

HOAS

Hyväntoivonkatu 6

Rescue Plan



Hyväntoivonkatu 6 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

HOAS' Hyväntoivonkatu 6 is a part of the generations' block where both Setlementtiasunnot and Asuntosäätiö properties are built in addition to the HOAS building. The block will have altogether 262 apartments.

The block has been planned with regards to the wishes of people of different ages who live in different ways. The idea was to centralise the common premises of three buildings into one place, in which event the common spaces became bigger, better and more versatile.

This block also means the return of the village community to the city. People's skills and passions come together in freetime activities, hobbies and events. Children, youth, seniors and elderly people all live in one and the same block.

In Jätkäsaari Generation Block, community means spaces, a common yard, common activities and events. You can freely live your own life in the Generation Block, but no one needs to be alone.



Area guide

2.1 Basic information

Property name	Hyväntoivonkatu 6
Building address	Hyväntoivonkatu 6 00220 HELSINKI
Number of apartments	102
Building type	Apartment building
Number of floors	6
Year of construction of the property	2016
Housing management office	HOAS tel. 09 549900 http://www.hoas.fi

2.2 Organisation

Superintendent	ma-pe klo 9-16 HOAS phone 09 549900
Defect reports that require immediate measures	Securitas phone 020 4912720

2.3 Other information

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

Heating type	District heating
Main water shutoff	In the heat distribution room
Heat distribution room	1st floor, entry from outside on the side of Hyväntoivonkatu
Electricity switchboard	On the ground floor
Ventilation device	7th floor

Air ventilation emergency stop	1st floor, in connection with the inner yard entrance
Maintenance	HOAS/Välittömiä toimenpiteitä vaativat vikailmoitukset phone 020 4912720 service 020 4912720
Gathering area	In the Länsisatama Bunker parking area
Back-up gathering area	Notified where needed.

Contact with property management

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. 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

3 Important phone numbers

3.1 Important numbers of the property

Task	Name	Telephone number	Service phone number
Maintenance company	HOAS/Välittömiä toimenpiteitä vaativat vikailmoitukset	020 4912720	020 4912720
Lift maintenance	KONE Hissit Oy		0800 15063

3.2 Other important numbers

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

4 Risks

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

Risk classifications concerning the property and people:

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

4.1 Accidents

Risks

- falling down
- slipping
- tripping
- snow or ice falling down on people or property
- traffic accidents
- high drop
- cut wound
- injury caused by work equipment
- obstacles along the rescue route

Consequences

- damage to property
- personal injuries
- death

Actions and safety and security preparations

- The company has made property maintenance companies responsible for sanding services, monitoring snow and ice dropping needs and snow shoveling.
- The company monitors services and actively addresses problems.
- The accumulation of snow and ice on the roofs must be monitored in the winter.
- Dangerous places should immediately be notified to **020 491 2720**.
- In danger situations, passage and parking to areas in danger of snow or ice dropping must be prevented.
- The yard area must be kept clean and in good condition.
- Winter maintenance is looked after.
- Near miss situations are addressed without delay. Near miss situations are examined and necessary measures are made in order to prevent similar occurrences.
- Everyone should examine general first aid guidelines.

4.2 Fire hazards

Risks

- short circuits
- fire caused by a broken electronic appliance
- grease or other fire in the kitchen
- careless smoking
- arson
- a fire caused by children playing
- accidentally leaving electronic appliances on
- storing items in passageways
- storing items in staircases
- inspection of extinguishers not done
- lack of indicator light centre maintenance
- unattended burning of candles
- 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, club facilities, technical areas and other equivalent property areas.

Consequences

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

Actions and safety and security preparations

- exit corridors must be free of obstacles
- exit routes are marked with signs. The condition of the signs is maintained.
- actively addressing problems.
- The property has smoke removal equipment that shall be inspected, maintained and tested in accordance with the manufacturer's maintenance programme.
- The property has a fire barrier system.
- Each resident must look after the operational capacity of their own fire detector(s).
- The property has fire detectors connected to mains current.
- The property has initial extinguishing equipment.
- The initial extinguishing equipment shall be inspected in accordance with regulations.
- No additional fire burden shall be compiled.
- The rescue plan will be kept up-to-date and it must be studied.
- Electric repairs and installations are ordered from a professional in the TUKES register.
- Near miss situations must be addressed promptly, inspected and the necessary measures must be made for similar situations.
- The rescue routes of the property have been marked and they are kept free.
- The main electricity switchboards have been marked and no objects shall be stored in front of them.
- AC and chimney sweeping
- The AC ducts shall be swept usually every 10 years
- Technical property manager is responsible for chimney sweeping and cleaning AC ducts

4.3 Water damage

Risks

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

Consequences

- damage to property

Actions and safety and security preparations

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

4.4 Cases of illness

Risks

- heart failure
- diabetic shock
- stroke
- cerebral haemorrhage
- epilepsy
- fainting
- 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.

