



TURUN **TEKNOLOGIAKIINTEISTÖT**

EduCity

Rescue Plan



EduCity 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

Educity has meeting and work spaces on 7 floors above ground and one underground floor. The main user of the building is Turku University of Applied Sciences, which also has other operators on the top two floors. There are two access points from the building to ICT-City, on floors 2 and 4.

The basement floor of the building houses the building's car park, technical facilities, the building's transformer room, UPS room, main power supply room and battery room.

Ground floor: technical laboratory facilities of Turku University of Applied Sciences (including fire room, engine and automotive engineering).

On the first floor there is a restaurant, a pub, an information point and multifunctional facilities.

Learning and meeting rooms, conference rooms, office space The sports facilities are located on the 5th floor and the ventilation room is located in the attic.

2.1 Basic information

Property name	EduCity
Building address	Joukahaisenkatu 7 20520 TURKU
Number of buildings	1
Property owner	Turun TeknologiaKiinteistöt Oy http://www.turunTeknologiaKiinteistot.fi/?id=4
Year of construction	2020
Number of floors	7
Fire class	P1
Use	Office, Restaurant, Meeting room, Classroom

2.2 Other information

The site falls within the area of the following rescue service: Southwest Finland. The rescue department's estimated time of arrival at the site is approximately 6 minutes.

Fire alarm manager	Tomi Järvinen Are Oy phone 050 4333304
Location of the fire alarm	In the fire brigade room on the side of Joukahaisenkatu, on the street floor, room K1001
Maintenance	Are Oy phone 020 5305700 service 020 5305700
Gathering area	Turku AMK Lemminkäisenkatu 30, courtyard.
Back-up gathering area	DataCity, Lemminkäisenkatu 20
Key storage lock box	On the side of Joukahaisenkatu, at the door of the fire brigade room
Heating type	District heating
Main water shutoff	Heating room: basement, access from the garage (space P0026)
Heat distribution room	Basement, access from the garage (space P0026)
Electricity switchboard	Basement, access from the car port next to the D-door corridor (space P0009) Solar panel emergency switch: In the fire alarm room on the side of Joukahaisenkatu, on the street level, room K1001 (and on the roof, near the stairs leading to the upper level).

Location of substation	Basement, access from the garage next to D-staircase via the main electrical centre
Location of substation	Garage, behind the main electrical centre, space p0008
Ventilation device	On the attic floor is the main engine room. Garage IV-machines located in room P0026
Air ventilation emergency stop	In the fire brigade room on the side of Joukahaisenkatu, on the street floor, room K1001

3 Organisation

Property manager	Jani Jeromaa Turun TeknologiaKiinteistöt Oy phone 040 0218852 jani.jeromaa@teknologiaKiinteistot.fi
Property, service requests	Huoltopyynnöt Granlund Managerin kautta.
Service requests, amk	AMK: Kiinteistöhuollon palvelupyynnöt tehdään Turun AMK:n Service Deskin kautta servicedesk@turkuamk.fi

3.1 Important numbers of the property

Task	Name	Telephone number	Service phone number
Maintenance company	Are Oy	020 5305700	020 5305700
Lift maintenance	KONE Hissit Oy		0800 15063

Maintenance

	Name	Telephone number
Fire alarm: Attendant	Tomi Järvinen	050 4333304

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 Hazards

A **hazard** is a factor or circumstance that can cause harm or bring about an adverse event. **Risk** is the combined effect of the probability and severity of harm associated with a threat. **Specific characteristics of the property**

- Laboratory premises on the ground floor: the premises are used for various types of research that may involve a risk of accident or fire. The facilities include fuel-related research (both fuel and gas storage), high-voltage research. Welding and other fabrication facilities.
- The building is mainly used as a university of applied sciences, so the number of people in the building can vary considerably. Some of the facilities are also used outside normal office hours.
 - Access to the ICT city

The premises are fire-sealed and protected by modern technical systems. All kitchen areas in the laboratory and restaurant are equipped with emergency switches. The premises are equipped with a fire alarm system, a sprinkler system, a large number of fire-fighting equipment and exit signs + emergency lighting. The more specialised laboratory areas are also equipped with systems that, among other things, detect gas concentrations. These technical systems allow a rapid response in the event of an accident or fire, thus reducing the severity of the consequences of any incident.

Risk and probability	Reasons for the risk to materialise	Consequence
Fire (possible)	Open fires, smoking, electrical appliances, electrical switchboards and installations, vehicles, fire works, storage of dangerous goods (oil and gas), laboratory premises on the roof level	Damage to property and persons
Accident (possible)	Slippage, structures, inadequate protective equipment, snow falling from roof, falls on stairs, industrial accident in laboratory premises. During maintenance work on the glass lobby, traffic in the lobby must be restricted (risk of falling objects).	Disruption of operations, personal injury
Gas hazard, internal (possible)	Laboratory activities involve the use of various dangerous substances, such as fuels and also gases. An accident on the premises may lead to the formation of combustion gases or gas leakage. The laboratory premises are protected, so the consequences are likely to be minimal in any case.	Disruption of operations, Suspension of operations
Water damage (possible)	Lack of maintenance/control, freezing, blockages, equipment failure, storm, sprinkler nozzle failure	Costs, disruption of operations, interruption of operations
Traffic accident (possible)	Service traffic in the yard area is partly on footpaths.	Personal injury

