Pelsu

Futura I - KOy Vaasan Yrittäjänkatu 17 Fastighets Ab

Rescue Plan

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This rescue plan was made using the Pelsu Rescue Plan service.

This rescue plan has 39 pages.

Contents

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	Futura I - KOy Vaasan Yrittäjänkatu 17 Fastighets Ab
Building name	Futura I
Building address	Yrittäjänkatu 17 65380 VAASA
Number of buildings	1
Number of operators	19
Year of construction	2002
Surface area	5,336 m²
Number of floors	5
Fire class	P1
Building material	Steel reinforced concrete
Use	The office, Business premises

2.2 Other information

The site falls within the area of the following rescue service: Ostrobothnia. The rescue department's estimated time of arrival at the site is approximately 12 minutes.

Fire alarm manager	Ari Koski Are Oy phone 050 5630330
Maintenance	Are Oy phone 050 5630330 service 040 3005300
Electricity supplier	Vaasan Sähkö Oy tel. 06 3245111 service line 06 3245111 http://www.vaasansahko.fi/
Water company	Vaasan Vesi tel. 06 3254187 service line 06 3254151 https://www.vaasanvesi.fi/asiakaspalvelu
Surveillance company's contact info	Avarn Security (AVARN) tel. 010 6202000 On-call tel. 010 6202000
Insurance company of the property	LähiTapiola tel. 0800 04531 http://www.lahitapiola.fi/
Gathering area	Marked assembly point in the parking area
Back-up gathering area	Futura III restaurant
Number of civil defence shelters	2
Location of civil defence shelter VSS1, VSS2	S1 class protection in the basement floor
Heating type	District heating
Main water shutoff	Heat distribution room in the basement floor

Heat distribution room	Basement floor
Electricity switchboard	Basement floor
Ventilation device	5th floor
Air ventilation emergency stop	At the main entrance, only for the use of emergency rescue services

The premises of the property

Business premises

Location	Name
1st floor	Cadmatic
1st floor	Lujatalo Oy
1st floor	Mirka Oy
1st floor	Q-Net Oy
1st floor	Vaasa Parks Oy
2.kerros	Vaasa Facilita Oy Ab
3. kerros	Fortum
3. kerros	Grafintec
3rd floor	TietoEVRY
3rd floor	Vestas Finland Oy
5th floor	SAUNATILAT
Ground floor	Five days lunch
Ground floor	Schneider Electric
Third floor	3M

Location	Name
Third floor	Pohjanmaan Laskenta Oy
Third floor	ProForce Group Oy
Third floor	Sportstelecom
Third floor	UPM-Kymmene Oyj
Third floor	Yleiselektroniikka Oyj

3 Organisation

Property manager	Petteri Väkelä Vaasa Parks Oy Ab phone 040 1293437 petteri.vakela@vaasaparks.fi

3.1 Safety personnel for the property

Safety chief	Petteri Väkelä Vaasa Parks Oy Ab phone 040 1293437 petteri.vakela@vaasaparks.fi
Safety contact person	Mikko Harju VP Facilities Oy Ab phone 040 0362552 mikko.harju@vaasaparks.fi
Person responsible for civil defence shelter VSS1	Petteri Väkelä phone 040 1293437 petteri.vakela@vaasaparks.fi
Person responsible for civil defence shelter VSS2	Petteri Väkelä phone 040 1293437 petteri.vakela@vaasaparks.fi

3.2 Operators' safety personnel

Company	Person	Contact information
Mirka Oy	Anders Burman	Mirka Oy

3.3 Important numbers of the property

Task	Name	Telephone number	Service phone number
Maintenance company	Are Oy	050 5630330	040 3005300
Lift maintenance	KONE Hissit Oy		0800 15063
Surveillance company's contact info	Avarn Security (AVARN)	010 6202000	010 6202000
Reception	Five days lunch	06 2828480	

Maintenance

	Name	Telephone number	Duty hours
Exit guide, security or signal light: Service person	Ari Koski	050 5630330	
Fire alarm: Attendant	Ari Koski	050 5630330	
Key duty	AVARN Security	040 5771200	Outside of working hours

3.4 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
- traffic accidents
- high drop
- electric shock
- cut wound
- obstacles along the rescue route

Consequences

- damage to property
- personal injuries

Actions and safety and security preparations

- 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.
- The yard area is to be kept neat and in good condition.
  - 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.
- First-aid supplies have been acquired and they are replaced regularly.
- 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.

