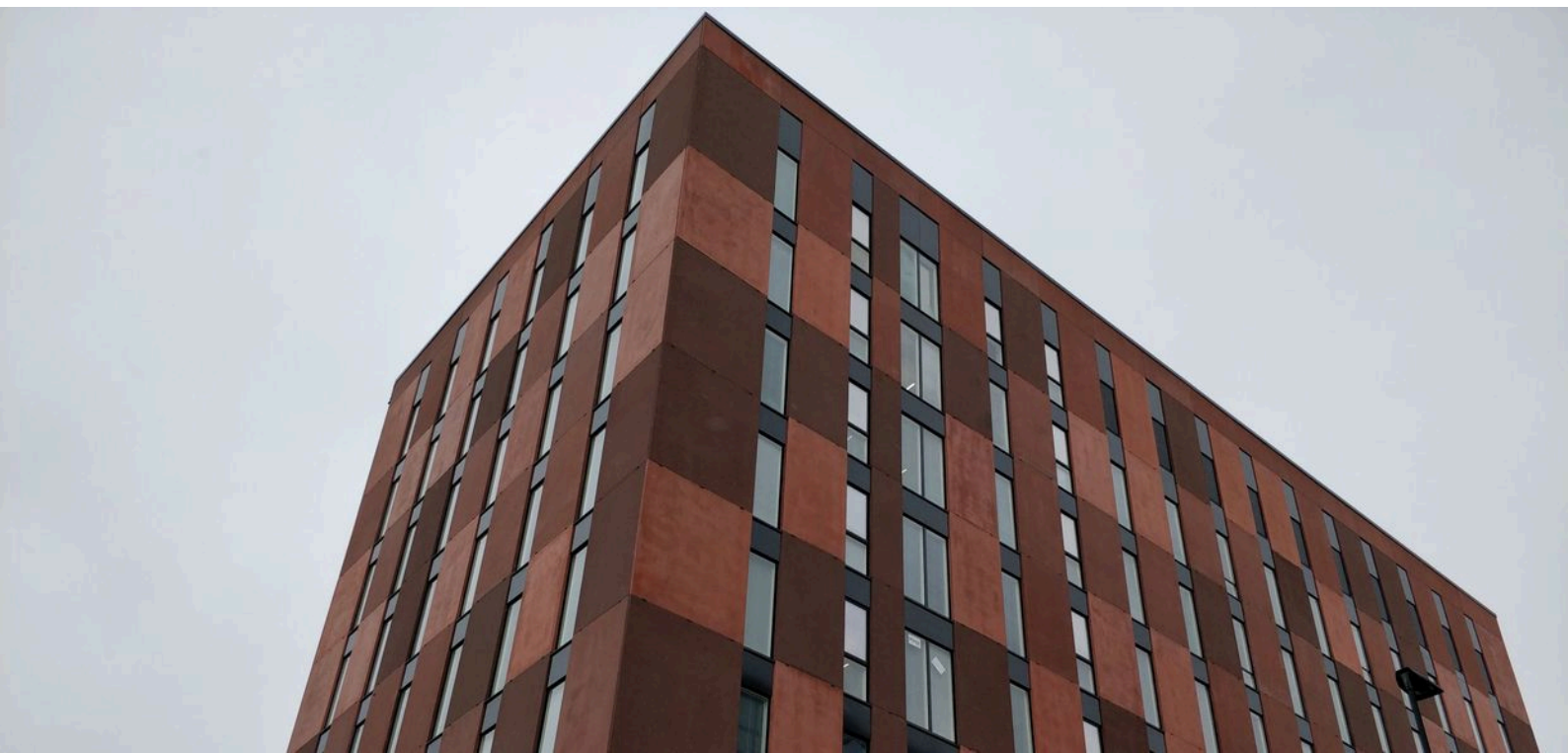


TURUN **TEKNOLOGIAKIINTEISTÖT**

KOy Civilcity

Rescue Plan



KOy Civilcity rescue plan

Completed Oct 12, 2021

Author Juha Vilen

Last updated Jan 9, 2024

Updater Joachim Miinalainen

This rescue plan was made with Turun Teknologiakiinteistöt Oy.

This rescue plan has 33 pages.

