



TURUN **TEKNOLOGIAKIINTEISTÖT**

Kiinteistö Oy ElectroCity

Rescue Plan

Kiinteistö Oy ElectroCity rescue plan

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Author Mikko Haavisto

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Updater Joachim Miinalainen

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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

The building is home to a number of companies from different sectors, including technology and business development.

2.1 Basic information

Property name	Kiinteistö Oy ElectroCity
Building name	ElectroCity
Building address	Tykistökatu 4 20520 TURKU
Number of buildings	1

2.2 Other information

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

Location of the fire alarm	B, 1st floor, Boost Turku lobby
Maintenance	Are OY phone 020 5305700 service 020 5305700
Surveillance company's contact info	Avarn Security (AVARN) tel. 010 6202000 On-call tel. 010 6202000
Insurance company of the property	Pohjola Vakuutus Oy tel. 03 030303 https://www.op.fi
Gathering area	On the other side of Tykistökatu, the parking area for the dental clinic.

Heating type	District heating
Main water shutoff	Empty storage space. Behind the wall of the heating room
Heat distribution room	B, K floor
Electricity switchboard	A-ticket K.krs

3 Organisation

Maintenance manager

Jani Jeromaa
Turun TeknologiaKiinteistöt Oy
phone 040 0218852
jani.jeromaa@teknologiakiinteistot.fi

Chairman of the board of directors

Mikko Lehtinen
Turun TeknologiaKiinteistöt Oy
phone 040 0960626
mikko.lehtinen@teknologiakiinteistot.fi

3.1 Safety personnel for the property

Safety officer

Jani Jeromaa
Turun TeknologiaKiinteistöt Oy
phone 040 0218852
jani.jeromaa@teknologiakiinteistot.fi

3.2 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
Surveillance company's contact info	Avarn Security (AVARN)	010 6202000	010 6202000

3.3 Other important numbers

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

4 Risks

From the point of view of safety and security, a risk is the combination of the probability of an accident happening and the possible consequences. Recognising risks in any property is an important part of safety and security. In the following pages, risks related to individuals, property, and environment are recognised. For all recognised risks, there are suggestions on how to act accordingly to eliminate, diminish, and manage risks. Only a recognised risk can be controlled.

Risk classifications concerning the property and people:

- Accidents
- Fire hazards
- Water damage
- Cases of illness
- Radiation or gas hazard
- Storm damage
- Break-ins, vandalism, etc.

4.1 Accidents

Risks

- falling down
- slipping
- tripping
- snow or ice falling down on people
- traffic accidents
- high drop
- electric shock
- cut wound
- no first aid utensils
- injury caused by work equipment

Consequences

- damage to property
- personal injuries

Actions and safety and security preparations

- The build-up of snow and ice on roofs must be monitored in the winter.
 - Hazard spots are to be reported immediately to property maintenance company.
 - In hazardous situations traffic or parking must be prevented in the area where ice or snow can fall down.
- The yard area is to be kept neat and in good condition.
 - Winter upkeep will be taken care of.
- Close call -situations are intervened with immediately. Close call -situations are investigated and necessary measures are taken to counteract the situation to prepare for and prevent similar situations.
- Everyone must familiarise themselves with the general first aid instructions.

4.2 Fire hazards

Risks

- Human behaviour
 - careless smoking
 - storing items in passageways
 - storing items in staircases
 - fire doors open
 - accidentally leaving electronic appliances on
 - grease or other fire in the kitchen
 - unattended burning of candles
- Electrical devices
 - short circuits
 - broken electronic appliance
 - cleaning machine charging point
 - hob in communal areas
- Arson
 - unlocked waste shelter
 - fire load on the side of the building
 - waste bins on the side of the building
- Safety procedures
 - fire alarm device fault
- Others
 - hazardous substances
 - gas containers

Fire-hazardous locations are, for example the laundry room, the drying room, technical areas and other equivalent property areas.