4.2 Fire hazards

Risks

- Human behaviour
  - careless smoking
  - storing items in passageways
  - storing items in staircases
  - fire doors open
  - accidentally leaving electronic appliances on
  - grease or other fire in the kitchen
  - unattended burning of candles
- Electrical devices
  - short circuits
  - broken electronic appliance
  - hob in communal areas
- Arson
  - fire load on the side of the building
- Fireplace
  - chimney flue fire
  - carbon monoxide
  - a fire caused by a spark or ember
- Safety procedures
  - fire alarm device fault
  - inspection of extinguishers not done
  - fire hydrant servicing not done
  - lack of indicator light centre maintenance
  - obstacles along the rescue route
- Others

Fire-hazardous locations are, for example the public sauna, technical areas and other equivalent property areas.

Consequences

- damage to property
- smoke damage
- personal injuries

Actions and safety and security preparations

- Human behaviour
  - Independent fire inspections are performed yearly within the property
  - It is important to take care of exiting safety:
    - personnel keep the escape routes clear.
    - active intervention in defects.
  - The persons in the companies responsible for safety have been nominated.
  - The rescue plan is kept up to date and studied.
- Electrical devices
  - Electrical repairs and installations are contracted to TUKES-registered professionals. The contractor must have sufficient installation certificates and experience from similar work.
  - Electrical switchboards are marked and materials are not kept in front of them.
  - The hob is not to be used as a storage surface for different kinds of objects.
- Arson
  - An additional fire load is not accumulated.
- Fireplace
  - A fireplace is to be monitored when there is a fire in it.
- Safety procedures
  - The property has a smoke extraction system which is inspected, serviced and tested as per the device manufacturer's service programme.
  - The location has an automatic fire alarm system.
  - The testing and maintenance of fire alarm equipment are carried out in accordance with the maintenance programme.
  - The property has initial extinguishing devices.
  - Initial extinguishing equipment is inspected in accordance with directives.
  - Escape routes are marked with signs.
  - The persons responsible for hot work have been specified.
- Others
  - Flammable substances are not to be stored in the basement or attic. Flammable substances must be stored in the spaces reserved for them.
  - Ventilation and sweeping
    - The time period between cleaning AC ducts is usually 10 years.

4.3 Water damage

Risks

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

Consequences

- damage to property

Actions and safety and security preparations

- Structures
  - 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.
  - An assessment of the state of the plumbing is carried out regularly.
  - Leaves and litter on the roof and in the gutters should be removed.
- Equipment
  - 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 regularly.
    - The back of the fridge must be vacuumed once per year. At the same time, the condition of the fridge is also to be inspected visually, with regard to the compressor and drip tray.

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.
    - The rescue routes at the property have been marked and they are to be kept clear.
- Everyone should familiarise themselves with the first aid guidelines attached to the rescue plan and giving first aid should be rehearsed.
- First-aid supplies have been acquired and they are replaced regularly.
- Ambulance guidance has been organised and this has been passed on to the personnel.
- The stopping of rescue vehicles outside the exterior doors is to be made possible.

4.5 Radiation or gas hazard

Risks

- radioactive substances or dangerous gases getting into the environment
- an accident while transporting a dangerous substance
- an accident in a nuclear plant

Consequences

- radiation sicknesses
- death

Actions and safety and security preparations

- Acquiring iodine pills as needed (2 tablets per person).
- 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.
- The emergency stop for the ventilation has been labelled and passed on to the staff.
- There are instructions for different situations in the rescue plan.

4.6 Storm damage

Risks

- various natural phenomena

Consequences

- blackouts
- damage to property
- personal injuries

Actions and safety and security preparations

- The state of the building and exterior areas is to be taken care of.
- 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:
    - a lamp and batteries

4.7 Criminal activity

Risks

- Burglary
  - it is possible to access the building's premises unsupervised
- Violence
- Vandalism

Consequences

- damage to property

Actions and safety and security preparations

- Burglary
  - Marking and photographing of valuables.
- Vandalism
  - Supervising general cleanliness and order, and intervening actively in shortcomings.
  - Graffiti and other smudges and smears should be cleaned without delay.
- Personnel are responsible for reporting faults.

5 Safety procedures

5.1 Safety at premises

Surveillance

	Reception
Description	Info open on weekdays 8 AM - 4 PM.
Location	Futura I, Along the main entrance in the downstairs lobby
Contact	Five days lunch phone 06 2828480 info@futura1.fi

5.2 Extinguishing equipment

Location	Extinguishing equipment	Description
Yrityksien taukokeittiöissä ja ravintolassa	Fire blanket	
On the floors along the corridors	Fire extinguisher	Alongside quick fire hydrants
On the floors along the corridors	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.

