



# Ristonmaa

## Rescue Plan



Ristonmaa rescue plan

Completed Nov 5, 2013

Author Tiina Pulkkinen

Last updated Nov 17, 2022

Updater Tero Vuotila

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

This rescue plan has 32 pages.



# Contents

1	Introduction	4
2	Basic property information	6
2.1	Basic information	6
2.2	Organisation	7
2.3	Other information	7
3	Division of responsibility	9
4	Important phone numbers	10
4.1	Important numbers of the property	10
4.2	Other important numbers	10
5	Hazardous situations and their effects	11
6	Safety procedures	15
6.1	Extinguishing equipment	15
6.2	Safety equipment	15
6.3	Fire safety	16
7	Action guidelines	18
7.1	Alerting help	18
7.2	Sudden illness or accident	19
7.3	Fire	19
7.4	Fire – instructions for situations in which safe exit is impeded	20
7.5	Action in the gathering area	21
7.6	Assisting people with reduced mobility in emergency situations	21
7.7	Water damage	22
7.8	Under threat of violence	22
7.9	Public warning signal	23
7.10	Gas hazard	24
7.11	Radiation hazard	24
7.12	Blackouts	25
7.13	Resident's safety and security guide	25
8	Civil defence	28
9	Storage	29
10	Attachments	29
	Appendix A How to use a small fire extinguisher	30
A.1	Extinguishers	30
A.2	Extinguishing blankets	30
	Appendix B Car heating cables	31
	Appendix C Home storage supplies	32



# 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

Ristonmaa is a large group of balcony access blocks. There are eight balcony access blocks in total in the area. The residents have two club rooms, in building B and building H, and other hobby spaces. The heat distribution room is in building B and the main switchboard is in the bike shed of building C. Each building also has its own switchboard.



*Area picture*

### 2.1 Basic information

<b>Property name</b>	Ristonmaa
<b>Building address</b>	Helvintie 2 40500 JYVÄSKYLÄ
<b>Number of apartments</b>	132
<b>Building type</b>	Balcony access house
<b>Number of floors</b>	3
<b>Property owner</b>	KOAS - Keski-Suomen opiskelija-asuntosäätiö tel. 029 1804444 <a href="http://www.koas.fi/">http://www.koas.fi/</a>
<b>Housing management office</b>	KOAS - Keski-Suomen opiskelija-asuntosäätiö tel. 029 1804444 <a href="http://www.koas.fi/">http://www.koas.fi/</a>



## 2.2 Organisation

---

<b>Superintendent</b>	Matti Paananen Koas phone 044 7504214 matti.paananen@koas.fi
-----------------------	---

---

## 2.3 Other information

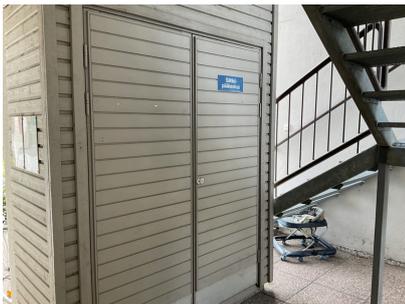
The site falls within the area of the following rescue service: Central Finland.

<b>Heating type</b>	District heating
<b>Main water shutoff</b>	In the heat distribution room (basement of building B)
<b>Heat distribution room</b>	Basement of building B. Way down next to apartment B1. The heat distribution room is the last door on the right in the basement lobby.
<b>Electricity switchboard</b>	The whole property: Bike shed in front of building C. Switchboards for each building, the ground floors of the buildings, next to apartment A4, C4, E4, G4, B7, D7, F7 and H7.
<b>Ventilation device</b>	Centralised mechanical exhaust ventilation
<b>Air ventilation emergency stop</b>	Shut down from the main switchboard or control centre by property maintenance. If necessary, call the maintenance company on their on-call service number.