Consequences

- damage to property
- smoke damage
- personal injuries

Actions and safety and security preparations

- Human behaviour
 - Independent fire inspections are performed yearly within the property
 - It is important to take care of exiting safety:
 - personnel keep the escape routes clear.
 - active intervention in defects.
 - The rescue plan is kept up to date and studied.
- Electrical devices
 - Electrical repairs and installations are contracted to TUKES-registered professionals. The contractor must have sufficient installation certificates and experience from similar work.
 - Electrical switchboards are marked and materials are not kept in front of them.
 - Prevention of explosion and fire hazards should be taken into account at the charging place.
 - The hob is not to be used as a storage surface for different kinds of objects.
- Arson
 - An additional fire load is not accumulated.
- Safety procedures
 - The location has an automatic fire alarm system.
 - The testing and maintenance of fire alarm equipment are carried out in accordance with the maintenance programme.
 - The location has a sprinkler system.
- Others
 - Flammable substances are not to be stored in the basement or attic. Flammable substances must be stored in the spaces reserved for them.
 - Ventilation and sweeping

4.3 Water damage

Risks

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

Consequences

- damage to property

Actions and safety and security preparations

- Structures
 - HWA works, inspections, and installations are contracted only to professionals.
 - An HWA contractor must possess sufficient installation certificates and the contractor must have done similar work before.
 - An assessment of the state of the plumbing is carried out regularly.
 - Leaves and litter on the roof and in the gutters should be removed.
- Equipment
 - Supervised use of household appliances and emphasising the importance of their maintenance.
 - The filters and lint strainer in the dish washer and the laundry machine must be cleaned regularly.
 - The back of the fridge must be vacuumed once per year. At the same time, the condition of the fridge is also to be inspected visually, with regard to the compressor and drip tray.
 - Pre-emptive maintenance of washing machines. Maintenance is to be done yearly by a professional and certified business.

4.4 Cases of illness

Risks

- heart failure
- diabetic shock
- stroke
- cerebral haemorrhage
- epilepsy
- fainting

Consequences

- personal injuries
- death

Actions and safety and security preparations

- Guaranteeing speedy access to help within the property.
- Everyone should familiarise themselves with the first aid guidelines attached to the rescue plan and giving first aid should be rehearsed.
- The stopping of rescue vehicles outside the exterior doors is to be made possible.

4.5 Radiation or gas hazard

Risks

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

Consequences

- radiation sicknesses
- death

Actions and safety and security preparations

- Acquiring iodine pills as needed (2 tablets per person).
- There are instructions for different situations in the rescue plan.

4.6 Storm damage

Risks

- various natural phenomena

Consequences

- blackouts
- damage to property
- personal injuries

Actions and safety and security preparations

- The state of the building and exterior areas is to be taken care of.
- The curfew set by the authorities must be respected.
- When taking shelter indoors, you must stay away from windows and glass doors.
- Prepare yourself independently for long power blackouts by, for example:
 - a lamp and batteries

4.7 Criminal activity

Risks

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

Consequences

- damage to property

Actions and safety and security preparations

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

5 Safety procedures

5.1 Safety 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

Location	B, K-floor, next to the heat room
Location of centre	B, K-floor next to the heat room
Coverage	Entire property

5.2 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.

5.3 Fire safety

Fire alarm

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

Fire alarm

Location	B-ticket, 1st floor, Boost Turku lobby
Location of centre	B, 1st floor, Boost Turku lobby
Coverage	Entire property

Securing the functionality of the notification transfer connection

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

Actions in the event of malfunction of the notification transfer connection

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

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

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.

Gathering area: On the other side of Tykistökatu, the parking area for the dental clinic.

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.

6 Other arrangements

6.1 Lift

Lift

Location	A, D and B traps
Maintenance company	KONE Hissit Oy

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 Safety organisation

Safety personnel for the property

Safety officer

Jani Jeromaa
Turun TeknologiaKiinteistöt Oy
phone 040 0218852
jani.jeromaa@teknologiakiinteistot.fi

7.2 Alerting help

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

Call the emergency number yourself if you can

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

Tell what happened

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

Give the exact address and municipality

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

Answer the questions that are asked of you

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

more information on what has happened.

Act according to the information given to you

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

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

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

7.3 Sudden illness or accident

Clarify and check

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

Give first aid if needed.

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

Make an emergency call.

- Call the number **112**.
- Tell where you are calling from. **Tykistökatu 4, TURKU**
- Tell what happened
- Act according to directions.
- Inform the emergency centre of any changes that take place in the condition of the patient.