Risk and probability	Reasons for the risk to materialise	Consequence
Gas hazard, external (unlikely)	Transport of dangerous goods in the vicinity, fire in the vicinity. In the immediate vicinity of Joukahaisenkatu, the Kupittaa railway line and main roads.	Disruption of operations, Interruption of operations
Theft (unlikely)	Street level laboratory facilities may attract, door to staff quarters left open	Property damage
Damage, vandalism (unlikely)	Unlikely due to high footfall, security and lighting in place. A secure environment allows for e.g. vandalism.	Property damage
Bomb threat (unlikely)	Site/business annoying, distracted people	Disruption of operations
Violence (unlikely)	Customer, outsider or operator	Personal injury
Radiation hazard (emergency)	Radiological accident	Sheltering indoors

5 Safety procedures

5.1 Safety at premises

Surveillance

Lobby doorman

Description	The EduCity information services are provisionally available from 8.00 to 16.00.
Location	Educity, First floor

5.2 Extinguishing equipment

Location	Extinguishing equipment	Description
Kitchens equipped with fire blankets	Fire blanket	
All teaching laboratories have hand-held extinguishers suitable for the space	Fire extinguisher	<p>The premises are equipped with 6kg powder extinguishers and carbon dioxide extinguishers.</p> <p>The exact locations of the fire-fighting equipment are indicated in the appendices for Turku University of Applied Sciences.</p>
Rapid-fire post boxes (A and B corridors). In addition, separate hand-held extinguishers in the corridors	Fire extinguisher	Mainly 6kg powder extinguishers
A and B corridors. In addition, on the K floor, in the main corridors and some laboratory areas	Fire hydrant	Equipped with 30 m hose reels

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

Sprinkler equipment

The sprinkler system is an automatic fire extinguishing system which starts extinguishing a fire by spraying water at the location of the fire and, at the same time, passes on a fire alert to the emergency centre. The functioning of the equipment is based on the principle that when the temperature exceeds a certain level, the capsule of the sprinkler breaks and water is released to flow through the sprinkler.

The sprinkler equipment is maintained according to the maintenance plan. The equipment is tested monthly and inspected every other year.

Sprinkler equipment service

The sprinkler system must always be assigned a nominated person or company, who will service the equipment in accordance with maintenance instructions. Persons carrying out servicing must have the appropriate expertise and information required for the servicing.

Maintenance work that is comparable in technical complexity to the installation of new equipment may only be carried out by a shop specialised in the installation and maintenance of sprinkler equipment and listed by the Finnish Safety and Chemicals Agency. The person responsible for ordering maintenance must be named if maintenance is obtained as a purchased service. There must be a written contract for the purchased maintenance service.

Sprinkler system

Description	An automatic fire extinguishing system using water as the extinguishing agent. The supply connections for the rescue service and the filling connections for the water tanks are located on the street level, in the corner of the rescue service room.
Location of centre	In the basement, p0001
Coverage	The entire building is equipped with an automatic sprinkler system. Exceptions are: <ul style="list-style-type: none">- 3 test rooms (65m³, 65m³ and 200m³) inside the acoustics laboratory;- 2 acoustic psychophysics laboratories in the lounge;- a high voltage room on the street level, protected by a gas extinguishing system and separated from the rest of the building. Surface area 34,5m ² .

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	Smoke extraction through remotely triggered windows, fans and windows in offices and classrooms
Description	<p>Smoke extraction in the stairwells, the attic IV machine room and the power electronics and acoustics laboratories by means of gravity smoke extraction with electrically operated smoke dampers.</p> <p>Small office areas, such as the 6th floor offices and utility rooms, will be provided with smoke extraction through windows and doors with fixed push-buttons by the fire brigade.</p> <p>The smoke extraction in other areas is carried out by mechanical means. The fire brigade will initiate all smoke extraction from the authority room from the smoke extraction control centre.</p> <p>With the exception of the garage and atrium, the fire department will open the replacement air ducts before opening the smoke extraction system.</p>
Location of centre	In the fire brigade room on the side of Joukahaisenkatu, on the street floor, room K1001
Smoke removal activation	Trigger buttons on the fire alarm panel and on the K-floor per staircase

Attachments Smoke venting attachments can be found in the "Attachments" section.

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	Illuminated exit signs and emergency lighting on the building's exit routes
Description	Battery-powered exit signs indicate emergency exit routes and emergency lighting makes it easier to see, for example during power cuts. Safety lights are placed in the main corridors and in stairwells, among other places.
Coverage	Exit routes and exits from the building

Gas fire extinguishing system

A gaseous extinguishing system is used to protect individual premises against fire. The operation of the extinguishing agent is based on either displacing oxygen or absorbing heat from the space. The equipment must be maintained and tested at regular intervals according to the user and maintenance manual, and whenever the system has been triggered.

Once the system has been triggered, you must exit the premises and contact the emergency response centre.