---

<b>Maintenance</b>	Jyväskylän HuoltoSilta phone 040 0917722 service 020 7351610
<b>Insurance company</b>	Pohjola Vakuutus Oy tel. 03 030303 <a href="https://www.op.fi">https://www.op.fi</a>
<b>Gathering area</b>	A building-specific parking area
<b>Back-up gathering area</b>	Specified when needed

---



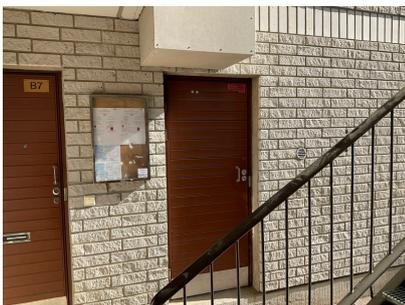
*A4, C4, E4 and G4 main switchboards for each building*



*B7, D7, F7 and H7, main switchboard for each building*



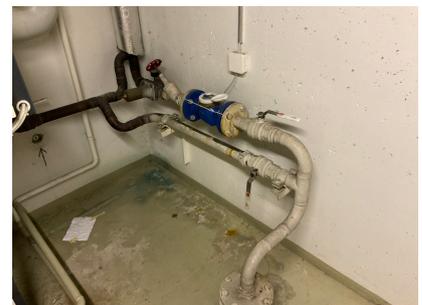
*Main switchboard in the bike shed in front of building C*



*B7, D7, F7 and H7, exterior door to the main switchboards*



*Door to heat distribution room in the basement next to apartment B1*



*The main water cut-off valve in the heat distribution room*



### 3 Division of responsibility

Party	Area of responsibility
<b>Property management</b>	Responsible for the management of the entire property, managing maintenance contracts and equivalent matters, addressing reported security or other breaches or assigning them to other parties. The manager is the contact person for regulatory control and other such matters and participates in e.g. fire inspection rounds
<b>Property maintenance</b>	Responsible for the technical systems and security devices on the property, management of the yard area, necessary snow clearing etc. The maintenance person observes any issues while moving around the property and manages them on their own or reports the issue to the manager.
<b>Resident</b>	The resident is responsible for their own living area and storage booth as well as their movables and operations in the company. The property systems or fixed structures on the residents' premises are managed by the maintenance company.
<b>Normal information flow</b> in terms of deficiencies: Resident--- Maintenance company --- Management	

**The residents can report the safety observations or other deficiencies to the maintenance or the property management by phone or by e-mail, the necessary contact information can be found e.g. in the "Organisation" chapter of this plan.**



## 4 Important phone numbers

### 4.1 Important numbers of the property

Task	Name	Telephone number	Service phone number
Maintenance company	Jyväskylän HuoltoSilta	040 0917722	020 7351610

### 4.2 Other important numbers

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



## 5 Hazardous situations and their effects

**Hazard** is an object or condition that can cause harm or an adverse effect on someone or something.

**Risk** is an evaluation of harm based on a combination of probability and severity.

Risk and probability	Reasons for occurrence	Consequence
Arson (unlikely)	Waste station, vehicles, items placed along the building exterior wall, any excess items placed in the stair enclosure	Property damage, risk of personal injury
Fire (possible)	Open fire, candles, smoking, electrical equipment, electrical distribution rooms and installations, vehicles, hot work, cooking	Personal injuries and property damages
Malicious damage, vandalism (unlikely)	Lack of lighting, exterior door or other door to a common area left open	
Accident (possible)	Construction site around the property, slippery conditions, lack of protective equipment, snow falling from the roof, accident at work, cuts/burns at the restaurant, getting injured in the gym area, falling down/slipping in the sauna/shower room	Disruption of activities, Personal injuries
Water damage (possible)	Shortcomings in maintenance/supervision, freezing, blockage, equipment failure, a storm	Costs, Disruption of activities, Interruption of activities