4.5 Radiation or gas hazard

Risks

- radioactive substance and dangerous gas getting into the environment
- transport accident of a dangerous substance
- war

Consequences

- radiation sicknesses
- death

Actions and safety and security preparations

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

4.6 Storm damage

Risks

- various natural phenomena

Consequences

- blackouts
- damage to property
- personal injuries
- death

Actions and safety and security preparations

- The curfew assigned by authorities must be observed.
- When sheltering indoors, you should stay away from windows and glass doors.
- Prepare even for long periods of electricity outages for example as follows:
 - home storage
 - light and batteries
 - candles and fire-making equipment
 - battery-operated radio

4.7 Criminal activity

Risks

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

Consequences

- damage to property

Actions and safety and security preparations

- Monitoring general cleanliness and order and actively addressing problems.
- Cleanliness and order are a part of security.
- Maintenance of front door locks.
- Marking and taking pictures of valuables.
- Removing graffiti and other scribbling without delay.

5 Safety procedures

5.1 Extinguishing equipment

Location	Extinguishing equipment
In the business premises, sauna facilities	Fire extinguisher



Initial extinguishers in the business premises and sauna facilities

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)

5.2 Safety equipment

Smoke extraction

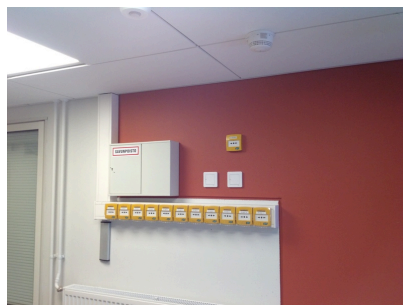
The purpose of smoke ventilation is to remove fire gases, smoke and heat from the premises. The smoke ventilation equipment must be maintained and tested regularly according to the user maintenance instructions. The smoke ventilation equipment may only be used by the rescue services.

Smoke removal machine

Location of smoke extraction hatches	On the highest level of the staircase
Location of centre	1st floor, in the building storage
Smoke removal activation	1st floor, in connection with the inner yard entrance



Smoke removal centres in the building storage room



Smoke removal launch systems at the entrance

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	On the exit routes and doors
Location of centre	In the main switchboard



Emergency light centre in the electricity mains



Exit signs at exits and exit routes

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: 1st floor, in connection with the inner yard entrance

5.3 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	Fire alarms connected to mains power.
System model	Mains

Fire compartmentalisation

The purpose of fire compartmentalisation is to limit the spread of smoke and fire and to secure safe exiting. For this reason, it is very important that the fire doors are kept closed. **Fire doors must not be wedged open.**

Fire door closing system

A fire compartmenting system ensures that fire doors are closed and locked if a fire is imminent. Doors are closed automatically if the system detects signs of a fire. Nothing should be left in doorways to stop the doors from closing. The equipment must be maintained and tested at regular intervals according to the user and maintenance manuals.

Fire door closing system

Location	Staircase
Description	The smoke barrier doors in the staircases connected to the E1 glass wall are open under normal circumstances, and they are equipped with a shutoff that closes them in case of a fire, in order to prevent the smoke from spreading.



Fire barrier systems on the borders of the fire departments on each floor

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	From the street to the yard
Description	Routes marked on the area signs.

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 possible to open it from the inside without a key during the normal use of the building.

Never exit into a smoky stairway.

Hot work

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

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

The property manager office grants the hot work permissions.

6 Other arrangements

6.1 Lift

Lift

Location	Staircase
Description	13 persons or 1000 kg
Maintenance company	KONE Hissit Oy

6.2 Ventilation device

Ventilation device

Location	7th floor
Description	Ilmanvaihtokoneen tyyppi: Koneellinen ilmanvaihto
Emergency stop switch location	1st floor, in connection with the inner yard entrance

6.3 Waste disposal

Waste disposal

Location	The property has 2 mixed waste points, one bio waste, one paper waste and one carton waste point.
Description	Waste management with suction waste system.



Waste point outside

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: In the Länsisatama Bunker parking area

Back-up gathering area: Notified where needed.

7.4 Fire action guide, when safe exits are blocked

Sometimes a fire in another location prevents safe exit from the building. In these cases it is smartest to stay in a smokeless space and keep all doors and other openings closed.

Stay in the apartment and remain calm.

- In apartment buildings, each apartment is its own fire compartment, and the spreading of fire from one apartment into the others has been prevented by structural measures.
- Jumping from a height has fatal consequences, remaining in the apartment doesn't.

Go to a balcony or to a window and attract attention.

- by shouting
- by flashing lights
- by waving something visible
- you can also call 112 and tell the exact address of where you are.

Prepare for the spreading of the fire.

- As a precaution, fill the bathtub and sink with water.
- If smoke starts to get in to the apartment from cracks in the door, the postbox, or through air ventilation, air out the apartment with fresh air and seal the leaking cracks and openings with wet textiles.
- If the apartment door starts heating up, cool it down with water.
- If flames start hitting the apartment windows, move easily flammable items away from the window.