Gas fire extinguishing system

Location	High voltage room on the street level, room K1021
Description	The high-voltage room is protected by an automatic gas extinguishing system using Clean Agent FS 49 C2 as extinguishing agent. This extinguishing agent is a colourless, tasteless and odourless gas mixture. Its action is based on the fact that it strongly absorbs heat from the fire source, thus breaking the fire chain. The extinguishing gas is not dangerous to humans and does not displace much oxygen, but a fire will always produce dangerous combustion gases which require immediate evacuation. Location of the centre: room K1021
Type	Clean Agent FS 49 C2

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: In the fire brigade room on the side of Joukahaisenkatu, on the street floor, room K1001

Announcement system

Announcement system

Location	Automatic public address system in the building
Description	The fire alarm control panel controls the automatic alarms, e.g. in evacuation situations. The manual control unit for the system can be found in the fire department room on the street level, on the side of Joukahaisenkatu, in room K1001.
Coverage	Entire property

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 entrance. Staff will arrange for a person to guide the ambulance.

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

Description	<p>An automatic fire detection system using multi-function detectors, smoke detectors and heat detectors to detect fire. Fire alarm buttons are provided at the exit doors and in the office corridors and basement to alert staff of an incipient fire and to warn other users of the building (if a fire alarm button is used, the emergency call centre must be contacted separately to ensure further information and the legitimacy of the alarm).</p> <p>The fire alarm system controls the following functions:</p> <ul style="list-style-type: none">- activation of the glass hall smoke extraction system (in the glass roof or at the edges of the opening)- closing of fire doors (gateways and garage)- closing of fire dampers and IV controls- activation of the evacuation ventilation system- opening of the alarm valve of the sprinkler system in the pre-start system in the motor laboratory.
Location of centre	In the fire brigade room on the side of Joukahaisenkatu, on the street floor, room K1001
Coverage	The whole building
Type of centre	Esmi FDP 5
Attendant	Tomi Järvinen Are Oy phone 050 4333304

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 depart-

ment 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 buildings:

Building	Type	Description
Educity	Floor compartmentalisation, Usage method compartmentalisation	<p>The building has a fire class of P1. The partitioning is generally EI60.</p> <p>The floor partitioning is EI60 as follows:</p> <ul style="list-style-type: none"> - between the parking garage and the laboratory spaces on the street floor - between the laboratory spaces on the street floor and the office-teaching spaces on the 1st floor - the IVKH on the attic floor is partitioned from the rest of the building <p>Fire partitions:</p> <ul style="list-style-type: none"> - The exit stairs each form their own fire partition. The lifts belong to the same fire compartment as the exit staircase. - Vertical electrical risers are separated into their own fire compartments - Vertical IV ducts are disconnected in accordance with the floor separation. Fire and explosion-hazardous ducts are compartmentalised by duct. - Exhaust ducts and flues insulated to the manufacturer's requirements throughout their length. - The car park forms a separate fire compartment. The EI120 fire door between the hall sections is normally kept open and closes automatically on fire alarm - The two floors of the main entrance are in open communication with each other and belong to the same fire compartment as the open space on floors 1 to 6 of the main building mass. - Otherwise, the laboratory spaces on the street floor are divided into separate fire compartments for use. - The oil transformer room, the flammable liquids room and the flammable gases room each form their own EI120 fire compartment. The stairwells C and D are equipped with a class C pressure relief system in accordance with RIL 232, which is automatically activated by the fire alarm.

Hazardous substances

The following types of hazardous substances are stored at the property:

Status Fuel depot

Location	Educity - Street level
Substances stored	10m ³ (6m ² + 2m ² + 2m ²) of light fuel oil (Diesel) <ul style="list-style-type: none">- Flash point of at least 56°C, typically 70-85°C.- Self-ignition temperature around 250°C.- Hazard statement H226, flammable liquid and vapour.- Can be extinguished with extinguishing foam, carbon dioxide or powder, cannot be extinguished with water.

Status Gas storage for flammable gases

Location	Educity - Street level
Substances stored	<ul style="list-style-type: none">- LPG cylinders 11 l x 4 pcs- Acetylene 50 l x 2pcs- Hydrogen + Helium 50 l x 2pcs- Oxygen 50 l x 3 pcs

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	Between ICT House and Campus
Description	Escape route for fire brigade vehicles up to the garage driveway. The dimensions of the rescue route: <ul style="list-style-type: none">– Width 3500mm– 3500m (3500ft) Load capacity 32t (axle load 11t)– The rescue route is marked with signs and weight limit 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. 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
Educity	<p data-bbox="416 349 1439 562">Exit by the nearest safe exit route to the assembly point. Staff are responsible for evacuating their own premises in the event of an evacuation. The building's exit routes and exits are signposted with battery-operated exit signs, which are also operational in the event of a power failure. Floors 1-6 - Exit mainly via main staircases A and B.</p> <ul data-bbox="464 595 1439 674" style="list-style-type: none">- There are also pressurised emergency escape staircases C and D, with staircase C rising to the 4th floor and staircase D rising to the 6th floor. <p data-bbox="416 707 576 741">Street level:</p> <ul data-bbox="416 752 1382 954" style="list-style-type: none">- Access to the façade, the service yard and the rear of the building. In addition, exit along the B staircase to the 1st floor and further out.- Exit from all sides of the building from the work and laboratory areas.- Some exit routes are through lift doors (e.g. on the side facing the waste room). <p data-bbox="416 987 552 1021">Basement</p> <ul data-bbox="416 1032 1222 1066" style="list-style-type: none">- Exit from the underground car park along all four staircases. <p data-bbox="416 1099 528 1133">Terraces</p> <ul data-bbox="416 1144 1439 1361" style="list-style-type: none">- An emergency exit route will be provided from the balconies on floors 2 to 6 of the campus to the interior of the building from each level. All terrace levels are connected by open staircases, but there is no access to ground level. For example, access from the 6th floor terrace to the lower levels via the open staircase will be provided by means of an emergency exit.

