

Kiljava college

EMERGENCY / RESCUE PLAN

Kotorannantie 49 05250 Kiljava

17.4.2020

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1. THE FUNDAMENTALS OF THE RESCUE PLAN

1.1. THE PURPOSE OF THE PLAN

The purpose of the rescue plan is to function as a safety instruction manual for the **staff at the premises**. The plan is intended as a tool for staff members to prevent emergencies and to find the right way to act if an emergency occurs.

The rescue plan is a tool that helps the staff with emergency situations. The plan needs to be reviewed regularly and used to familiarize a new employee with the institution's security measures. The whole staff must be briefed on the contents of the rescue plan.

The primary goal of the emergency rescue plan is to prevent dangerous situations from happening. The plan makes reference to problematic areas and situations and includes instructions on procedures that should be followed to avoid these dangerous situations completely. Furthermore, the plan contains first-aid instructions for possible emergency situations.

The making of the emergency plan is begun by identifying the potentially dangerous spots on the premises as well as the threat posed by immediate surroundings – e.g. an industrial complex or a road busy with traffic. Following this, it is assessed how dangerous situations can be avoided and how the staff can prepare for accidents. Instructions for emergencies should be crafted and announced to all residents. Finally, persons responsible for the security of the premises must be named and trained, and security materials must be acquired.

The rescue plan is built on the Rescue Act (29.4.2011/379) and the decree (787/2003) set by the Finnish government.

1.2. DEVISING AND ANNOUNCING THE RESCUE PLAN

THE PLAN WAS DEVISED BY:

13.4.2014 Risto Koljonen - maintenance person/janitor

3.6.2014 Ari-Pekka Lundén, Risto Koljonen, Heidi Sirén - principal/occupational safety officer, maintenance person/janitor, occupational safety representative

THE PLAN WAS APPROVED BY:

3.6.2014 Ari-Pekka Lundén - principal/occupational safety officer

THE INSPECTION OF THE PLAN (conducted simultaneously with the fire security inspection)

UPDATING THE PLAN

The plan must be updated at least once a year and every time changes are made to the plan. The responsibility for updating the plan lies with the person responsible for security.

6.11.2015, Risto Koljonen, Heidi Sirén – Deductions of danger and risk assessment

23.11.2017, Risto Koljonen, Ari-Pekka Lundén – General inspection and corrections to the plan

27.8.2019, Joonas Hynönen, Ari-Pekka Lundén – General inspection and corrections to the plan

23.3.2020, Joonas Hynönen, Ari-Pekka Lundén – Informational corrections

2. INSTRUCTIONS FOR VARIOUS ACCIDENTS, EMERGENCIES, AND DANGEROUS SITUATIONS

Potential risks have been detected during the risk assessment process. After this, the consequences and likelihoods of the risks have been assessed. Emergency situations affect activities and people in different ways. This subsection includes instructions for all risks with at least moderate, notable, or unbearable effects.

INSTRUCTIONS FOR CONFLAGRATIONS

If a conflagration (i.e. a large and destructive fire) begins in the space you inhabit, follow these procedures or delegate them to multiple people if others are present.

- 1. Rescue the people who are in immediate danger**
- 2. Close all doors to prevent the fire and smoke from spreading**
- 3. Alert the fire department by calling the emergency number 112 from a secure location** (there is an automatic emergency system at the college)
- 4. Extinguish the fire if the fire is small and there is no smoke**
- 5. Alarm those who are not in immediate danger**
- 6. Instruct or organize an instruction and an accessible route for the emergency unit. Inform the rescue officials immediately of any people in danger and what emergency measures have already been carried out.**
- 7. Ensure that all the people on the premises have made their way to the meeting points:**

1 at the front yard and 1 facing the beach, a picture of the ground plan is attached.

The people who are instructed to leave the premises (those not in immediate danger) shut down the computers and equipment, close the windows and doors, and head to the designated meeting points. The smoke is extremely poisonous and breathing it will result in death quickly.