Contents

1	Introduction	4
2	Basic property information	6
2.1	Basic information	6
2.2	Other information	6
3	Organisation	9
3.1	Important numbers of the property	9
3.2	Other important numbers	9
4	Hazards	10
5	Safety procedures	12
5.1	Extinguishing equipment	12
5.2	Safety equipment	13
5.3	First aid	15
5.4	Fire safety	15
6	Other arrangements	19
6.1	Ventilation device	19
6.2	Charging point for electric vehicles	19
7	Action guidelines	20
7.1	Alerting help	20
7.2	Sudden illness or accident	22
7.3	Fire	23
7.4	Action in a fire alarm situation	23
7.5	Action in the gathering area	24
7.6	Assisting people with reduced mobility in emergency situations	26
7.7	Water damage	26
7.8	When violence is threatened	26
7.9	Bomb threat	27
7.10	Public warning signal	27
7.11	Blackouts	29
7.12	Electric vehicle fire	29
8	Civil defence	30
9	Storing movables	31
10	Attachments	31
	Appendix A How to use a small fire extinguisher	32
	A.1 Extinguishers	32
	A.2 Fire hydrant	32
	Appendix B Car shelter	33

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

Eight-storey commercial/office building with two additional basement floors. The basement houses a garage.

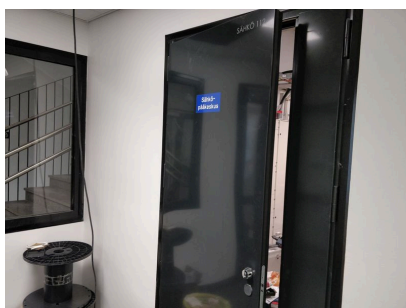
2.1 Basic information

Property name	KOy Civildcity
Building address	Untamonkatu 1 Joukahaisenkatu 9 CD 20520 TURKU
Number of buildings	1
Property owner	Turun Teknologiakiinteistöt Oy http://www.turunteknologiakiinteistot.fi/?id=4
Year of construction	2021
Surface area	9,265 m ²
Number of floors	8
Fire class	P1

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.

Location of the fire alarm	K1-floor of D-deck, entrance hall facing the Dream Street.
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
Gathering area	Lemminkäisenkatu 30 courtyard
Back-up gathering area	Indicated where appropriate
Key storage lock box	Next to the garage entrance
Heating type	District heating
Main water shutoff	Heating room: on the D-floor K2, room 075
Heat distribution room	D-floor K2, space 075
Electricity switchboard	D-porras, K1-floor, room 112
Ventilation device	8th floor
Air ventilation emergency stop	K1-floor of D-deck, entrance hall facing the Dream Street.

*Main electricity board**Main electricity board*



Heating room



Heating room



Water inlet shut-off

3 Organisation

Maintenance manager

Jani Jeromaa
phone 040 0218852
jani.jeromaa@teknologiakiinteistot.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
Surveillance company's contact info	Avarn Security (AVARN)	010 6202000	010 6202000

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.

Risk and probability	Reasons for the risk to materialise	Consequence
Fire (possible)	Open fires, smoking, electrical appliances, electrical switchboards and installations, vehicles, fire works, arson	Property damage and personal injury
Accidents, vandalism (possible)	Inadequate lighting/supervision, sheltered environment, unlocked front door	Property damage
Accident (possible)	Slipperiness, inadequate protective equipment, snow falling from roof, accidents at work	Disruption of operations, personal injury
Water damage (possible)	Lack of maintenance/control, freezing, blockages, equipment failure, storm	Costs, disruption/interruption of operations
Power failure (possible)	Lightning, storm, equipment failure, maintenance failure	Disruption of operations, interruption of operations
Traffic accident (possible)	Traffic in the vicinity, traffic in the yard	Personal injury
Theft (unlikely)	Door to staff quarters left open, external door left unlocked	Property damage

Risk and probability	Reasons for the risk to materialise	Consequence
Violence (unlikely)	Customer, third party	Personal injury
Gas hazard (unlikely)	Transportation of hazardous materials in the vicinity, fire in the vicinity	Disruption of operations, interruption of operations
Bomb threat (unlikely)	Site/business irritation, disturbed people	Disruption of operations
Radiation hazard (emergency)	Radiation accident	Sheltering indoors

5 Safety procedures

5.1 Extinguishing equipment

Location	Extinguishing equipment
On the premises	Fire extinguisher
On the premises	Fire hydrant



Fire extinguisher



Fire extinguisher and fire hydrant

Hand-held fire extinguishers should be inspected:

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

Fire hydrants should be inspected:

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

5.2 Safety equipment

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 system

Description	Automatic fire extinguishing system
Location of centre	Upper Cellar, Joukahaisenkatu 9 AB premises
Coverage	Garage, technical room in the basement, waste room in the upper basement and corridor on the 1st floor