Gathering area: Turku AMK Lemminkäisenkatu 30, courtyard.

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.

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.

5.6 Fire safety during incidents

In the event of a failure of either the fire detection system, the fire extinguishing system or the smoke extraction system outside normal, controlled and planned maintenance, the safety of the building should be ensured by a fire watch.

For example, the replacement of a single gravity hatch actuator does not require the use of a fire watch, but a failure of a sprinkler booster pump, for example, does.

The decision on the criticality of the failure is made by the equipment operator in consultation with the building representative. Failures can be substantially prevented by regular maintenance and inspection of the equipment. Particular attention should be paid to the maintenance of the smoke extraction system, which is not subject to inspection by the inspection body.

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.

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

In the event of an automatic alarm, the rescue service will arrive at the "Fire Brigade Room", located at the corner of Joukahaisenkatu Street. There is direct access to the basement garage and the sprinkler centre. In other cases, direction via the nearest entrance to the scene of the incident, in which case staff should arrange for a guide to lead the way out to meet the helpers.

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. **Joukahaisenkatu 7, TURKU**
- 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

- 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: In the event of an automatic alarm, the rescue service will arrive at the "Fire Brigade Room", located at the corner of Joukahaisenkatu Street. There is direct access to the basement garage and the sprinkler centre. In other cases, direction via the nearest entrance to the scene of the incident, in which case staff should arrange for a guide to lead the way out to meet the helpers.

Using the lift in the event of a fire is strictly forbidden!

In evacuation situations the gathering area is: Turku AMK Lemminkäisenkatu 30, courtyard.

Back-up gathering area: DataCity, Lemminkäisenkatu 20

6.4 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: Turku AMK Lemminkäisenkatu 30, courtyard.

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.

Staff

- Show students and guests out of the room, and be the last to leave. Close the room door behind you.
- Exit the building using the signposted exit routes to the outside and on to the assembly area.
- Restaurant / Lobby
 - Guide customers out of the building and to the assembly area.
 - Check the premises to ensure that no one remains in the building during the alarm

Psychophysics laboratory supervisor

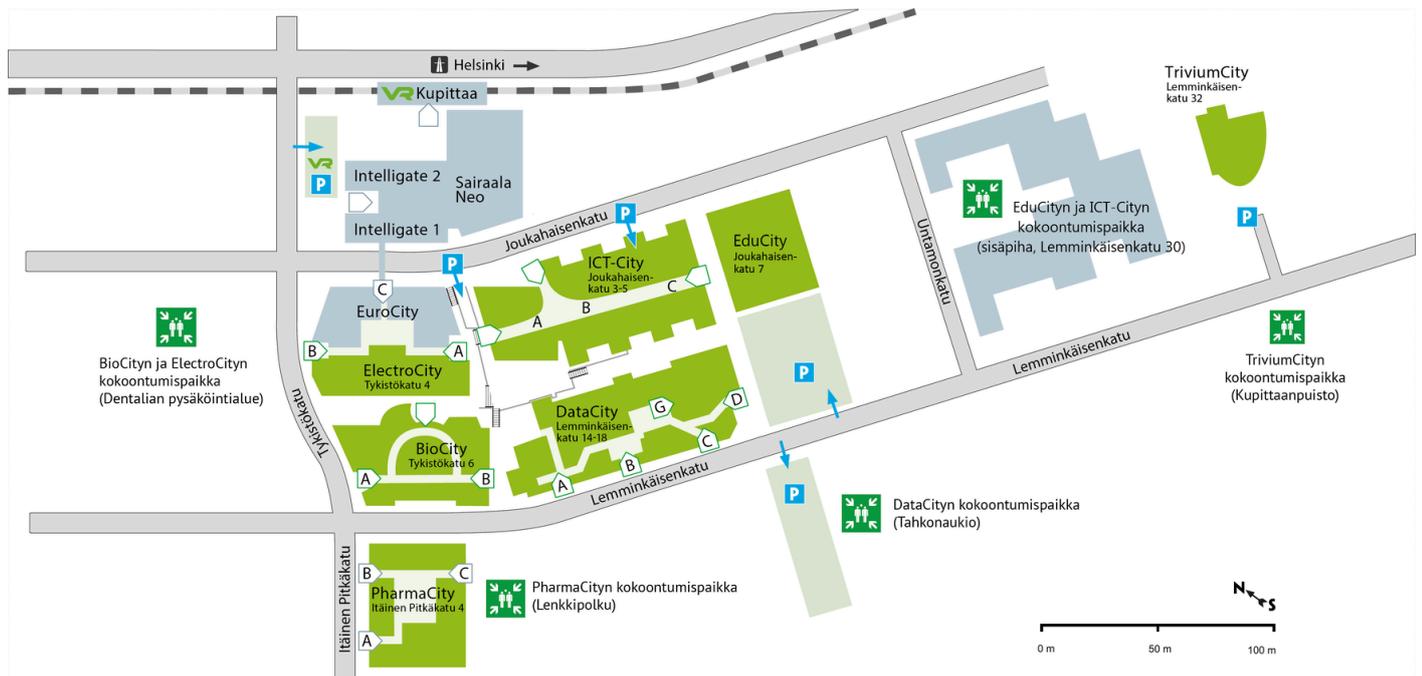
- The experiment supervisor will direct 1-4 subjects in the examination room to leave.
- The duration of the experiment is typically 1 to 3 hours, during which time the experiment supervisor is present in the control room at all times.