<b>Risk and probability</b>	<b>Reasons for occurrence</b>	<b>Consequence</b>
Gas-related hazard (unlikely)	Transport of dangerous goods to nearby areas, fire incident in a nearby area	Lightning strike, storm, equipment malfunction, neglect of maintenance
Traffic accident (possible)	Heavy traffic due to construction sites, traffic in the nearby area, traffic in the yard area	
Violence (unlikely)	Customer, outside person	
Exposure to radiation (exceptional circumstances)	Radiation accident	Taking cover indoors
Theft (unlikely)	Exterior door or other door to a common area left open, opening the door to a stranger	Property damage. Risk of personal injury.
Accident (possible)	In the wintertime, slippery conditions, snow or ice falling from the roof, falling down in the staircase/common area/ own flat	
Radiation danger (exceptional situation)	Radiation accident	Taking cover indoors
Water damage (possible)	Shortcomings in maintenance/supervision, freezing, blockage, equipment failure, a storm	



<b>Risk and probability</b>	<b>Reasons for occurrence</b>	<b>Consequence</b>
Accident (possible)	Construction site around the property, slippery conditions, lack of protective equipment, snow falling from the roof, accident at work, cuts/burns at the restaurant, getting injured in the gym area, falling down/slipping in the sauna/shower room	Disruption of activities, Personal injuries
Water damage (possible)	Shortcomings in maintenance/supervision, freezing, blockage, equipment failure, a storm	Costs, Disruption of activities, Interruption of activities
Gas-related hazard (unlikely)	Transport of dangerous goods to nearby areas, fire incident in a nearby area	Lightning strike, storm, equipment malfunction, neglect of maintenance
Traffic accident (possible)	Heavy traffic due to construction sites, traffic in the nearby area, traffic in the yard area	
Violence (unlikely)	Customer, outside person	
Exposure to radiation (exceptional circumstances)	Radiation accident	Taking cover indoors
Gas-related hazard (unlikely)	Transport of dangerous goods to nearby areas, fire incident in a nearby area	Taking cover indoors



---

<b>Risk and probability</b>	<b>Reasons for occurrence</b>	<b>Consequence</b>
Power outage (possible)	Lightning, storm, equipment failure	Equipment breakdown
Traffic accident (possible)	Traffic in a nearby area, traffic in the yard area	
Säteilyvaara (poikkeustilanne)	Säteilyonnettomuus	Suojautuminen sisätiloihin
Radiation hazard (unlikely)	Radiation accident	Taking cover indoors

---

## 6 Safety procedures

### 6.1 Extinguishing equipment

Location	Extinguishing equipment	Description
Club rooms B and H	Fire blanket	
Laundry room B, club room H, heat distribution room lobby, front of apartment G4	Fire extinguisher	6kg ABC powder



*Club room extinguishing blankets in the kitchen*



*Portable 6kg ABC Dry Powder fire extinguisher*



*Recessed(semi-recessed) portable fire extinguisher*

#### Hand-held fire extinguishers should be inspected:

- at least yearly when the extinguisher is subjected to factors affecting its operational ability, such as moisture, vibration or fluctuations in temperature (outdoor areas)
- at least once every two years (indoor areas)

### 6.2 Safety equipment

#### 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: Shut down from the main switchboard or control centre by property



maintenance. If necessary, call the maintenance company on their on-call service number.



*Roof ventilation ducts*



*Roof ventilation ducts*

## 6.3 Fire safety

### 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

Vehicle access to the lanes from Helvintie, passing by buildings A, C and E



*Map of emergency exits*



*Vehicle access to the emer-*



*gency exits in the middle of  
the yards*

### **Rescue ladders**

Windows or balconies located more than 3.5 metres from the ground must be used as an emergency escape route. A fixed ladder must be placed under the emergency escape route.

### **Emergency exit routes**

The principle of exit safety is that all spaces of the building must have at least two exit routes at all times, which do not require keys or other tools to open the doors. Exiting must also be possible to do in the dark, which is why the exit routes must be clear at all times. Because the property has 3 floors, the window shall serve as an emergency exit. In this event, the rescue department shall assist in evacuating the building in case of emergency. Objects are not to be stored in front of the exits. (Environment Ministry's regulation of fire safety of buildings.)

Exit ways and doors leading to them must be easily accessible and openable in emergency situations from the inside.