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

Description	The C-porch room has a smoke exhaust window to the roof. In the D-porch room there is a smoke vent to the roof. In the IV-engine room there is a smoke vent. On floors 1-8 smoke ventilation through electrically operated windows SPC, SPD and SPIV and through manually operated windows. The basement/garage smoke ventilation is mechanical. Controls for the garage smoke extraction at staircase B of the old building. A map of the smoke extraction triggering system can be found in the annexes to the plan.
Smoke removal activation	K1-floor of D-storey, entrance hall facing Untamontkatu. Individual smoke extractors at the entrances of the K1-floor staircases

Exit guide, security or signal light

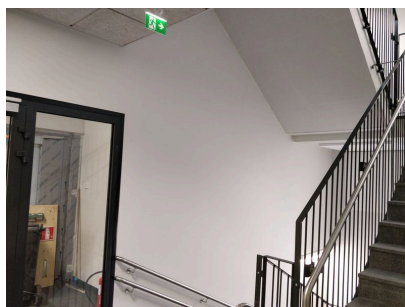
Emergency exit signs show how to exit the building. Any faulty or incomplete signs must be reported to property maintenance services.

Exit guide, security or signal light

Description	Battery-powered illuminated exit signs
Location of centre	In the technical areas
Coverage	Exit routes and exits



Exit route guide



Exit routes are marked with illuminated exit signs

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: K1-floor of D-deck, entrance hall facing the Dream Street.

5.3 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 guide to help you out.

5.4 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	Automatic fire alarm system
Location of centre	K1-floor of D-deck, entrance hall facing the Dream Street.
Coverage	CD building
Type of centre	Prodex



Fire alarm button



Fire Alarm Centre

Securing the functionality of the notification transfer connection

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

Actions in the event of malfunction of the notification transfer connection

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

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

Fire compartmentalisation

The purpose of fire compartmentalisation is to limit the spread of smoke and fire and to secure safe exiting. For this reason, it is very important that the fire doors are kept closed. **Fire doors must not be wedged open.**

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
Civildcity	Usage method compartmentalisation	The building's fire class is P1. Compartmentalized structures are EI60. Fire compartmentalized are, among others: - staircases serving as exits to the building - waste rooms in the upper basement - elevator and IV shafts.

Rescue route

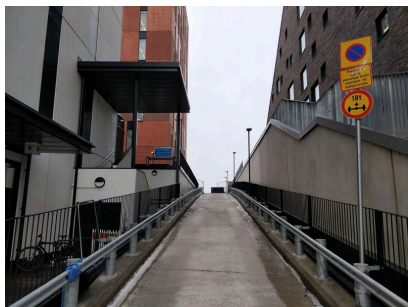
The rescue way is a drive way, which the rescue department's vehicles can use in emergency situations to reach to within close proximity of the building.

- 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 On the deck of the Joukahaisenkatu courtyard

Description Load capacity of the deck 18t



Rescue route

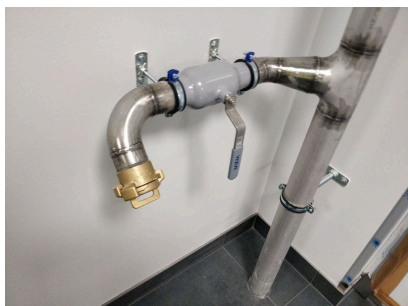
Dry risers

A dry rise is an empty pipe fitted permanently into the property used by rescue services to get extinguishing water from the street level, for example, to the building's roof.

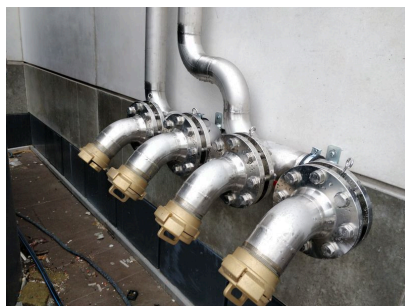
Dry riser

Location C- and D-porras

Description Feed pipes on the side of Joukahaisenkatu, next to the ramp



Dry riser



Dry riser

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
Civilcity	The exit routes and exits of the building are signposted with exit signs, which also function in the event of a power failure. The exits of the building are provided by its fire-separated staircases (2 of them). The exits are located on the 1st floor and in the upper basement.

Gathering area: 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.

6 Other arrangements

6.1 Ventilation device

Ventilation device

Location	8th floor
Description	Centralised mechanical ventilation
Emergency stop switch location	K1-floor of D-deck, entrance hall facing the Dream Street.