5.3 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	Stairwell and lower part of the lobby
Description	Smoke ventilation through remotely triggered vents and windows
Location of centre	1st floor at the back door
Smoke removal activation	In the main entrance vestibule and the back door vestibule

Exit guide, security or signal light

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

Exit guide, security or signal light	
Location	Along the corridors and at exits above doors or in the ceiling
Description	Illuminated exit signs
Location of centre	In the main switchboard
Coverage	The whole property
Service person	Ari Koski Are Oy phone 050 5630330

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: At the main entrance, only for the use of emergency rescue services

5.4 First aid

According to the Occupational Safety and Health Act (738/2002) 46 §, the employer is obligated to ensure the availability of first aid to employees and other personnel at the work place, to provide directions for getting first aid, as well as reserve enough first aid supplies at the work place or in its close proximity.

- The ambulance will be directed to: To the main entrance, from where the caller or an assistant will direct to the right place..

The property has the following first aid items available:

Utensil	Location
Defibrillator	At the Futura I info and the Mehiläinen premises in Futura III

5.5 Fire safety

Fire alarm

The purpose of the automatic fire alarm system is to warn people in the property about an imminent fire. The system detects fires quickly as sensors react to the fire and the alarm bells start ringing. The system will alert the emergency response centre automatically.

Fire alarm	
Location	In the vestibule of the 1st floor courtyard door
Coverage	The entire building
Attendant	Ari Koski Are Oy phone 050 5630330

Securing the functionality of the notification transfer connection

- Periodic maintenance and malfunction repairs
- Monthly testing of the notification transfer connection
- Periodic inspections

Actions in the event of malfunction of the notification transfer connection

In the event that a malfunction is detected in the notification transfer connection, an enhanced surveillance is performed on the premises with the help of personnel.

- Connection to the emergency centre
- An on-call person to supervise the fire alarm centre
- An on-call person makes the emergency notification if needed and guides the rescue department to the site of fire

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.**

The floors, basement floors and attic of the building are generally divided into separate fire compartments.

Spaces which differ from each other fundamentally in terms of usage or fire load are divided up into separate fire compartments, if it is necessary for the protection of property or personnel. (usage way compartmentalisation)

Fire compartmentalisations in the builidings:

Building	Type	Description
Futura I	Floor compartmentalisation, Usage method compartmentalisation	Compartmentation by floor and purpose. Things like elevator shafts and stairwells have been compartmented.

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	In the back yard through the parking spots

Emergency exit routes

The principle of exit safety is that all spaces of the building must haveat least two exit routes at all times which do not require keys or othertools 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
Futura I	Exit through the nearest safe exit route.

Gathering area: Marked assembly point in the parking area

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. Alternative methods must always be considered for hot work due to the fire hazard it presents.

Carrying out hot work always requires a hot work licence. The person carrying out the hot work must have a valid hot work card.

Hot work licences can be granted by the following people responsible for hot work:

Petteri Väkelä
Vaasa Parks Oy Ab
phone 040 1293437
petteri.vakela@vaasaparks.fi
Mikko Harju
VP Facilities Oy Ab
phone 040 0362552
mikko.harju@vaasaparks.fi
The fire alarm system tender must take care of any deactivations needed so that the hot work or other refurbishment work does not cause an unnecessary fire alarm.

Any possible fire alarm system deactivations are to be fixed.

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 Safety organisation

Safety personnel for the property

Safety chief	Petteri Väkelä Vaasa Parks Oy Ab phone 040 1293437 petteri.vakela@vaasaparks.fi
Safety contact person	Mikko Harju VP Facilities Oy Ab phone 040 0362552 mikko.harju@vaasaparks.fi
Person responsible for civil defence shelter VSS1	Petteri Väkelä phone 040 1293437 petteri.vakela@vaasaparks.fi
Person responsible for civil defence shelter VSS2	Petteri Väkelä phone 040 1293437 petteri.vakela@vaasaparks.fi

Operators' safety personnel

Company	Person	Contact information
Mirka Oy	Anders Burman	Mirka Oy

6.2 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.

In an emergency, the rescue department shall be guided as follows:

When the fire alarm system goes off, direct to the fire alarm (at the 1st floor back door in the A part), otherwise direct to the nearest entrance

6.3 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. **Yrittäjänkatu 17, VAASA**
- Tell what happened
- Act according to directions.
- Inform the emergency centre of any changes that take place in the condition of the patient.

6.4 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

- Use the fire alarm button to alert the fire department and to warn others with fire bells.
- After getting to a safe location, call the number **112** (also after using the fire alarm button).
- 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 an emergency, the rescue department shall be guided as follows: When the fire alarm system goes off, direct to the fire alarm (at the 1st floor back door in the A part), otherwise direct to the nearest entrance

Using the lift in the event of a fire is strictly forbidden!
In evacuation situations the gathering area is: Marked assembly point in the parking area

Back-up gathering area: Futura III restaurant

6.5 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 fire compartment that you are in.

- It is safe to stay behind the fire door. Fire doors withstand fire for at least half an hour.
- Jumping from a height has fatal consequences, reamining in a smoke-free area does not.