A door can be locked, for example, to prevent trespassing from the outside, but must it must be possible to open it from the inside without a key during the normal use of the building.

**Never exit into a smoky stairway.**

### **Hot work**

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

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

The property manager office grants the hot work permissions.



## 7 Action guidelines

The following pages contain a guide on accident prevention and on how to act in accident and danger situations. **Read the action guide carefully!**

The correct actions, solutions, and choices prevent and limit accidents. This way accidents can be minimised or they can be prevented altogether.

**Safety and security are our shared concern!**

### 7.1 Alerting help

In all urgent emergency situations, whether it be a police, fire department, paramedic, or a social worker case involving an urgent need for help **CALL THE EMERGENCY NUMBER: 112**

#### **Call the emergency number yourself if you can**

It is important to make the emergency call yourself, if the matter concerns you. The victim has more knowledge on the situation, based on which the dispatcher can send help accordingly. Using middle-men to make the call can delay getting the right kind of help on site.

#### **Tell what happened**

The emergency centre dispatcher will ask the caller about what happened so that they can send the appropriate assistance.

#### **Give the exact address and municipality**

The emergency centre might have several same addresses in different municipalities/cities in its service area. Therefore it is also important to know the name of the town/city/municipality where the accident has taken place.

#### **Answer the questions that are asked of you**

The questions asked by the dispatcher are important. They do not delay alarming for help. In urgent cases the dispatcher already alerts the authorities and other partners during the call, and gives them more information on what has happened.

#### **Act according to the information given to you**

The dispatcher is trained to give instructions in various types of situations. It is important to follow the given instructions. Correct initial actions often play an important role in the end result.

#### **End the call only after you're given permission to do so.**

Ending the call too soon may delay the help from arriving. After you are given the permission to end the call, end it. Keep the phone line open. The dispatcher or the help on its way may need additional information on what has happened.



## 7.2 Sudden illness or accident

### Find out what happened

- Has the person fallen or fainted?
- Are there possibly eye witnesses, that can tell you better about what has happened?

### Check the person's condition

- Can you wake the person up by talking or shaking?

### Check breathing

- If the person doesn't wake up, check breathing: place the back of your hand in front of the patient's mouth and feel if there is air flow.

### Make an emergency call.

- Call the number **112**.
- Tell where you are calling from.
- Tell what happened
- Act according to directions.

### Give first aid if needed.

- If the person is not breathing, start with first aid.

### Turn an unconscious but breathing patient into the recovery position on their side.

### Observe the patient.

- If there are changes in the patient's condition before the rescue department arrives, notify them by calling the emergency number **112**, so that the emergency centre can re-evaluate your situation.

### Guide the professional help quickly to the patient

- Tell the professional help what has happened and what has been done.

## 7.3 Fire

### Save

- Make an assessment of the situation. Rescue those in immediate danger.
- Be careful not to breathe smoke! Smoke is highly toxic and you can lose consciousness quickly if you breathe it.

### Warn

- Warn others in the building about the fire and the threatening danger.
- Direct people to the gathering area.

### Alert

- Call the emergency number **112** from a safe location.
- Tell who you are, where the fire is (address and floor), what is on fire, and if there are people



in danger.

- Do not hang up the phone until you are given permission to do so.

### **Extinguish**

- Perform initial extinguishing measures, where possible.
- A grease fire is extinguished by suffocating it with a fire blanket.
- When an electrical appliance is on fire, disconnect power and begin extinguishing the fire.

### **Limit**

- Remove fire sensitive items and flammable liquids.
- Contain the spread of fire and smoke by closing windows and the door as you exit.

### **Guide**

- Direct the rescue personnel to the location or arrange guidance. For example: one person stays to guide on the side of the parking lot and another next to the building.

In evacuation situations the gathering area is: A building-specific parking area

Back-up gathering area: Specified when needed

## **7.4 Fire – instructions for situations in which safe exit is impeded**

Sometimes a fire in another location prevents exiting from the property safely. In such cases, the best option is to stay where there is no smoke, keeping the doors and other egresses closed.