6.2 Charging point for electric vehicles

Charging point for electric vehicles

Location	In the garage on the upper basement floor
Description	9 electric car charging points

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.

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

In case of an automatic fire alarm, guidance to the fire alarm centre (located in the vestibule of the D-deck on the Untamontu side). Otherwise, guidance to the nearest entrance.

7.2 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. **Untamonkatu 1, TURKU**
- Tell what happened
- Act according to directions.
- Inform the emergency centre of any changes that take place in the condition of the patient.

Adult basic resuscitation Recognition of cardiac arrest

- basic resuscitation should be started for every unresponsive patient
 - who is not breathing
 - whose breathing is not normal
- loud/crackling and irregular breathing in an unresponsive person indicates cardiac arrest

Emergency notification

- An emergency call should be made immediately to the public emergency number **112**
 - if the person is unresponsive
 - if the person is not breathing normally
- If you are resuscitating the person alone
 - put the phone on speakerphone
 - you can resuscitate and listen to the instructions from the emergency centre

CPR

- CPR should be started as soon as possible
 - the point of application of pressure is the lower part of the sternum
 - place the base of the palm of one hand on the pressure point and the other hand on top of it
 - it is recommended to change the pressure reliever every 2 minutes (if possible)
- The stimulation should be started with 30 compressions

Puff release

- Alternate between 30 compressions and 2 inflations
- Blow two calm puffs of about one second each
 - the chest should rise and fall with the blows
- If puffing fails, continue uninterrupted puffing

7.3 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 case of an automatic fire alarm, guidance to the fire alarm centre (located in the vestibule of the D-deck on the Untamokatu side). Otherwise, guidance to the nearest entrance.

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

In evacuation situations the gathering area is: Lemminkäisenkatu 30 courtyard

Back-up gathering area: Indicated where appropriate

7.4 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.

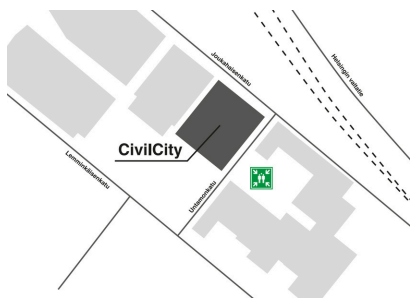
- Move to the gathering area; do not stay in front of the entrances.
- No-one may leave the gathering area without permission.

Gathering area: 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.

7.5 Action in the gathering area

Gathering area: Lemminkäisenkatu 30 courtyard



Gathering area

When people have left the building and proceeded to the gathering area, the representative of the personnel begins to direct activities. Based on the situation at hand, it is necessary to consider whether it is safe to remain in the designated gathering area or if people should be directed elsewhere, for example into a pre-arranged interior area or to a property in the vicinity.

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

Factors to bear in mind in the gathering area:

- Taking care of anyone who may be injured; the safety personnel are to be informed
- looking after people with reduced mobility or otherwise poor physical condition
- if one is aware of someone having remained inside, this is to be reported

Back-up gathering area

Back-up gathering area: Indicated where appropriate

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

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. 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.

7.7 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: on the D-floor K2, room 075
- Heat distribution room: D-floor K2, space 075
- Electricity switchboard: D-porras, K1-floor, room 112

Should there be threat of water outside the building

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

7.8 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.

7.9 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.

7.10 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.

7.11 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.

7.12 Electric vehicle fire

In an electric vehicle fire, extinguishing the burning batteries is difficult and requires a large amount of water. The generated gases are toxic, and breathing them should be avoided. An electric vehicle fire must always be reported immediately by calling the emergency number 112.

How to act in the case of an electric vehicle fire:

If an electric vehicle is burning or generating smoke, DO NOT start the initial firefighting. Instead:

- Save those in danger
- Summon help by calling 112
- Exit the danger zone
- Avoid breathing gases from the fire
- Warn others, and prevent them from entering the fire area
- Guide the rescue services to the site

8 Civil defence

This property does not have its own civil defence shelter.

The property has a civil defence shelter. Joukahaisenkatu 9 AB (Pohjola Hospital, 4 S1-class shelters).

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 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, and storage area passages

- It is not permitted to store any items.

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

10 Attachments

This rescue plan has the following attachments:

- How to use a small fire extinguisher
- Car shelter

Appendix A How to use a small fire extinguisher

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 Fire hydrant

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

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

Appendix B 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	Lower and upper cellar
Description	Driving to the hall from Untamontie