7.4 Fire

Save and warn

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

Extinguish and contain

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

Alert

- Use the fire alarm button to alert the fire department and to warn others with fire bells.
- After getting to a safe location, call the number **112** (also after using the fire alarm button).
- Say where you are calling from, where the fire is (address and floor) and if there are people in danger.
- Do not hang up the phone until you are given permission to do so.

Guide

- Direct the rescue personnel to the location.

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

In evacuation situations the gathering area is: On the other side of Tykistökatu, the parking area for the dental clinic.

7.5 Fire action guide, when safe exits are blocked

Sometimes a fire in another location prevents safe exit from the building. In these cases it is smartest to stay in a smokeless space and keep all doors and other openings closed.

Stay in the fire compartment that you are in.

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

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

Follow directions from the authorities.

7.6 Action in a fire alarm situation

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

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

Gathering area: On the other side of Tykistökatu, the parking area for the dental clinic.

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.

7.7 Activities at the meeting place

Meeting place: the parking area of the dental clinics on the other side of Tykistökatu

Once people have left the building and proceeded to the assembly area, a staff representative will begin leading the activity. Depending on the situation, consideration must be given to whether it is safe to remain in the designated assembly area or whether people should be directed elsewhere: for example, to a pre-arranged indoor space or to a nearby property. It is not permitted to leave the assembly area without the permission of the person in charge of the assembly area. Activities at the assembly point are managed by the security staff of the building. The security staff will keep you informed of the situation and indicate when it is safe to return to the premises. Things to remember at the assembly point:

- taking care of any injured persons, informing the security staff
- care of persons with reduced mobility or other disabilities
- inform if they know someone is trapped inside

If the assembly **point** is not safe, move to a safe assembly point designated by the Protection Directorate. If necessary, the authorities will also designate shelters for longer-term shelter.

7.8 Assisting people with reduced mobility in emergency situations

In an emergency situation, the movement of people with reduced mobility out of the building may be difficult and slow. Try to help them as much as you are able to.

Things to consider when helping people with reduced mobility

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

7.9 Water damage

Action guide

- Disconnect power from where the leak is and from its proximity.
- Stop the water from flowing, from i.e. the water mains, if possible.
- Notify of the situation immediately:
 - to the maintenance personnel: Are OY, phone 020 5305700, service 020 5305700
- Contact the emergency number if needed **112**.
- Main water shutoff: Empty storage space. Behind the wall of the heating room
- Heat distribution room: B, K floor
- Electricity switchboard: A-ticket K.krs

Should there be threat of water outside the building

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

7.10 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.

7.11 Bomb threat

A bomb threat is often unfounded and made by a disturbed individual, but it should always be taken seriously, and each threat should be notified to the police. In this situation, it is important to keep calm.

When the threat is made by phone

- Remain calm. Prolong the call.
- Make notes. Write the threat down word-for-word.
- Ask questions.
 - Where is the bomb?
 - What does the bomb look like?
 - When will the bomb explode?
 - Why?
- Try to get your colleague's attention already during the phone call, so that he/she can inform the person responsible for safety during the call.
- Pay attention to the caller's speaking style and tone of voice.
 - Does he/she use noticeable dialect or other special characteristics?
 - Is he/she agitated?
 - Is he/she reading the message from a piece of paper?
- Listen to the background noises as well (e.g. traffic or discussions in the background).
- After the call, notify the safety and security personnel on your premises or property (cf. chapter of safety and security personnel).
- If this is not possible, call the police immediately at **112** and act according to their instructions.

A suspicious object or threatening letter

- Do not touch the object.
- If the item in question is a letter or other such object that you have handled, pay attention to the places you have touched and place the letter in a plastic pocket, for example.
- Notify immediately the personnel responsible for safety and security on your premises and the property (cf. chapter on safety and security personnel) as well as the police at emergency number **112**.
- Isolate the area as well as possible. Keep in mind possible police investigations (fingerprints and footprints are first-class evidence).
- Do not panic. Act according to the instructions from the police and the safety personnel.