Go to a window and attract attention. If you do not manage to do this, let people know your location by calling 112.

Follow directions from the authorities.

6.6 Action in a fire alarm situation

The building has an automatic fire alarm system, which sends an alert to the rescue department. Everyone must vacate the building immediately when they hear the fire alarm.

- Bring outdoor clothes with you if they are nearby.
- Close doors and windows
- Use the nearest escape route to exit the building.
- Direct customers and guests.
- Call the number **112** from a safe location and provide further information about the situation. At the same time, you will make sure that the emergency center has been notified about the fire.
- Move to the gathering area; do not stay in front of the entrances.
- No-one may leave the gathering area without permission.

Gathering area: Marked assembly point in the parking area

The danger is only over when the rescue department gives permission to return to the building. The safety personnel of the property passes on the announcement concerning moving back inside to the personnel.

6.7 Action in the gathering area

Gathering area: Marked assembly point in the parking area

When people have left the building and proceeded to the gathering area, the representative of the personnel begins to direct activities. 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.

No-one may leave the gathering area without the permission of the person responsible for the gathering area. Activity in the gathering area is directed by the building's safety personnel. The safety personnel give information on the progress of the situation and notify when it is permitted to return into the property.

Factors to bear in mind in the gathering area:

- Taking care of anyone who may be injured; the safety personnel are to be informed
- 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: Futura III restaurant

If the gathering area is not safe, then people are to move on to a safe back-up gathering area defined separately by the protection managers. Authorities will also provide instructions about shelter locations for long-term shelter.

6.8 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. Try to help them as much as you are able to.

Things to consider when helping people with reduced mobility

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

6.9 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: Are Oy, phone 050 5630330, service 040 3005300
- Contact the emergency number if needed **112**.
- Main water shutoff: Heat distribution room in the basement floor
- Heat distribution room: Basement floor
- Electricity switchboard: Basement floor

Should there be threat of water outside the building

- Inform property maintenance and, if needed, the emergency centre on **112**.

6.10 Under threat of violence

In case of an unarmed threat, take action in the following ways.

- Remain calm and attempt to calm the individual down through your own behaviour.
- Ensure that you do not turn your back or go into a corner, so that you always have an escape route away from the threatening individual.
- Ask for help if possible.
- Flee and help others to escape.

Take care of your own safety. Try to direct the threatening individual to a place in which they cannot hurt anyone. After the incident, inform the police of what happened, if necessary.

If the threatening individual has a weapon, take action in the following ways.

- Do not put up a fight.
- Only do what the threatening individual tells you to.
- If possible, attempt to warn others.
- After the situation has ended, call 112. Listen to their instructions and act accordingly.

Every threat or perceived threatening situation should be taken seriously. The police should be informed of these situations immediately.

6.11 Bomb threat

Bomb threats are often groundless and the work of a disturbed individual, but they should still always be taken seriously. Police should be notified of any threat made. It is important to remain calm and level-headed in the situation.

- When the threat comes in by phone.
- Stay calm. Keep the person on the phone.
- Make notes. Write down the threat word for word so you remember.
- Ask questions.

- Where is the bomb?

- What does the bomb look like?
- When will the bomb explode?`
- Why?

- Pay attention to the style of speaking of the caller as well as their tone of voice.

- Can you detect any dialect or anything special about their speech?

- Are they agitated?
- Are they reading the message?

After the phone, report the incident by calling **112**. Follow the instructions given to you by the authorities.

6.12 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 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. 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 area unless urged to do so by the authorities.

Gas hazard

Public warning signal in danger situations concerning gas

Do the following

- If you are indoors and can smell gas:
  - stay inside, get to the top floors and listen for further information on the radio
  - place a wet cloth over your mouth and breathe through it
- 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

Additional information on taking cover from gas

- Switch off air conditioning devices and close doors and windows tightly.
- 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.
- Stay on the upper floors until the danger is over.
- Do not go into the basement.

Radiation hazard

A public warning signal is given upon the threat of radiation.

Go inside.

- Close doors, windows, ventilation holes, and air conditioning devices.
- **The centre and basement of the building are the best places to take shelter. Take iodine tablets only when advised to do so by the authorities (there should be two iodine tablets per person).**

Avoid moving outside

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 the website of the rescue authorities www.pelastustoimi.fi.

6.13 Blackouts

In the event of a power cut, the safety lights will remain on.

Using lifts during a power cut is not possible.

Action during a power cut

Electricity is down in the operating premises, but the lights of public areas are still working

- If possible, check the fuses in the operating premises' own electrical switchboard.
- If the problem was not solved, contact property maintenance (tel. 050 5630330).

Electricity is down in both the operating premises and the public areas

- Use a flashlight
- Direct others, if so needed.