6.5 Activities at the meeting place

Once people have left the building and proceeded to the assembly area, a staff representative will start leading the action. No one is allowed to leave the assembly area without permission. The building will be returned to once permission has been obtained from the emergency services. **Things to remember at the assembly point:**

- care of any injured persons, inform staff/rescue services
- care for persons with reduced mobility or other disabilities
- if you know someone is trapped inside, inform them.

Place of assembly: Turku AMK Lemminkäisenkatu 30, courtyard.



Depending on the situation, consider whether it is safe to remain at the designated **assembly** point or whether people should be directed elsewhere: for example, to a pre-arranged indoor space or to a nearby property.

6.6 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. 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.

6.7 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: Are Oy, phone 020 5305700, service 020 5305700
- Contact the emergency number if needed **112**.
- Main water shutoff: Heating room: basement, access from the garage (space P0026)
- Heat distribution room: Basement, access from the garage (space P0026)
- Electricity switchboard: Basement, access from the car port next to the D-door corridor (space P0009)
- Solar panel emergency switch: In the fire alarm room on the side of Jukahaisenkatu, on the

street level, room K1001 (and on the roof, near the stairs leading to the upper level).

Should there be threat of water outside the building

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

6.8 When violence is threatened

In an **unarmed threat situation, do the following.**

- Act calmly and try to reassure the person with your own behaviour.
- Make sure you do not turn your back or corner yourself so that you always have an escape route from the threatening person.
- If possible, ask for help.
- Run away and help others to escape from the scene

Take care of your own safety. Try to direct the threatening person to a place where they cannot be harmful to others. After the incident, report the incident to the police if necessary. **If the threatening person has a weapon, do the following.**

- Do not resist.
- Do only what the threatening person tells you to do.
- If possible, try to warn others.
- After the incident, call 112. Listen to the instructions and act on them.

Any threat or observation of a possible threatening situation must be taken seriously and reported to the police immediately.

6.9 Bomb threat

Bomb threats are often baseless and made by a disturbed person, but they should always be taken seriously and any threat should be reported to the police. The important thing is to maintain your composure and calm.

- When the threat comes over the phone
- Remain calm. Prolong the call.
- Take notes. Write the threat down verbatim.
- Ask questions.

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

- Pay attention to the caller's speaking style and tone of voice.

- Are there any dialects or other distinctive features in his speech?
- Is he or she agitated?
- Does he read the message from the paper?

After the call, report it to **112**. Follow the instructions given by the authorities.

6.10 Public warning signal

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

The 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.

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.

6.11 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. 020 5305700).

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.

6.12 Instructions for the use of fire extinguishers

Hand-held fire extinguishers

- Pull out the safety socket.
- Take hold of the end of the extinguisher hose and direct the extinguishing agent to the flame root, do not cut the flames.
- Start extinguishing from the front and work backwards, or from the bottom up.
- Extinguishing can be enhanced by a back and forth motion.
- The entire area to be burned must be covered by the extinguishing cloud.
- Once the flames have been extinguished, the extinguishing operation can be stopped.
- Observe the burnt area and make sure that the fire is extinguished.
- If the target reignites, repeat the extinguishing operation.

Extinguishing blankets

- Grab the corners of the blanket and protect your hands inside the blanket.
- Step on the blanket with your foot, this will prevent the flame from entering your face.
- Stretch your arms out straight.
- Spread the blanket over the fire.
- Hold the blanket tightly over the fire and make sure the fire is out.
- Protect yourself while lifting the blanket, the fire may re-ignite.
- Check once again that the fire is out.

Hotline

- Open the instant fire mail cabinet.
- Open the shut-off valve and pull out the required amount of hose.
- Open the nozzle at the end of the hose and start extinguishing from a safe distance.
- Direct the water jet into the flames and continue extinguishing until the fire is out.
- Make sure the fire is out. Smother or water any still smouldering areas.

Do not put yourself in danger. Avoid breathing smoke. If the fire cannot be extinguished, move to safety. Close the compartment door to contain the fire.

6.13 Protection inside

Protection inside is necessary in the event of a serious act of violence or threat of violence occurring in the property. Shelter should always be provided in a room where the door can be locked and is not visible from the inside. Glass-walled study and office rooms cannot be protected. If a threat occurs while a student is studying in a glass-walled room, the student will be directed to a safer location. There are two stages/phases of sheltering in place. **Stage/phase One** The first stage/phase is when there is a threat of violence in the vicinity of the property, a threat of serious violence has been made, or the threat of violence is inside the property. *Actions:*

- Report the threat to the public emergency number **112**
- Tell students, guests and persons in the corridors and outside to come inside.
- Lock doors to classrooms.
- Staff will lock external doors.
- Await further information from the authorities.

Second stage/phase The second stage/phase is taken if the threat is inside or near the property. *Action:*

- Lock the doors to the classroom.
- Turn off lights in the rooms and close any curtains.
- Turn off or mute mobile phones.
- The teacher's or facility manager's phone must be on but silent.
- Barriers are placed in front of the room door.
- Instructing those in the room to stay low and behind furniture.