### **Stay in the flat and remain calm.**

- Do not go to the stairwell.
- In a block of flats, each flat is an individual fire compartment that has been structurally protected against the spreading of fire from one flat to another.
- Jumping from height will have fatal consequences, staying in the flat will not.
- Go on the balcony or to a window and attract someone's attention
  - Call 112 and give them your exact address

### **Be prepared in case the fire spreads.**

- As a precaution, for example, you could run water into the sink.
- If smoke starts coming into the flat from the crack in the door, the letter box or the air vents, apply natural ventilation and stop the leaks with a damp cloth.
- If the door to the flat starts to heat up, cool it down with water.
- If the flames reach the flat windows, move any objects that ignite easily away from the windows.

### **Follow the instructions given by the authorities.**



## 7.5 Action in the gathering area

**Gathering area:** A building-specific parking area



*Assembly point for buildings A and B*



*Assembly point for buildings C, D and E*



*Assembly point for buildings F, G and H*

When people have left the building and proceeded to the gathering area, one person must be appointed to take responsibility for the activities at the gathering area. Based on the situation at hand, it is necessary to consider whether it is safe to remain in the designated gathering area or if people should be directed elsewhere, for example into a pre-arranged interior area or to a property in the vicinity (the back-up gathering area).

Do not leave the gathering area without the permission of the rescue authorities.

Factors to bear in mind in the gathering area:

- taking care of any possible injured parties
- looking after people with reduced mobility or otherwise poor physical condition
- if one is aware of someone having remained inside, this is to be reported

### Back-up gathering area

**Back-up gathering area:** Specified when needed

In severe winter conditions or other situations, an additional gathering area may be needed. Authorities will also provide instructions about shelter locations for long-term shelter.

## 7.6 Assisting people with reduced mobility in emergency situations

In an emergency situation, the movement of people with reduced mobility out of the building may be difficult and slow. If you know there is a neighbour with reduced mobility, for example handicapped, blind, or elderly, try to secure their safe exit in emergency situations. If you know your neighbour is



at home, but you are not able to assist in moving them out, notify the rescue authorities about the situation as fast as possible.

Work in cooperation with the other residents.

### **Things to consider when helping people with reduced mobility**

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

## **7.7 Water damage**

### **Action guide**

- Disconnect power from where the leak is and from its proximity.
- Stop the water from flowing, from i.e. the water mains, if possible.
- Notify of the situation immediately:
  - to the maintenance personnel: Jyväskylän HuoltoSilta, phone 040 0917722, service 020 7351610
  - to the housing manager: Matti Paananen, tel. 044 7504214
- Contact the emergency number if needed **112**.
- Main water shutoff: In the heat distribution room (basement of building B)
- Heat distribution room: Basement of building B. Way down next to apartment B1. The heat distribution room is the last door on the right in the basement lobby.
- Electricity switchboard: The whole property: Bike shed in front of building C. Switchboards for each building, the ground floors of the buildings, next to apartment A4, C4, E4, G4, B7, D7, F7 and H7.

### **Should there be threat of water outside the building**

- Find out what is causing the water threat.
- If there is a leak, try to block it.
- Try to prevent the water from getting into the building.
  - by baggings
  - by using plastic covers
  - by directing the water away from the building
- Call for additional help if needed.

## **7.8 Under threat of violence**

**In an unarmed threatening situation, act in the following way.**



- Act calmly and try to calm the person with your behaviour.
- Make sure you do not turn your back or let yourself be cornered, so that you will always have an escape route when a threatening person comes close.
- Call for help depending on the circumstances.
- Escape and help others escape.

Take care of your own safety. Seek to direct the threatening person to a place where they cannot harm others. After the event, contact the police about the incident if required.

**If the threatening person is armed, act in the following way.**

- Do not resist.
- Do whatever the person threatening you tells you to do.
- As the situation permits, try to warn others.
- By closing doors, you can limit a person's movement within the property.
- After the situation, call **112** to get professional help on site as fast as possible. Listen to directions and act accordingly.