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.

7 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.

This property has 2 civil defence shelters:

Location	Protection grade	Surface area	Defence shelter places	Location of equipment
S1 class protection in the basement floor	S1	106 m²	141	In the civil defense shelter
S1 class protection in the basement floor	S1	105 m²	140	In the civil defense shelter

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.

8 Storing movables

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.

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

Exit corridors, staircases, inside hallways, basement and storage area passages
- It is not permitted to store any items.

Basement spaces
- Do not store easily flammable material.
- Storage of flammable liquids (e.g. liquefied gas and petrol) prohibited.

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

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

9 Attachments

This rescue plan has the following attachments:

- Business space owner's responsibilities
- How to use a small fire extinguisher
- Car heating cables

In addition, the following attachments are at the end of the document:

- 1.kerros
- Layout plan Futura I
- Basic Life Support and AED
- Vaasa Airport Park

Appendix A Business space owner's responsibilities

The occupant or operator of the premises must, to the extent possible, ensure that rules and regulations for the prevention of a fire or other type of accident and ensuring personal safety are observed at the workplace. It is recommended that the occupant or operator name a person responsible for safety who will take care of safety-related matters and work together with the persons responsible at the property.

The occupant and operator of a premises must for their part ensure that the building, the structure and its environment are kept in such a state that

- the risk of an accidental or deliberately started fire and the spreading of a fire are minimal
- in the event of a fire or other sudden emergency, persons within the building are able to exit the building or can be evacuated by other means
- rescue operations can be carried out in the event of a fire or other accident.

Flammable materials or other items may not be stored in the attic, basement, along access or exit routes, underneath the building or in its immediate vicinity.

The following equipment and devices must be kept operational and appropriately maintained and inspected

- extinguishing equipment
- fire alarms and other alarms indicating the risk of an accident
- exit route signs and lights.

The occupant and operator of a premises are responsible for their part for equipment condition and shall report any deficiencies to the person responsible.

The occupant and operator of a premises must, for their part,

- prevent the starting of fires and other hazardous situations
- be prepared to secure persons, property and the environment in a hazardous situation
- be prepared to extinguish fires and carry out other rescue actions they are capable of independently
- take actions for exiting the building safely during fires and other hazardous situations and for facilitating rescue actions
- report any discovered hazardous situations to the building info

Appendix B How to use a small fire extinguisher

B.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.
- Observer the burnt object and make sure that the fire is out.
- If the target catches fire again, repeat the extinguishing.

B.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.

B.3 Fire hydrant

- Open the fire hydrant cabinet. If necessary, break the plastic covering of the lockguard by, for example, hitting it with your elbow.
- Open the stopcock and pull out as much hose as you need.
- Turn on the nozzle at the end of the hose and begin extinguishing from a safe distance.
- Direct the water jet at the base of the flames and continue until the fire has been extinguished.
- Make sure the fire has been put out. Suffocate or wet all possibly still- smouldering spots.

Do not put yourself in danger. Avoid breathing smoke. If the extinguishing is not succeeding, move to safety. Close the door to the space to limit the fire.