If a fire alarm goes off during the day, everyone must exit the building and head to the meeting points. The teachers must make sure that all the students from their class will exit the building. This responsibility includes teachers from Humak UAS as well. The janitors will consult the fire alarm system to identify the source of the alarm and inspect the place in question.

Instructions for when a fire alarm begins in the evening (applies mainly to reception bar staff):

1. The people in the bar need to be asked to exit the building and head to the designated meeting points.
 2. The fire alarm system must be consulted to find out where the alarm originates from, and the hallway in question must be checked. Everyone must be asked to exit the building and head to the meeting points.
 3. All hallways with residents must be visited and the residents must be asked to head to the meeting points.
 4. Instructions on how to proceed must be given to the reception staff if the janitor is not present. The reception staff checks the fire alarm system to identify the origin of the alarm, and check the status of the place in question.
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Furthermore, it is useful to brief the students in the beginning of the course on the following information:

- There are copies of the rescue plan on the doors of classrooms and accommodation facilities. The plan includes a rescue plan (containing e.g. emergency exits, locations of fire hydrants and extinguishers, hatches for clearing smoke out of the rooms) for each corridor in the building. The plans attached to the doors also include information about meeting points.
- The alarms in the rooms are very sensitive and can be set off by e.g. hairspray in its immediate surroundings, or steam coming from a shower via an open bathroom door. The alarms are also easily triggered by e-cigarettes (which are forbidden indoors). Deliberately setting off a fire alarm will result in a €300 fine.

INSTRUCTIONS FOR MEDICAL EMERGENCIES AND ACCIDENTS

The Kiljava college has a defibrillator. Half of the staff members have completed at least the EA1 first-aid training.

- Assess the situation quickly; find out what has happened – is the patient awake
- Are they breathing, is their heart beating
- Start giving first-aid to the patient

- Minor injuries can be treated independently at the location
- Use first-aid equipment and supplies
- Larger injuries or serious medical emergencies: call the emergency number.

The national emergency number is 112

- When you call the emergency number, remember to tell the call center what has happened, with as much relevant detail as possible
 - address and the floor
 - when did the emergency happen
 - how the instructions will happen – who you are
- do not end the call before you receive a permission – guide the emergency workers to the scene of the emergency
- do not leave the patient alone
- teach yourself the following first-aid procedures:
 - Make sure the patient is breathing; straighten the patient's head by lifting their chin and press their forehead down with your other hand. Observe and listen to the patient while you do this, check their breathing. Is their chest moving? Can you hear the sound of their breath? Can you feel their breath on your chin? Assess whether the breathing is normal, abnormal, or non-existent. If you are unsure, act as if the breathing is abnormal.
 - Begin giving first-aid; place your palm in the middle of the patient's sternum (chest) and your free hand atop of the other one. Your fingers should be interlocked. Press directly downwards with your arms straight for 30 repetitions in a way that depresses the sternum 5-6 centimeters. Let the sternum recover between each press. The recommended average rate of pressing is 100 repetitions a minute, and should not exceed 120 repetitions a minute. Count the repetitions aloud.
 - Make sure the patient's airway is unobstructed; place your mouth firmly on the patient's mouth and close their nostrils with your fingers. Exhale air to the patient's lungs. During the exhale, check to see that the patient's chest is expanding (moving). Repeat the exhale. The length for two breaths should be 5 seconds.
 - Continue giving first-aid without a break. Follow the rhythm 30:2 (press the sternum 30 times, followed by 2 exhales) until the patient wakes up; moves their body, opens their eyes and breaths normally, professionals give you a permission to stop, or you get too tired to continue.

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INSTRUCTIONS FOR GAS EMERGENCIES

A dangerous gas leakage emergency is announced with the general emergency alarm. Additional instructions are provided on the radio and on TV. In such situations, the instructions on how to act are similar to any general emergency alarm.

1. Stay indoors, make your way to the upper floors of the building.

Do not enter the cellar or the shelter that is in non-emergency use. Those spaces are not airtight.