Every threat and sighting of a possibly threatening situation must be taken seriously and the police must be informed immediately. Through your own behaviour, you can affect the progress of the situation, and thus you should take all threatening situations seriously and try to calm down already begun situations.

## 7.9 Public warning signal

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

The public warning signal means an immediate danger threatening the public. The warning is given in population centres with an outdoor alarm system and with an alarm attached to a vehicle in rural areas.

**The All Clear signal** is a one-minute-long monotonous signal. It is an announcement of the threat or danger having passed.

**Act in the following way after you've heard the public warning signal**

- Proceed indoors.
- Stay indoors.
- Close doors, windows, ventilation holes, and air conditioning devices.
- Turn on the radio and wait for instructions.
- Avoid using the phone to prevent telephone lines from getting jammed.
- Do not leave the areas unless urged to do so by the authorities, so as not to endanger yourself on the way.



## 7.10 Gas hazard

### Public warning signal in danger situations concerning gas

Additional information on the type of danger can be got from radio and television. The following are usually connected with a gas hazard.

- If you are indoors and can smell gas:
  - stay indoors
  - the top floors make the best shelter
  - place a wet cloth over your mouth and breathe through it
  - stay on the upper floors until the danger is over
  - do not go into the basement.
- If you are outside when you smell gas but are not able to get indoors:
  - hurry into side wind from underneath the gas cloud
  - try to get as high as possible, for example to the top of a hill
  - press a wet cloth, tuft of grass, turf, or moss in front of your mouth and breathe through it.

### Additional information on taking cover from gas

- Switch off air conditioning devices and close doors and windows tightly. The more airtight you can make the building, the slower the gas can get inside.
- You can also close or tape inside doors and stay in upwind areas. If you smell gas you can breathe through a moist and spongy cloth.
- The authorities will announce on radio or with vehicles with loudspeakers when the gas cloud has dispersed. Ventilate indoors well after the event.

## 7.11 Radiation hazard

Radiation situations are monitored with gauges throughout the country. Even the slightest change is detected immediately and notified of. A public warning signal is given upon the threat of radiation.

### Go inside

Close doors, windows, ventilation holes, and air conditioning tightly to prevent radioactive substances from getting indoors. The centre and basement of the building are the best places to take shelter.

### Iodine tablets

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



### **Protect your food and drinking water**

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

### **Moving outside**

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

### **Additional instructions**

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

## **7.12 Blackouts**

How to act during a power cut:

- First check the fuses. If they are intact, find out whether the electricity of your neighbour or neighbouring houses is working.
- If the electricity is out from a larger area, the problem is already known and actions to fix it have started. Most electricity suppliers have a taped recording of the malfunction on its fault service number, which will give information on the blackout situation in your area.
- When the electricity comes back but acts unusually, for example the lights burn brighter or dimmer than usual, the reason might be a break in the electricity network's neutral wire. This can result in equipment damage, fire and, in the worst case, the risk of electric shock. In such situations, switch off the electricity from the main switch and call your electricity supplier's fault emergency number.
- When a power cut lasts longer, prepare yourself with warm clothes, especially in the winter, and home storage supplies. Instructions regarding home storage supplies can be found in the appendices.

## **7.13 Resident's safety and security guide**

### **EMERGENCY NUMBER AND POLICE 112**

**MAIN SWITCHBOARD:** The whole property: Bike shed in front of building C. Switchboards for each building, the ground floors of the buildings, next to apartment A4, C4, E4, G4, B7, D7, F7 and H7.

**MAIN WATER SHUTOFF VALVE:**  $\$(main\_shutoff)$

**VENTILATION EMERGENCY SHUTOFF:**  $\$(ventilation\_shutoff)$

**EMERGENCY ASSEMBLY POINT:**  $\$(assembly\_point)$



CIVIL DEFENCE SHELTER: \$(civil\_shelter) The authority will make a separate announcement about the shelter at this site. Monitor the official announcements.