Appendix C Car heating cables

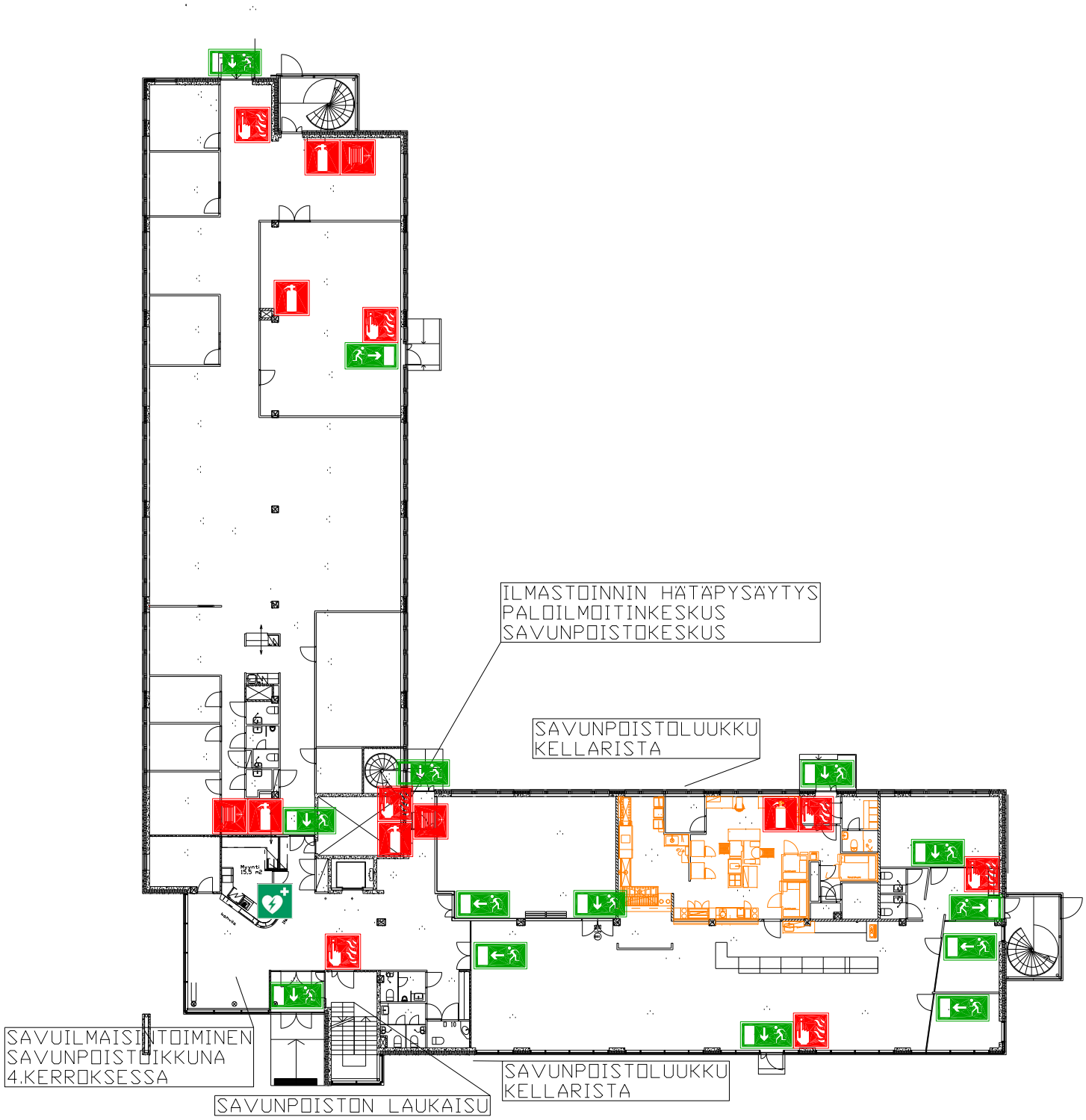
For safety reasons, car heater cables must be unplugged after use, and a plugged cable must not be left hanging from the heating pole, for example. The cover of the socket casing must also be kept locked.

An open socket casing and freely hanging charged heating cable pose the risk of electrocution. If the plug falls into a water puddle or slush, for example, it may electrify the surrounding area. In addition, the heating cable may be broken in a hazardous manner during parking area snow clearing, for example. An open socket casing is susceptible to vandalism.

Users must be instructed on the safe use and storage of the heating cable. The company is responsible for the safety of the property, and if an outside person injures themselves, for example, the company will be held responsible. The user of a car who has inappropriately left a heating cable connected to the socket will also be responsible for their part for any damages.

For preheating a car, only a suitable heating cable and car engine heater may be used (using an indoor heater and charging hybrid cars are prohibited). The use of an extension cord should be avoided, as extension cords are usually not child-proofed and often end up on the ground where they are susceptible to water, dirt and snow. The condition of the cable and sockets must be inspected at sufficiently frequent intervals.