- 2. Turn the air conditioning off.**
- 3. Close the doors, windows, and air vents, and insulate them.**
- 4. Listen to and follow the instructions that public officials announce on the radio.**
- 5. Avoid using your phone to ensure uncrowded tele connections for emergency workers.**

If you are outside and hear the general emergency alarm

- 1. Make your way indoors.**
- 2. If you lack access to an indoor space**

- turn away from the wind and the estimated emergency area. Make your way to higher ground.
- breathe through a multilayered, wet fabric, headwear, or moss.

INSTRUCTIONS FOR WATER DAMAGES

A water damage might be caused by a broken or frozen pipes, a clogged drain, etc. Water damage can cause malfunctions that may cause a danger for people. Water damages generally always cause some damage to personal property.

Shutting down the supply of water: at the lower floor of the administrative building

How to act in a water damage situation:

- minor water damage; if you cannot stop the leak, alarm maintenance: Joonas Hynönen 050 520 7048 or outside of office hours 16.00-08.00: L&T on-call service 0106367000
- major water damage: alarm maintenance: Joonas Hynönen 050 520 7048 or outside of office hours 16.00-08.00: L&T on-call service 0106367000, the national emergency number 112

Precautionary measures against water damages:

- weekly and monthly check-ups
- a water measuring device that is checked once a month

INSTRUCTIONS FOR POWER OUTAGES

- A power outage will normally last no more than a few hours. Typically, the lack of electric power will be resolved within minutes; power will be supplied via alternative routes to bypass the problem area.
 - the outages do most damage for unsaved IT systems
 - air-conditioning will cease working

If a power outage occurs:

- if you are stuck in an elevator, press the alarm button and stay calm, the maintenance staff will arrive soon and help you get out of the elevator.

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- if activities cannot be resumed, the directors and managers of the college will provide the necessary instructions on how to act.

INSTRUCTIONS FOR BREAK-INS/SABOTAGE

- If you discover signs of a break-in, IT breach, vandalism, or other kind of sabotage, make an announcement to the police (112) immediately.
- The scene of the sabotage must not be cleaned up before it has been thoroughly investigated. The scene must be documented and if necessary, photographed.
 - Make a list of the damages and make a crime report that lists all stolen goods.

- Additional damage must be prevented by e.g. covering up broken windows. All procedures must be documented.
- It is important to act calmly and practice good judgement in robbery situations.
- Do not play a hero, because the perpetrator is most often more prepared for the situation than you. Write down a physical description of the perpetrator immediately after the situation is over. This makes it easier to identify the person later.

Important information for the police:

- a description of what has happened and how it happened
- a precise time and location
- is the perpetrator still present on the premises or have they left
- the name of the perpetrator, if it is known
- a physical description of the perpetrator (age, height, body composition, distinguishing facial features, eyes, teeth, speech, hands, how they moved or dressed...)
- where the perpetrator headed after the situation and how they escaped
- if the perpetrator had a vehicle, the licence plate number and other features (model, color)
- is the perpetrator dangerous (armed, mentally unsound, made threats, on drugs, etc.)

It is wise to be wary of a perpetrator due to their unpredictable manner of behaving. They might get angry for no apparent reason or be violent. It must also be kept in mind that perpetrators might include sick people (hepatitis, HIV, etc.)

There is camera surveillance on the college premises. Electrically locked door must not be kept open with e.g. placing rocks to block the door from closing. The students and business customers of the college are given a door code that changes weekly. The code must not be shared with outsiders.

INSTRUCTIONS FOR VIOLENT SITUATIONS

If you encounter a threatening person, please first contact janitor Joonas Hynönen (+358 50 520 7048) or Risto Koljonen (+358 50 414 7935) of Hotel Kiljavaranta. They have a right to remove the person from the premises. They will also make decisions about possible further actions. If the people mentioned above do not answer the phone, call 112.

