhteydessä



*Iv-hätäseis ja savunpoiston  
laukaisu*

## 7.2 Fire safety

### Smoke detector

The purpose of fire alarms is to alert of any imminent fire. This will enable measures to extinguish the fire, warn others and take rescue measures.

#### Smoke detector

Description	Sähköverkkoon kytketyt palovaroittimet. Käytävällä sijaitsee kuittauspainike väärille hälytyksille, jokaisessa kerroksessa.
	Virheellisen palohälytyksen tapahduttua: <ul style="list-style-type: none"> <li>- Varmista aina ensin, ettei hälyttävässä asunnossa ole paloa</li> <li>- Tuuleta asunnosta mahdollinen savu</li> <li>- Kun olet tuulettanut asunnon, pidä palautuspainiketta pohjassa noin 10 sekunnin ajan jolloin palokeskus kuittaantuu</li> </ul>
Location of centre	B ja E-portaan alakerrassa
Coverage	Asunnot, liiketilat ja yleiset tilat
System model	Mains
Type of alarm	Localised alarm



*Palohälytyksen kuittauspainike*



*Palovaroitinkeskus*

### 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	Vieraskujalta sisäpihalle
Description	Pelastustie merkitty kyltein. Kantavuus 32 tonnia



*Pelastustie*

### Rescue ladders

Rakennuksen takapuolella, parvekkeiden yhteydessä

### 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 6 floors, the window or apartment- specific balcony shall serve as an emergency exit. In this event, the rescue department shall assist in evacuating the building in case of emergency. Objects are not to be stored in front of the exits. (Environment Ministry's regulation of fire safety of buildings.)

Exit ways and doors leading to them must be easily accessible and openable in emergency situations from the inside.

A door can be locked, for example, to prevent trespassing from the outside, but must it must be pos-

sible 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.

## 8 Other arrangements

### 8.1 Ventilation device

#### Ventilation device

Emergency stop switch  
location

Porraskäytävän alatasanteella sisäänkäynnin yhteydessä



*Iv-hätäseis ja savunpoiston  
laukaisu*

### 8.2 Waste disposal

#### Waste disposal

Location

Refuse shelter in the yard



## 9 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!**

### 9.1 Safety organisation

#### Operators' safety personnel

Company	Person	Contact information
Stepping stones Onnentupa	Vuokko Mutanen Contact person	tel. 041 4585014

### 9.2 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.

**Boom barriers**

Boom barriers are installed in the yard's driveways. The boom barriers open with a triangle key.

## 9.3 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.

## 9.4 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

## **9.5 Fire action guide, when safe exits are blocked**

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.**

## 9.6 Action in the gathering area

### Gathering area: Parking spaces



*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 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.

## 9.7 Assisting people with reduced mobility in emergency situations

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

situation as fast as possible.

Work in cooperation with the other residents.

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

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

## **9.8 Water damage**

### **Action guide**

- Disconnect power from where the leak is and from its proximity.
- Stop the water from flowing, from i.e. the water mains, if possible.
- Notify of the situation immediately:
  - to the maintenance personnel: HOAS/Välittömiä toimenpiteitä vaativat vikailmoitukset, phone 020 4912720, service 020 4912720
- Contact the emergency number if needed **112**.
- Main water shutoff: In the heat distribution room
- Heat distribution room: In staircase D in conjunction with the storeroom
- Electricity switchboard: In staircase D in conjunction with the storeroom

### **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.

## **9.9 Under threat of violence**

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

- Act calmly and try to calm the person with your behaviour.
- Make sure you do not turn your back or let yourself be cornered, so that you will always have an escape route when a threatening person comes close.
- Call for help depending on the circumstances.
- Escape and help others escape.

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

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

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

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

## 9.10 Public warning signal

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

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

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

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

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

## 9.11 Gas hazard

### Public warning signal in danger situations concerning gas

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

- If you are indoors and can smell gas:
  - stay indoors
  - the top floors make the best shelter
  - place a wet cloth over your mouth and breathe through it
  - stay on the upper floors until the danger is over.
- If you are outside when you smell gas but are not able to get indoors:
  - hurry into side wind from underneath the gas cloud
  - try to get as high as possible, for example to the top of a hill
  - press a wet cloth, tuft of grass, turf, or moss in front of your mouth and breathe through it.

### Additional information on taking cover from gas

- Switch off air conditioning devices and close doors and windows tightly. The more airtight you can make the building, the slower the gas can get inside.
- You can also close or tape inside doors and stay in upwind areas. If you smell gas you can breathe through a moist and spongy cloth.
- The authorities will announce on radio or with vehicles with loudspeakers when the gas cloud has dispersed. Ventilate indoors well after the event.

## 9.12 Radiation hazard

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

### Go inside

Close doors, windows, ventilation holes, and air conditioning tightly to prevent radioactive substances from getting indoors. The centre of the building is the best place to take shelter.

### Iodine tablets

Take an iodine tablet only when the authorities tell you to do so either on the radio or on television. Iodine tablets prevent radioactive iodine from building up in the thyroid gland, but offers no other protection. You should not go outside the facilities to look for iodine tablets when the danger situation is present. You can acquire iodine beforehand from the pharmacy. Each property should have 2 iodine tablets per person.

### Protect your food and drinking water

Put the food products that are out into plastic bags or tight containers. The refrigerator, freezer, and tight packages protect against radioactive dust.



**Moving outside**

If you must go outside, use tight clothing that covers the skin, for example rain gear. Upon coming back inside, take off your clothes in the entry hall and wash up well. Use a respiratory mask, towel, or paper towel to prevent radioactive particles from getting to your lungs.

**Additional instructions**

You will get additional information from your city's rescue authorities, from broadcast media, and from Yle's (the Finnish Broadcasting Company's) Teletext page 867. You can also find information from the Finnish Radiation and Nuclear Safety Authority's website [www.stuk.fi](http://www.stuk.fi) and from the rescue authorities website [www.pelastustoimi.fi](http://www.pelastustoimi.fi).

### 9.13 Blackouts

How to act during a power cut:

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

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

Contact the lift maintenance emergency line:

- by mobile phone - (Schindler, 020 320500) 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.

## 10 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 2 civil defence shelters. 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 2 civil defence shelters:

Location	Protection grade	Location of equipment
In staircases D and F	S1	Väestönsuojassa
F-portaan 1. kerros	S1	Väestönsuojassa

Two of the civil defence shelters 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.

*Käynti väestönsuojaan**Väestönsuojan laitteisto*

## 10.1 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.

## 10.2 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 li-

ving 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.

## 11 Storing in the property

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

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

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

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

### **Exit corridors, staircases, inside hallways, attics, and storage area passages**

- It is not permitted to store any items.

### **Attic storages**

- Do not store easily flammable material or other goods.
- Liquefied petroleum gas is not to be stored in attic spaces.
- No storing of petrol, gas bottles, or other flammable fluids.
- Fireworks equipment must not be stored in attic spaces.

### **Under or near buildings**

- It is not permitted to store flammable material or other goods by the walls of the building, e.g. garbage containers, piles of cardboard, or transportation trays
- Refuse containers outside, as well as refuse shelters, are to be positioned at least 8 metres away from the building

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

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

### **Attention!**

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

## **12 Attachments**

This rescue plan has the following attachments:

- How to use a small fire extinguisher
- 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 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.