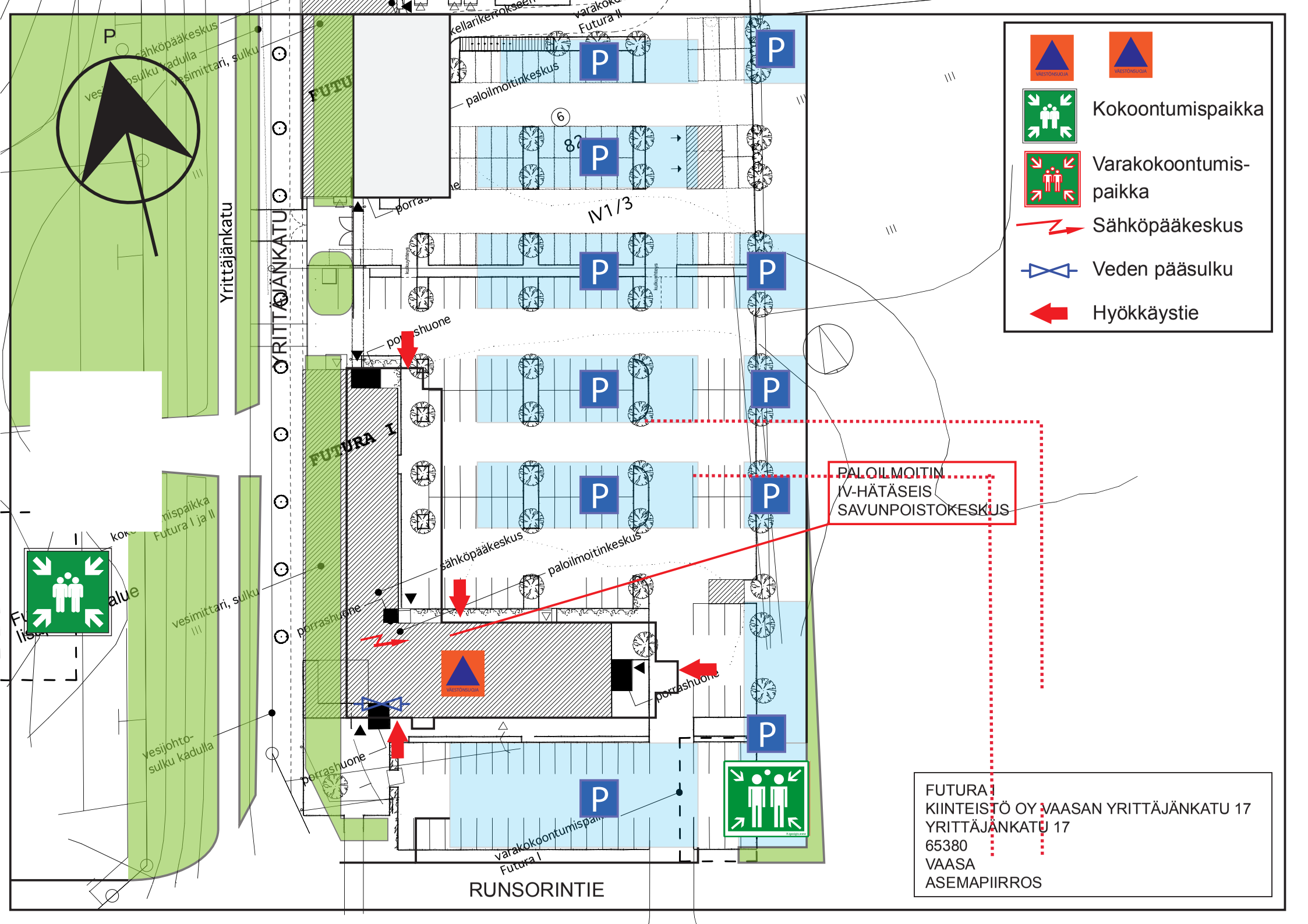
If electric car heating equipment is not properly used or looked after, it may cause a risk of electrocution for the user or another person. It also involves the risk of a fire.



MERKKIEN SELITYKSET

- KÄSISAMMUTIN
- PIKAPALOPOSTI
- PALOILMOITUSPAINIKE
- DEFIBRILLAATTORI
- POISTUMISTIE

FUTURA I
KIINTEISTÖ OY VAASAN YRITTÄJÄNKATU 17
YRITTÄJÄNKATU 17
65380 VAASA
1.KERROS


Kokoontumispaikka
Varakokoontumis-
paikka
Sähköpääkeskus
Veden pääsulku
Hyökkäystie
PALOILMOITIN
IV-HÄTÄSEIS
SAVUNPOISTOKESKUS
FUTURA I
KIINTEISTÖ OY VAASAN YRITTÄJÄNKATU 17
YRITTÄJÄNKATU 17
65380
VAASA
ASEMAPIIRROS
YRITTÄJÄNKATU
Yrittäjänkatu
RUNSORINTIE
FUTURA I
FUTURA II
IV1/3
paloilmoitinkeskus
sähköpääkeskus
porrashuone
vesimittari, sulku
vesijohto-
sulku kadulla
varakokoontumispaikka
Futura I ja II
Futura I

Punainen Risti
Röda Korset

Basic Life Support and Automated External Defibrillation (AED), two bystanders

Check response
Ask loudly: "Are you all right?" shake gently.

If unresponsive, Call 112

Use speaker in your call and send the other bystander for AED

Place casualty on his back and check for breathing

Open the airways by lifting the chin upwards and tilting the head back.
Feel air stream from nose and mouth.

If not breathing normally, start chest compressions immediately.

Place your hands in the centre of the chest.
Give 30 chest compressions

Give 2 rescue breaths.

Open the airways, seal your lips around the mouth, blow steadily until the chest rises.