Instructions for staff Here are things to consider about emergency evacuation and sheltering in place in advance. *As part of everyday activities*

- Learn how to walk around and become familiar with the different exit routes from the building.
- Learn to put the classroom door in the back lock.
- Find out the locations of the assembly points in the building.
- Participate in drills and familiarise yourself with relevant materials and procedures.
- Think about where and how you could protect yourself if necessary.

During a situation

- Take control of the situation - use audible voice.
- Guide your group by the safest route to a sheltered assembly point.
- The authorities are in charge of the emergency response - you are responsible for your group.
- If there is no clear direction or command - to shelter in place or get out - make a decision!

The **decision will be influenced by** the location of the space and the protection it provides.

- A closed, lockable space is a safe place to shelter.
- In a glass-walled room or a room with an unlockable door, it is difficult to protect yourself.
- If a safe escape route is visible and safe, going outside can be considered.
- If the escape route is far away and not visible, it is not safe to go outside.
- Proceed according to level 1 or 2, depending on the situation.
- If necessary, report the information to the authorities.

After the situation

- Return to normal activities as far as possible.
- The situation should be addressed with students and staff in accordance with the institution's crisis communication policy.
- Do not make statements to the media. The authorities and pre-determined persons are responsible for providing information.

6.14 Gas extinguishing system in a high-voltage room

The high-voltage room (room K1021) is protected by an automatic gas extinguishing system using Clean Agent FS 49 C2 as extinguishing agent. **Operation of the extinguishing system**

- This extinguishing agent is a colourless, tasteless and odourless gas mixture.
 - Its action is based on the fact that it strongly absorbs heat from the fireball, thus breaking the fire chain.
 - The extinguishing gas is not dangerous to humans and does not displace much oxygen, but a fire will always produce dangerous combustion gases which require immediate evacuation.
- The system has two detection loops (optical and sampling).
 - In the event of smoke being detected by either detection system, the fire alarm is transmitted to the VAK and via the fire detection system to the alarm control panel and the alarm siren is triggered.
 - Only when another detector in a different loop reacts to the smoke will the extinguishing system be triggered after a delay of about 10 seconds.
 - If necessary, the triggering can also be carried out by means of the manual release button on the door (outside) of the room.

LEAVE THE ROOM WHEN THE ALARM SIREN SOUNDS

6.15 Emergency stop of a solar power plant

A solar power plant has been built on the roof of the property: the solar panels are placed on the roof, accessed through the IV machine room in the attic. The inverters of the system are located in the attic battery room, room 7003 (next to corridor B). The solar power plant can be stopped in an emergency in two different ways: **Method A:** Disconnection from the inverter safety switch: the solar power plant can be disconnected from the grid by turning the inverter safety switch to the OFF position.

- "The solar power plant emergency stop switch located in the 'fire department room', room K1001, at the fire alarm panel:
- The solar power plant can be disconnected from the property's electrical grid by turning the inverter safety switches to the OFF position. The inverter safety switch is located in battery room 7003 in the IV machine room in the attic.

NOTE: In this case, the solar panels and the cables from the panels to the PV system's control panel will remain live! **Method B:** Disconnection from the main electrical panel The solar power system can be disconnected from the building's grid by turning the switch guard at the main electrical panel to the OFF position.

NOTE: In this case, the solar panels as well as the cabling inside the building remain live, but no longer feed the building's main centre. **NOTE:** With both methods OFF, the solar panels as well as the cables from the panels to the PV system's main centre remain live! IN PRACTICE, THE SYSTEM IS ALWAYS LIVE WHEN IT RECEIVES LIGHT.



Solar power emergency shutdown



Solar power inverters

7 Attachments

This rescue plan has the following attachments:

- Car shelter

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

- Exit map

Appendix A Car shelter

The vehicle shelter is intended only for the storage of motor vehicles. The intended use is mentioned in the up-to-date construction permit.

The car shelter may not be used in contravention of the building permit except with the permission of the building monitor. The purpose of use is a parking area for motor vehicles, i.e. not a car wash, loading area, refuse room, storeroom, shop, flea market, car repair garage, tire store etc.

Keeping other loose equipment in vehicle shelters is more limited due to greater risks to personal property and people. In addition to motor vehicles, the following objects may be stored:

- mopeds, motorcycles, snowmobiles and other motor vehicles in the Finnish Transport Safety Agency's vehicle registry
- bicycles
- a small trailer if empty
- vehicles intended for the care of the property.

In addition to the list above it is not permitted to store other property, such as:

- additional appliances attachable to the vehicles intended for the care of the property
- working machines, such as excavators, vibrators, driven cranes, etc.

Parking garage

Location	In the basement
Description	Reserved for the users of the property

POISTUMISKARTTA / EVACUATION PLAN

Joukahaisenkatu 7, 20520 Turku
K. kerros | K. floor

Huom!

Opettele etukäteen kerroksesi poistumistiet, alkusammuttimen sijainti ja käyttö sekä kokoontumispaikka.