Follow directions from the authorities.



Saving from balconies and windows by the Rescue Department



The pickup areas have been marked on the rescue route

7.5 Action in the gathering area

Gathering area: In the Länsisatama Bunker parking area



Meeting place in the Bunker parking area

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: Notified where needed.

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: HOAS/Välittömiä toimenpiteitä vaativat vikailmoitukset, phone 020 4912720, service 020 4912720
 - to the housing manager: ma-pe klo 9-16, tel. 09 549900
- Contact the emergency number if needed **112**.
- Main water shutoff: In the heat distribution room
- Heat distribution room: 1st floor, entry from outside on the side of Hyväntoivonkatu
- Electricity switchboard: On the ground floor

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.
- 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 sub-

tances from getting indoors. The centre of the building is the best place to take shelter.

Iodine tablets

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

Protect your food and drinking water

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

Moving outside

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

Additional instructions

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

7.12 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 - (KONE Hissit Oy, 0800 15063) 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.

8 Civil defence

This property does not have its own civil defence shelter.

The property has a civil defence shelter. Jätkäsaari joint civil defence shelter, underneath Hyväntoivonpuisto. (being built).

The purpose of the civil defence shelter is to protect people from collapses, explosion pressure, fragments and radiation. Moving into civil defence shelters is always done through directions from the authorities. Accidents occurring in normal times do not generally ever require taking cover in civil defence shelters, with taking cover indoors being sufficient.

9 Safeguard evasion

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

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

10 Storing in the property

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

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

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

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

Exit corridors, staircases, inside hallways, and storage area passages

- It is not permitted to store any items.

Under or near buildings

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

A separate storage space belonging to the residential building (residential building)

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

Attention!

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

11 Attachments

This rescue plan has the following attachments:

- How to use a small fire extinguisher
- General directions
- 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 General directions

In addition to what legislation, directives and other contracts regulate, in order to guarantee comfortable living, property-specific rules of order and general rules must be approved.

All residents must take other residents into account with their behaviour, and no one should disturb the living comfort of other residents unnecessarily. The residents must see to it that their guests also observe these house rules.

Outdoor and yard areas

Cleanliness must be observed when using outdoor areas, and the lawn, garden plantations, garden furniture and toys must not be damaged. When moving in the outdoor areas, general passages should be used. Driving by car in the passages between houses is only allowed for short-term purposes, such as when moving and transporting objects. The restrictions regarding idling apply also in yard and parking areas.

Rescue routes must be kept free.

Apartments Living peace must be given to other residents in the apartment and the property area. Possible exceptions, e.g. large family gatherings, should be notified to the neighbours in advance.

Balconies The balcony must be kept neat and free of snow in the winter. Potted plants must be placed inside the railing. Watering flowers and washing the balcony with running water is forbidden. Dusting carpets, throwing cigarette butts or other rubbish off the balcony and windows is absolutely forbidden.

Pets

Pets must not disturb the other residents in the building. Letting animals leave the apartment unsupervised is absolutely forbidden. Outside the apartments, pets (also cats) must always be on leashes or in transport cages or under such supervision that others can move in the area undisturbed and safely. People taking cats and dogs out must see to it that the animal does not damage or dirt the property buildings or outdoor areas. The pet droppings must be taken away. Taking cats and dogs out is absolutely forbidden in areas reserved for children's games and in their immediate proximity.

Waste management

In Jätkäsaari, there is an innovative pipe collection system that brings cutting edge technology to waste management. It is not allowed to leave waste bags, cardboard, furniture, problem waste etc. outside the waste container point. Everyone must deliver problem waste to their collection points, e.g. batteries, car tires. Old furniture, televisions etc. everyone must deliver themselves to waste points or to recycling. <http://jatkasaarenroori.fi/>

Laundry room

Temporarily in the Hoas residents' use, in their own house. Residents will be informed of future changes.

The laundry must be emptied from the washing machine and the drying room immediately after the washing/drying phase has finished, in order to free the spaces for the next users. The use of the drying room is only allowed for drying clean laundry. Storing the the laundry at the laundry room and drying room is forbidden.

Using the sauna safely

– We soapy floors are slippery. – Use caution when moving in the sauna room and sauna benches – Observe the same safety instructions in using electrical appliances (e.g. hairdryer) as in the apartment. Taking electrical appliances to the laundry room is forbidden. – Notify the faults you have noticed immediately to the property manager by submitting a fault notification [via Hoas website.] (<http://www.hoas.fi/www/hoaswww.nsf/sp?open&cid=vikailmoitukset>)

Use of the sauna

Observe the following rules in using the sauna facilities:

- Do not leave the shower running when you go to sauna, this will cause considerable waste in water consumption and rise in living costs.
- Do not wet the sauna benches and walls, this reduces their life cycle considerably.
- Use a sauna towel on the benches for hygiene reasons.
- Rinse soap off the floor.
- Do not smoke in the sauna facilities.
- Turn off the lights as you leave.
- Do not leave windows or doors open.

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.