Continue CPR 30:2

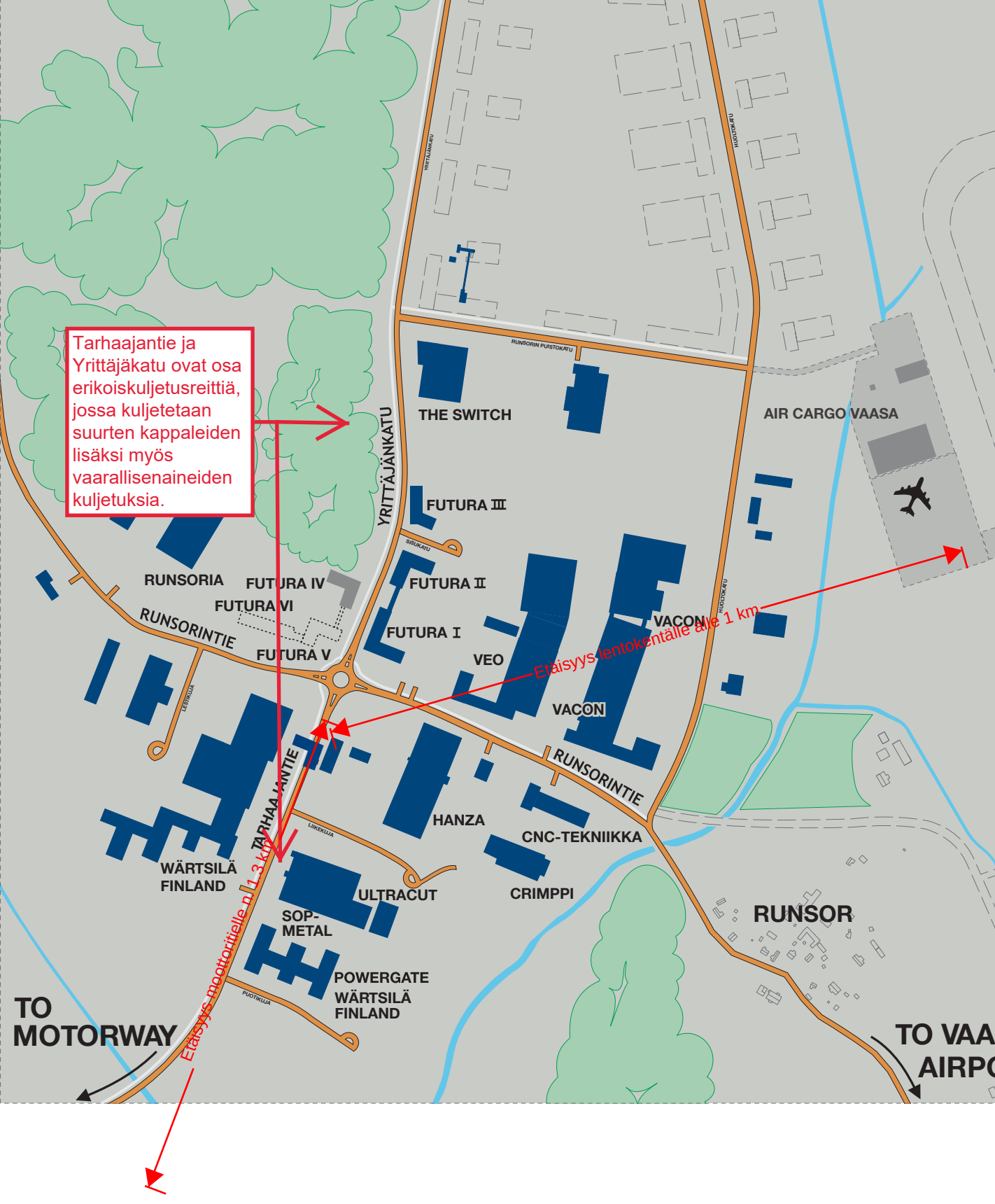
As soon as AED arrives, Switch on the AED and Attach pads, follow the spoken and visual directions

Don't interrupt CPR while attaching the pads.
Follow directions: "stand clear" and "deliver shock".

Continue CPR

Valokuvat: Päivi Piili, SPR

More information Red Cross and Red Crescent websites


Tarhaajantie ja Yrittäjäkatu ovat osa erikoiskuljetusreittiä, jossa kuljetetaan suurten kappaleiden lisäksi myös vaarallisenaineiden kuljetuksia.
YRITTÄJÄNKATU
RUNSORIN PUISTOKATU
THE SWITCH
AIR CARGO VAASA
FUTURA III
FUTURA II
FUTURA I
FUTURA IV
FUTURA VI
FUTURA V
RUNSORIA
RUNSORINTIE
VEO
VACON
VACON
Etäisyys lentokentälle alle 1 km
HANZA
CNC-TEKNIIKKA
CRIMPPI
ULTRACUT
SOP-METAL
WÄRTSILÄ FINLAND
POWERGATE
WÄRTSILÄ FINLAND
TARHAAJANTIE
Etäisyys moottoritielle n. 1,3 km
RUNSOR
TO MOTORWAY
TO VAA
AIRPO