Tulipalon sattuessa

PELASTA välittömässä vaarassa olevat SAMMUTA lähimmällä alkusammuttimella HÄLYTÄ soittamalla 112
RAJOITA sulkemalla ovet ja ikkunat
POISTU rakennuksesta

Älä käytä hissiä

Mene kokoontumispaikalle, opasta vieraita
Poistu kokoontumispaikalta vasta saatuasi luvat

Attention!

Learn the exits on your floor, the location and operation of hand extinguishers and the location of meeting point.

In case of fire

RESCUE people in immediate danger
START EXTINGUISHING with the nearest hand extinguisher
RAISE THE ALARM by calling 112
LIMIT THE FIRE by closing doors and windows
EXIT the building

Do not use lift

Go to the meeting point, guide guests

Do not leave the meeting point before you have received permission



Kokoontumispaikka:
Lemminkäisenkatu 30, sisäpiha
Assembly point:
Lemminkäisenkatu 30, inner court

Olet tässä
You are here



Paloilmoituspainike
Fire alarm button



Käsisammutin
Fire extinguisher



Pikapaloposti
Fire hydrant

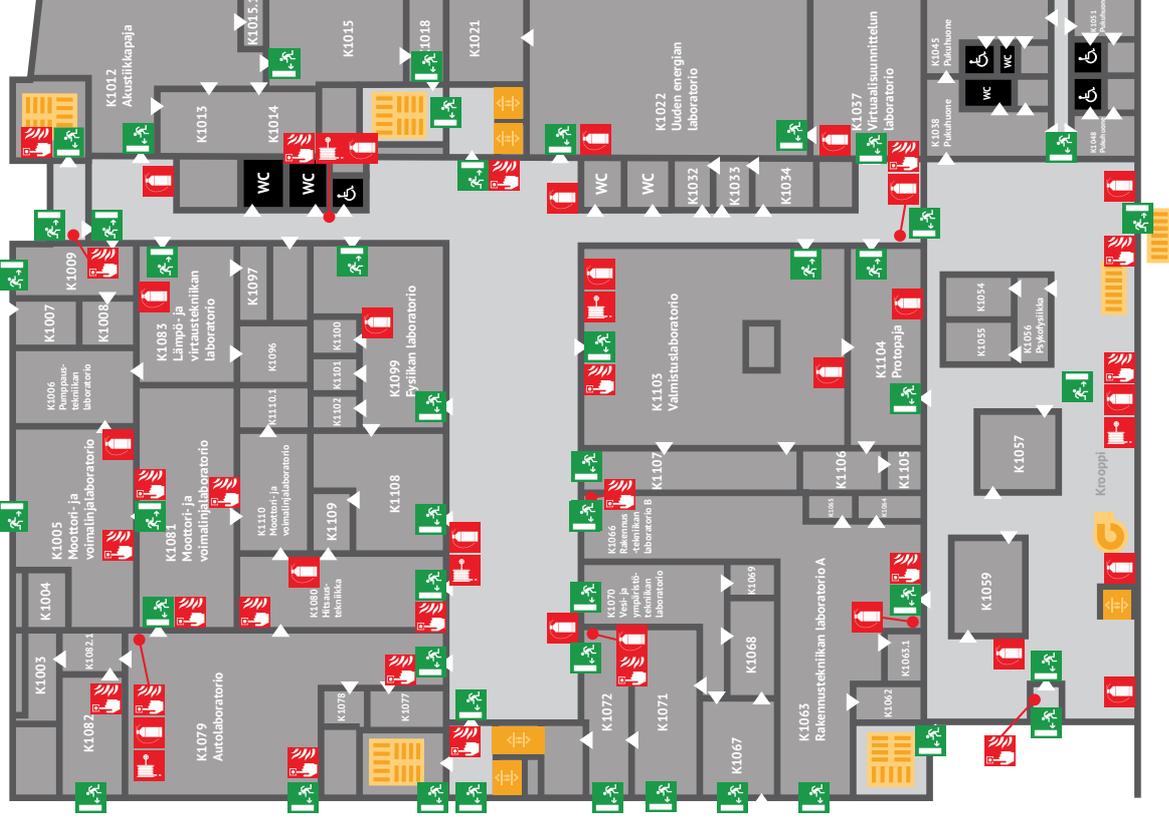


Kokoontumispaikka
Assembly point



Hätäpoistumistie
Exit

Joukahaisenkatu



POISTUMISKARTTA / EVACUATION PLAN

Joukahaisenkatu 7, 20520 Turku
2. kerros | 2. floor

