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Servin mökki

Rescue Plan



Servin mökki 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

Servin mökki (known as smökki) is located in the centre of the Teekkari Village. It has a large hall, a smaller hall known as the aquarium, and a large commercial kitchen. The venue can accommodate up to 200 seated guests and the equivalent parties. There is a cloakroom for around 100 guests in the foyer.

2.1 Basic information

Property name	Servin mökki
Building address	Jämeräntaival 4 02150 ESPOO
Number of buildings	1
Number of floors	1

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	Park area in front of the 'Servin mökki' facility
Back-up gathering area	Specified when needed

Heating type	District heating
Main water shutoff	In the office section Property's main water seal in the heating distribution room on Jämeräntaival 6
Heat distribution room	In the office section
Electricity switchboard	In the cloakroom and the corner of the main hall

3 Organisation

Property manager

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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

The Servin mökki facility and its users are subject to a major fire risk. Other risks and threats during normal hours include accidents, property crime, vandalism, graffiti, disturbances and illegal and criminal activities.

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

4.2 Internal fire inspections

The staff must inspect the emergency rescue arrangements at least once a year. Property managers will perform inspections during maintenance visits.

The property manager/representative of the owner will participate in fire inspections. The local fire inspector will determine the inspection time. The fire inspection records will be kept in the same place as the rescue plan. The internal fire inspection records and other documents will be shown to the fire inspector upon request.

4.3 Internal monitoring of accidents and near misses

All accidents, incidents, near misses, damage and crimes occurring on the premises must be immediately reported to the property manager. Incidents must be recorded and reacted to as required. All crimes must be reported.

5 Safety procedures

5.1 Extinguishing equipment

Location	Extinguishing equipment
In the main hall and kitchen	Fire blanket
In the cloakroom, kitchen, aquarium and main hall	Fire extinguisher
In the cloakroom	Fire hydrant



Fire blanket



Fire hydrant

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)

Fire hydrants should be inspected:

- The functionality of the rapid fire hydrants should be checked every year. A pressure test for the rapid fire hydrant hoses should be performed at five-year intervals.

5.2 Safety equipment

Exit guide, security or signal light

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

Exit guide, security or signal light

Location	Using the exit routes and door. Some doors are signposted with photoluminescent signs.
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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

Coverage	Three smoke alarms, close to the kitchen door, in the foyer and in the 'aquarium' facility.
System model	Battery-operated
Type of alarm	Localised alarm

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
'Servin mökki' facility	The exit doors are signposted. The main hall and aquarium facility each have two exit doors leading straight outside. Exit is also possible via the main door and the kitchen.

Gathering area: Park area in front of the 'Servin mökki' facility



*The exit doors are signposted
with lit and photoluminescent
signs.*

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. **Jämeräntäival 4, 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: Park area in front of the 'Servin mökki' facility

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.