7.12 Public warning signal

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

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

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

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

Gas hazard

Public warning signal in danger situations concerning gas

Do the following

- If you are indoors and can smell gas:
 - stay inside, get to the top floors and listen for further information on the radio
 - place a wet cloth over your mouth and breathe through it
- If you are outside when you smell gas but are not able to get indoors:
 - hurry into side wind from underneath the gas cloud
 - try to get as high as possible, for example to the top of a hill

Additional information on taking cover from gas

- Switch off air conditioning devices and close doors and windows tightly.
- You can also close or tape inside doors and stay in upwind areas.
- If you smell gas you can breathe through a moist and spongy cloth.
- The authorities will announce on radio or with vehicles with loudspeakers when the gas cloud has dispersed. Ventilate indoors well after the event.
- Stay on the upper floors until the danger is over.
- Do not go into the basement.

Radiation hazard

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

Go inside.

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

Avoid moving outside**Additional instructions**

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

7.13 Blackouts

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)

When necessary, you can call the general emergency number 112.

8 Civil defence

This property does not have its own civil defence shelter. The property is part of the general civil defence district. Rescue operations are dependent on regional population protection. Rescue operations are also prepared to operate in exceptional conditions. Core tasks are detecting threats and warning about them and maintaining population protection possibilities, as well as taking care of rescue operations. The objective is the most efficient operation possible in accident situations under exceptional circumstances. The authorities will instruct on moving into civil defence shelters when so required.

9 Safeguard evasion

Safeguard evasion means controlled relocations of members of the population from a danger zone in a situation where this is considered less risky than taking cover indoors. Such situations are for example fast-developing dangerous substance accidents, extensive harm caused by exhaust fumes, danger of explosion, and radiation situations.

Safeguard evasion is always done on a special order from the authorities. The authorities have planned in advance to perform a safeguard evasion from the area and reserved the necessary transportation equipment for it.

10 Storing movables

Storage of different kinds of objects may lead to a hazard of fire starting or spreading, the prevention of safe exit in an emergency situation and increased difficulty in extinguishing the fire.

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

Exit corridors, staircases, inside hallways, basement and storage area passages

- It is not permitted to store any items.

Basement spaces

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

Under or near buildings

- It is not permitted to store flammable material or other goods by the walls of the building, e.g. garbage containers, piles of cardboard, or transportation trays

Attention!

- The rescue authorities can permit single case exceptions, for example for storing a larger amount or allowing storage in a different place or limit storing, if safety requires that

11 Attachments

This rescue plan has the following attachments:

- Business space owner's responsibilities
- How to use a small fire extinguisher
- Key security

Appendix A Business space owner's responsibilities

The owner or business practitioner of the space must to the extent of his/her abilities supervise that rules and regulations for fire and accident prevention, and individuals' safety in the work place, are followed. It is recommended to appoint a person in charge of safety and security, who will take care of safety and security matters and work in cooperation with the property's appointed people in charge.

The owner and business practitioner of the space must both ensure that the building, structures and their environs are maintained in such a condition that

- the risk of fire, intentional lighting of a fire, and the threat of spreading is minimal
- people in the building can, in the case of fire, or some other kind of sudden danger situation, exit the building or they can be rescued in other ways
- rescue action is possible in the event of fire or another kind of accident.

Easily flammable material or other items are not permitted to be stored in the attic, the basement, hallways or exit ways, under the building, or in its immediate proximity.

The following equipment and devices must be kept in working order and serviced and inspected appropriately:

- extinguishing equipment
- fire detection, alarm, and other detecting and alarming devices signalling danger
- guides and lighting for exit ways.

The owner and user of the space are for their part responsible for the condition of the equipment and will notify of defects to the persons in charge.

The owner and business practitioner of the space must, for their part

- prevent fires from starting and other danger situations from arising
- prepare for the protection of people, property, and environment in danger situations
- preparing for extinguishing fires as well as for other rescue operations, within their individual capabilities
- start action for securing safe exit from fires and other danger situations, as well as action for making rescue operations easier.

Appendix B How to use a small fire extinguisher

B.1 Extinguishers

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

Appendix C Key security

A log must be maintained of released keys and it is important to make sure they are returned when the person's work or residential contract ends.

Keys are released based on need upon signing them out. The keys must remain continuously under control of the person who signed them off. Any key or access tag in your name is not to be given to a third party in any circumstances.