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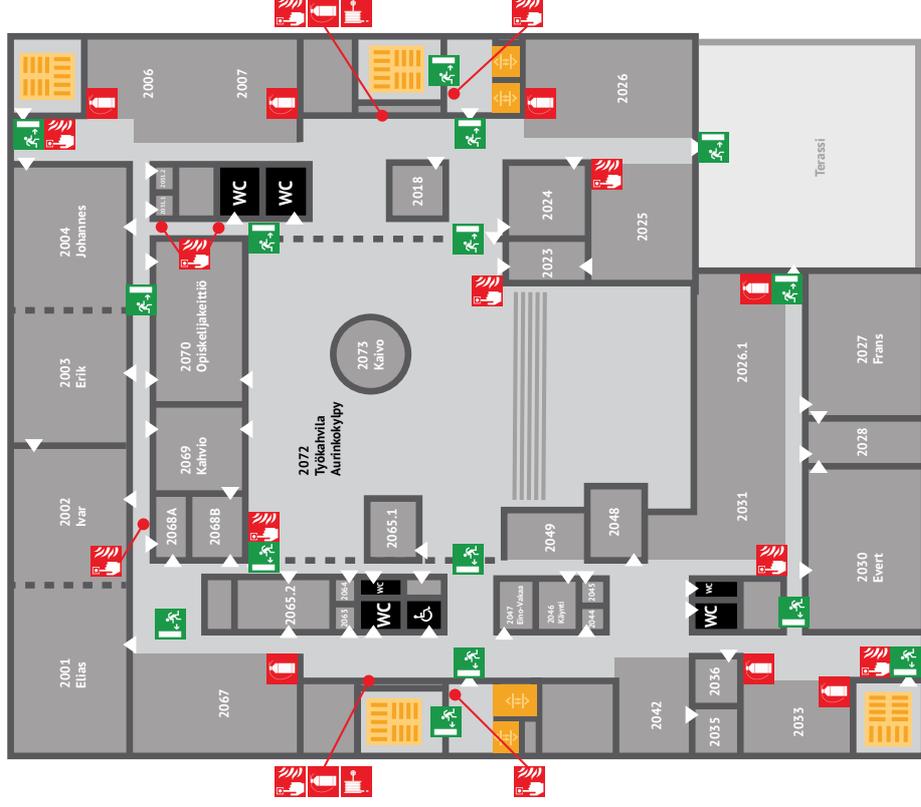


Kokoontumispaikka
Assembly point



Hätäpoistumistie
Exit

Joukahaisenkatu



POISTUMISKARTTA / EVACUATION PLAN

Joukahaisenkatu 7, 20520 Turku
3. kerros | 3. floor

Huom!

Opettele etukäteen kerroksesi poistumistiet, alkusammuttimen sijainti ja käyttö sekä kokoontumispaikka.

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Assembly point:
Lemminkäisenkatu 30, inner
court



Olet tässä
You are here



Paloilmoituspainike
Fire alarm button



Käsisammutin
Fire extinguisher



Pikapaloposti
Fire hydrant

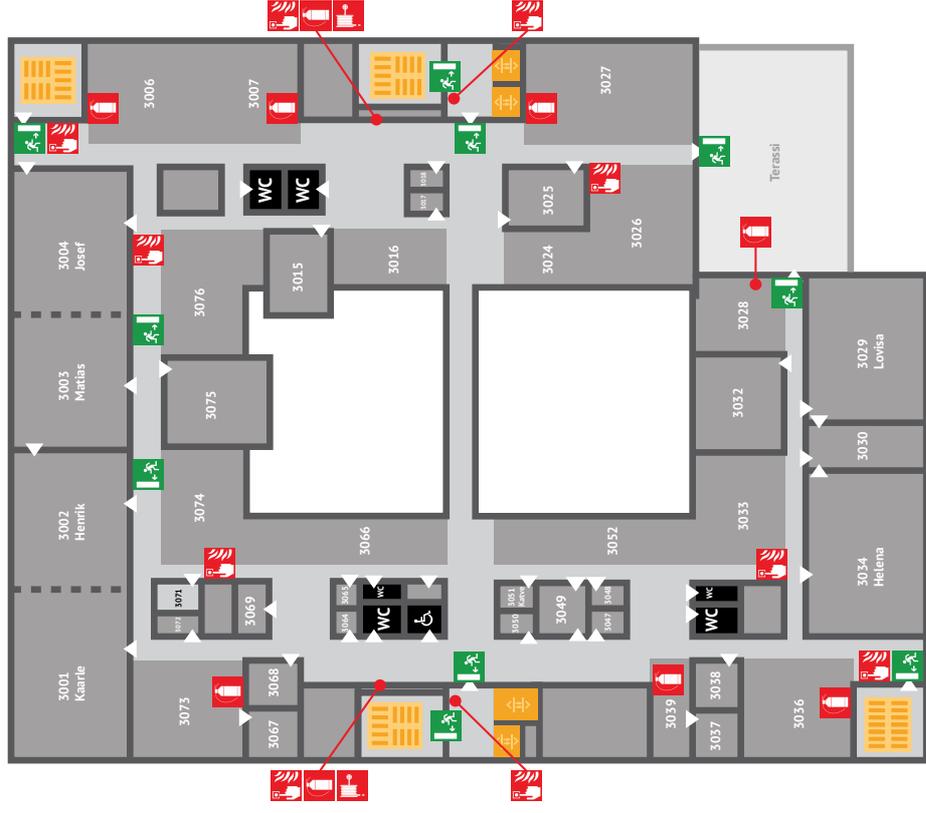


Kokoontumispaikka
Assembly point



Hätäpoistumistie
Exit

Joukahaisenkatu



POISTUMISKARTTA / EVACUATION PLAN

Joukahaisenkatu 7, 20520 Turku
4. kerros | 4. floor

Huom!

Opettele etukäteen kerroksesi poistumistiet, alkusammuttimen sijainti ja käyttö sekä kokoontumispaikka.

Tulipalon sattuessa

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You are here



Paloilmoituspainike
Fire alarm button



Käsisammutin
Fire extinguisher



Pikapaloposti
Fire hydrant



Kokoontumispaikka
Assembly point



Hätäpoistumistie
Exit

Joukahaisenkatu

Online Hub
4008 - 4013