Furthermore:

Each staff member must:

- ✓ act in an appropriate and respectful manner towards customers and coworkers
- ✓ not provoke violent behavior in others intentionally
- ✓ not take unnecessary risks

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- ✓ not leave a coworker alone in a threatening situation
- ✓ be familiar with and conform to security instructions
- ✓ be able to use the existing security equipment
- ✓ let their supervisor know about any disturbances

After the security instructions are updated, they must be forwarded in their entirety to all staff members. All updates are announced at general staff meetings.

INSTRUCTIONS FOR RADIATION EMERGENCIES

A radiation emergency is announced with the general alarm signal. Additional instructions are provided via the radio and TV.

- 1. Stay indoors.**
- 2. Shut down the air-conditioning.**
- 3. Close all doors, windows, ventilation shafts, and insulate them.**

The building must be insulated as well as possible to prevent radioactive air particles from entering. Insulate everything that lets air in, including the mail slot, ventilation, chimneys, etc. You can use plastic bags, tape, and insulation mass.

4. Listen to the radio and follow the official instructions.

5. Avoid using your phone to ensure that the rescue officials have uncluttered teleconnections.

6. Take iodine tablets only based on the instructions given by the officials. The instruction to take the tablet will be announced on the radio and TV.

7. If you have to go out, use a face mask and an insulated suit.

INSTRUCTION FOR DANGEROUS SUBSTANCE EMERGENCIES

Act according to the instructions of the general emergency signal (see below).

INSTRUCTIONS FOR THE GENERAL EMERGENCY SIGNAL

The general emergency signal is:

- A rising sound (7 seconds) occurring for one minute and a descending sound (7 seconds) or
- A warning announced by public officials

- The 'danger over' -signal is an even sound lasting for one minute
- Test signal is a 7-second even sound

The general emergency signal is always accompanied by an emergency announcement, which is read on all radio channels and is shown on the 'teksti-tv' page 112 on YLE, MTV3 and Nelonen, as well as in a running text on the top of the TV screen. The emergency announcement features information about the reason of the alarm and instructions for maintaining security.

If you hear the emergency signal:

- 1. Stay indoors/make your way indoors, during national emergency times: to a shelter.**
- 2. Shut down the air-conditioning.**

3. Close the doors, windows, ventilation shafts, and insulate them.

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4. Listen to the radio and follow the official instructions.

5. Avoid using the phone to prevent the cluttering of telecommunications.

3. ACCESSIBILITY OF EXITING AND PROTECTION, EXTINGUISHING AND RESCUE ARRANGEMENTS

Attachment: the ground plan of the premises (including the locations of extinguishers, fire blankets, first-aid equipment, as well as safe exits and meeting points).

Rescue those in immediate danger, close the doors to prevent smoke and fire from spreading. Alarm the fire department by dialling 112 from a secure location (**there is an automatic emergency alarm system at the college**). If the fire is small and there is no smoke, extinguish it. Inform the rescue workers and arrange them an accessible path to the scene. Inform them about what procedures have been followed and if there are people in danger. Ensure that everyone has made their way to the meeting points (2 in total). Ground plans attached.

There are rescue instructions on the doors of accommodations rooms and classrooms.

3.1. THE MEETING POINTS ON THE PREMISES

In the case of an evacuation or a fire emergency, the staff must calmly exit the building from the nearest safe exit. The staff members are responsible for ensuring that everyone will vacate the premises. The staff is also responsible for any possible residents. Once people get out of the building, they must head to the nearest meeting point.

There are 2 meeting points on the premises, one in the front yard and one on the side of the beach (attachment: ground plan). There are instructions on the doors of residential rooms and classrooms.

At the meeting points the leader / responsible person will make sure that no one will return to the building without a permission. They must also count the exact number of people and make sure that everyone is present. The instructions for leaving the meeting point will be provided by the college directors / responsible persons or the rescue officials.

The meeting point is located at

If necessary, the meeting points can be vacated in favor of a better shelter (weather), which is located at

Sports hall and dining hall

All the necessary documents (list of residents, list of reservations) and a phone must be brought to the meeting point so that the staff can ensure that everyone who was inside the building are now at the meeting points.