**Self-preparedness** means preventing accidents, protecting people, property and the environment in dangerous situations, and preparing for accidents. Personal first aid and fire extinguishing skills are good examples of self-preparedness. The provisions on self-preparedness laid down in the Rescue Act apply to us all.

**Avoiding accidents** is pretty straightforward. Taking immediate action when you detect a dangerous defect or damaged supplies is a good start. Safety defects include a driveway that has not been ploughed, or a broken lamp in the basement. All the defects detected must be reported to the party responsible for correcting the situation, such as the housing manager or the maintenance company.

**Home emergency supply kit** means food, drink and other supplies and substances essential for survival during a disruption, such as medicine, water containers, back-up lights and a battery radio to last a week if you get isolated from the rest of the world. Everyone should have an emergency supply kit in their home. The supplies also need to be maintained and updated as needed. The content of the home emergency supply kit may vary according to eating habits, for example.

**Reporting an emergency** is easy. Public emergency numbers is **112** in Finland and almost all the other countries in the world. The emergency centre that takes your call will tell you what to do no matter what situation you are in. Before dialling the emergency number, if possible, find out the location and seriousness of the accident. It would be best to get the exact address.

**Take cover inside** to protect yourself from threats outside, such as radioactive radiation and chemicals.

1st Move indoors, stay indoors. Second Close all openings in the apartment as well as air vents. If you fail to shut down the apartment's ventilation system, call the maintenance company's on-call number for instructions. Third Open the radio and calmly wait for instructions. 4. Do not jam the phone lines. 5. Do not go outside unless the authorities tell you to do so, Moving from one location to another may be dangerous.

**The general alarm signal** is a regularly rising and falling sound lasting for one minute, or a warning issued by the authorities using loudspeakers. When you hear the alarm, follow the instructions for self-preparedness. The rising and falling sound last for seven (7) seconds each. The all clear signal is a continuous sound lasting for one minute. It indicates that the danger or threat has passed.

**In case of a fire**, here is what you should do:

1st SAVE those in immediate danger. Second WARN others. Third ALARM. Call 112. 4. EXTINGUISH, if you can. 5. CONFINE. Close the windows and doors. 6. GUIDE the authorities to the site.

**Duty to rescue** applies to everyone. The duty to rescue refers to taking rescue action to the best of one's abilities to avoid the risk of accidents and help accident victims. We also have the duty to assist the authorities according to their instructions.



**Emergency first aid**, i.e. the emergency care of a sick or injured person is a life skill that everyone should seek to maintain through regular practice. First aid courses are organised by, for example, the Finnish Red Cross. First aid is administered until trained rescue staff arrive on site. Remember to report the emergency! Learn at least the following skills:

**Recovery position** should be used when the sick or injured person is unconscious. An unconscious person is breathing but unable to respond to stimuli. The recovery position means rolling the person on their side and gently tilting their head back to open their airway and check that nothing is blocking it. Remember to report the emergency!

**Cardiopulmonary resuscitation (CPR)** is a technique for keeping the blood flow and oxygen intake of a sick or injured person active until trained rescue staff arrive on site. To perform CPR, give sets of 30 chest compressions and two breaths repeatedly.



## 8 Civil defence

This property does not have its own civil defence shelter.

The property has a civil defence shelter. : The authority will make a separate announcement about finding shelter at this site. Monitor the official announcements..

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



## 9 Storage

Storing various items can cause a risk of a fire or the risk of a fire spreading, prevent exiting safely during an emergency, or make it more difficult to extinguish the fire. For this reason, you must always handle flammable substances according to their user instructions. **Storage of inflammable substances in the storage spaces of the apartments is prohibited. The building's exit routes must always be kept clear and unobstructed.**

- Apartments and their balconies, terraces and similar spaces
  - No unnecessary items should be stored inside the apartments.
- Exit routes, staircases, internal corridors and access to storage facilities
  - No storage of any kind is allowed.
- Under the buildings or in their vicinity
  - Do not keep any inflammable material or other items next to the building's walls, such as waste bins, piles of waste cardboard and wooden pallets

### Note:

If uncertain, please always contact the local fire inspector

## 10 Attachments

This rescue plan has the following attachments:

- How to use a small fire extinguisher
- Car heating cables
- Home storage supplies



## Appendix A How to use a small fire extinguisher

The resident is responsible for acquiring extinguishing equipment for the apartment.

