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AYY Rantasauna

Rescue Plan



AYY Rantasauna rescue plan

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This rescue plan has 14 pages.

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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

2.1 Basic information

Property name	AYY Rantasauna
Building address	Jämeräntaival 5 (asuinrakennuksen takana) 02150 ESPOO
Number of buildings	1
Property owner	AYY - Aalto-yliopiston ylioppilaskunta tel. 050 5209400 http://ayy.fi

2.2 Other information

The site falls within the area of the following rescue service: Western Uusimaa. The rescue department's estimated time of arrival at the site is approximately 15 minutes.

Maintenance	Tapiolan Lämpö Oy phone 020 7505380 service 020 7505380
Insurance company of the property	Fennia tel. 010 5031 http://www.fennia.fi
Gathering area	Gravel road behind the beach sauna
Back-up gathering area	Specified when needed
Main water shutoff	In the heat distribution room, between the large and small facilities
Heat distribution room	Between the large and small facility
Electricity switchboard	Access from the outside door of the large facility

3 Organisation

Property manager Hannes Helminen
 Aalto-yliopiston ylioppilaskunta
 phone 050 5897519
 hannes.helminen@ayy.fi

Huoltomestari Janne Kankaisto
 Aalto-yliopiston ylioppilaskunta
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3.1 Important numbers of the property

Task	Name	Telephone number	Service phone number
Maintenance company	Tapiolan Lämpö Oy	020 7505380	020 7505380

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 Near misses and their management

4.1 Risks and threats

There is a major fire risk associated with the beach sauna and its users. Other risks and threats during normal times of the day include accidents, property damage, vandalism, graffiti, disturbances and illegal and criminal activity.

Risk prevention measures include sufficient primary fire extinguishing equipment on the premises, exit routes marked with signage, and a designated person in charge of every event.

4.2 Internal inspections

The user of the facility must fill in a checklist, which involves a safety inspection whenever the premises are used. The staff must check the emergency rescue arrangements at least once a year. The property managers will inspect the premises during maintenance visits.

4.3 Internal follow-up of accidents and near misses

All situations involving accidents, incidents, near misses, damage and crimes must be reported to the property manager immediately. Incidents are recorded and reacted to as required. A crime report must be made of any crimes committed.

5 Safety procedures

5.1 Extinguishing equipment

Location	Extinguishing equipment
In the large and small facilities	Fire blanket
In the large and small facilities, and between the facilities	Fire extinguisher



Fire blanket and first aid equipment



Hand extinguisher

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 Fire safety

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. Doors are not to be kept double-locked during working hours. Objects are not to be stored in front of the exits.

There are the following types of evacuation procedure in the property:

Building	Evacuation procedures
Beach sauna	Evacuate the facilities either through the entrance door, or through the emergency exit door via the spiral staircase.

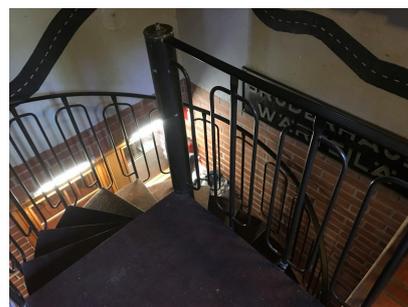
Gathering area: Gravel road behind the beach sauna



Emergency exit staircase outside the building



Exit routes are signposted with photoluminescent signs



Spiral staircase

6 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!

6.1 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.

6.2 Sudden illness or accident

Clarify and check

- What has happened?
- Check the person's condition (do they wake up, are they breathing?)

Give first aid if needed.

- Turn an unconscious but breathing patient into the recovery position on their side.
- If the person is not breathing, start with first aid.

Make an emergency call.

- Call the number **112**.
- Tell where you are calling from. **Jämeräntaival 5 (asuinrakennuksen takana), ESPOO**
- Tell what happened
- Act according to directions.
- Inform the emergency centre of any changes that take place in the condition of the patient.

6.3 Fire

Save and warn

- Rescue those in immediate danger and warn others.
- Direct people to the gathering area.

Extinguish and contain

- Try initial extinguishing and avoid smoke. Do not put yourself in danger.
- Contain the spreading of the fire and smoke by closing the windows and doors that lead into the fire area.

Alert

- Alert the fire department by calling **112** from a safe location.
- Say where you are calling from, where the fire is (address and floor) and if there are people in danger.
- Do not hang up the phone until you are given permission to do so.

Guide

- Direct the rescue personnel to the location.

In evacuation situations the gathering area is: Gravel road behind the beach sauna

Back-up gathering area: Specified when needed

6.4 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.