### A.1 Extinguishers

- Turn the extinguisher upside down and shake the extinguisher to ensure the powder's running.
- Remove the safety pin.
- Approach the fire from the direction of the wind.
- If you are indoors, approach low on the floor, as this will improve the visibility.
- Take a hold of the extinguisher's hose from the end and direct the extinguishing substance at the base of the flames, don't cut through them.
- Start extinguishing from the front and continue towards the back, or from bottom to top.
- Extinguishing can be improved with a back and forth motion.
- The whole area that is burning must be covered in the extinguisher cloud.
- After the flames are extinguished the extinguishing can be stopped.
- Observe the burnt object and make sure that the fire is out.
- If the target catches fire again, repeat the extinguishing.

### A.2 Extinguishing blankets

- Take a hold of the corners of the blanket and protect your hands by placing them inside the blanket.
- Step on the blanket with your foot; this will prevent the flames from getting to your face.
- If you are outside, approach the fire from the direction of the wind.
- Extend your arms straight.
- Spread the blanket over the fire.
- Hold the blanket tightly over the fire and make sure that the fire is extinguished.
- Protect yourself while lifting the blanket as the fire can re-ignite.
- Make sure once more that the fire is extinguished.



## Appendix B Car heating cables

Car heating cables should be detached from the power outlet and the cable in the outlet should not be left hanging on the heating pole. The cover of the outlet box should also be kept locked.

An open outlet box and a freely hanging heating cable with voltage cause danger of an electric shock. If the plug-in unit falls into a puddle or snow, it may electrify the surrounding area. In addition, the heating cable may break and become a hazard while clearing snow in the area, for example. An open outlet box is susceptible to vandalism.

Users should be advised on the safe use and storage of the car heating cable. The housing organisation is responsible for the safety of the property, and if, for example, an external party is injured, the housing organisation will be held responsible. A car user who has incorrectly left the cable attached to the outlet is also responsible for their part for any possible damages.

When pre-heating a car, you should only use a heating cable suitable for the purpose and an interior space heater designed for cars. Using an extension cable should be avoided as extension cables are generally not child-proof and they are easily left on the ground, where they are subjected to water, dirt and snow. The connection cable and condition of the plugs should be checked at regular intervals.

If the car heating equipment is not used or their condition is not preserved, danger of an electric shock to the user or another person follows. It also poses a fire hazard.



## Appendix C Home storage supplies

Home storage supplies are a part of a housing company's residents' independent protection. Surprising circumstances are easier to overcome when you have a home storage supply at home. Home storage supply means those food and other daily goods that are stocked up on more than normally needed in weekly/monthly use. The home storage supply should last for several days, even a week. The home storage supply consists of everyday groceries and items, which are stocked up on as they are used up. This way the groceries and other items stay fresh and usable.

A situation where you cannot get to the store can surprise you for many reasons. A person living alone can get sick and is not able to go shopping or a member of the family can fall sick. The wider society is vulnerable as well; there can be a strike, traffic connections may break down, or there might be a wider disturbance in the electricity grid. There can be an accident which closes the stores or prevents you from going outside. Additionally, distribution disturbances can prevent goods from getting to the stores as well as getting items from the store.

Each family has their own kind of home reserves consisting of usual groceries. The contents of the home reserves can differ based on the household's food preferences and also include containers for storing water, medicine, iodine tablets, as well as household-specific necessities. The home reserves should last at least a week, preferably two – home reserves are continuously used and restocked continuously.

The home reserves also include essential supplies, of which there must be a supply for the same period as in the case of food. These are, amongst others, personal medication, hygiene products, nappies, a battery-powered radio, an electric flashlight and batteries.