



Tampereen yliopisto, Hervannan kampus, Kampusareena

Action guide



Tampereen yliopisto, Hervannan kampus, Kampusareena action instructions

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1 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!

1.1 Safety organisation

Safety personnel for the property

Safety chief, campus manager

Safety matters that are the responsibility of the property owner.

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-

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1.2 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.

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

From the entrance of the maintenance/lobby space on the north wall of the Kampusareena to the fire alarm central panel (room A147)

1.3 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. **Korkeakoulunkatu 7, TAMPERE**
- Tell what happened
- Act according to directions.
- Inform the emergency centre of any changes that take place in the condition of the patient.

1.4 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.
- In an emergency, the rescue department shall be guided as follows: From the entrance of the maintenance/lobby space on the north wall of the Kampusareena to the fire alarm central panel (room A147)

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

In evacuation situations the gathering area is: Obeliski -monument in front of the Tietotalo building

Back-up gathering area: Tietotalo building's entrance hall

1.5 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.

1.6 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: Obeliski -monument in front of the Tietotalo building

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.

Security personnel and other personnel inform the students.

Personnel

- Directs the students and guests along the nearest safe exit route to the gathering area.
- Assists persons with reduced mobility when necessary.

Area Supervisors

- Inspect the premises of their designated area and close the doors of premises that have been found empty.
- Secure the entrances and prevent access to the alarm site.
- Direct the students and guests towards the nearest safe exit route and the gathering area.

Lobby doormen

- Direct the students and guests outside to the gathering area.
- If possible, open main entrance doors in order to ease the evacuation.

1.7 Action in the gathering area

Gathering area: Obeliski -monument in front of the Tietotalo building

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: Tietotalo building's entrance hall

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.

1.8 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.

1.9 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: Campusta Oy, phone 010 3408500, service 010 3950395
- Contact the emergency number if needed **112**.
- Main water shutoff: In the heat distribution room, basement floor room A041
- Heat distribution room: Basement floor room A041
- Electricity switchboard: Basement floor room A036

Should there be threat of water outside the building

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

1.10 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 direc-

tions 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.

If the threatening person is armed with fire-arm, act in the following way.

- Evacuate from the danger zone if it is safely possible.

If evacuation is not safe:

- Enter a classroom or similar facility
- Lock the door or pile furniture in front of the door(s) in a way that the door handle can not be used
- Pile furniture in front of the door
- Turn off the lights
- Lay down next to the wall with the door if the wall material is strong, for example a brick or concrete wall, or find another spot that is safe
- Contact the emergency centre 112 and report the situation. Report the floor and room number You are at
- Otherwise avoid using a telephone
- If there is smoke in the corridors, do not enter but stay in the room and try to block any openings with for example wet clothes
- Wait for further instructions from the Police, rescue personnel or University personnel
- Act according to the further instructions

1.11 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.

If you receive a bomb threat call, stay calm and follow these instructions:

Listen carefully to what the threatener says:

- What
- Where
- When
- How
- Who

-Make precise notes during the phone call. - Report the threat clearly to the emergency centre 112. - Report the threat immediately to the security personnel who will evaluate further actions. - Follow the further instructions You are given.

In case of a serious and immediate threat the entire building is evacuated immediately:

- Move to the gathering area as instructed.
- Bring your phone, keys, backpack and other essential personal belongings.
- Follow the instructions You are given at the gathering area.

DO NOT APPROACH SUSPICIOUS OBJECTS. LEAVE INFORMING TO THE POLICE AND PEOPLE IN CHARGE.

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.

1.12 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.

1.13 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. 010 3408500).

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.

1.14 Taking cover inside the property

Taking cover indoors may be necessary in case of a serious act of violence or if a threat of such an act occurs. Cover must always be taken in a room that can be locked from the inside and can not be seen into from the outside. Cover can not be taken in studying and office facilities with glass walls. If the threat occurs when facilities with glass walls are occupied, the students and personnel within are to be directed to a more secure location.

There are two phases/steps for taking cover inside the property.

First phase/step

The first phase/step is proceeded to if there is a threat of violence in the vicinity of the property, if there is a threat of serious violence or a threat of violence is inside the property.

Actions:

- The threat is reported to the emergency number **112**.
- Students, guests and personnel in the hallways and outside are instructed to move inside the building.
- Doors of the teaching facilities are locked.
- University personnel locks the entrance doors.
- Wait for further instructions from the authorities.

Second phase/step

The second phase/step is proceeded to if there is a threat inside the property or in the vicinity of the property.

Actions:

- Doors of the teaching facilities are locked.
- Lights are shut and curtains closed.
- Mobile phones are shut or switched to mute mode.
- The teacher or the person in charge must have a mobile phone switched on but muted.
- Obstacles are piled up in front of the door.
- People in the room are instructed to stay low and to take cover behind the furniture.

Instructions for the Personnel

The following things concerning evacuation and taking cover inside the property are to be taken under consideration beforehand.

As part of everyday activities

- Learn to know and use different exit routes of the property.
- Learn how to lock the teaching facilities, including the night latch.
- Find out the location of the gathering area.
- Participate in the emergency exercises and study the related material and instructions.
- Think about how you could protect yourself and where you could seek shelter if needed.

During the situation

- Take control of the situation - use your voice.
- Guide your group to the gathering point via the safest possible route.
- The authorities are in charge of the situation - You are responsible for your own group.
- If there are no clear orders or instructions - whether to take cover inside or exit the property - You need to make the decision!

**The Decision Is Influenced By ** the location of the facility and its ability to provide protection.

- A lockable room with solid walls is suitable for taking cover.
- It is not safe to take cover in a room with glass walls or in a room that can not be locked.
- If a safe exit route is visible and clear, exiting can be considered.
- If the exit route is not visible and the distance to it is long, exiting is not considered safe.
- Act according to the situation.
- When necessary, report the information You receive to the authorities.

After the situation

- Return to normal activities if possible.
- The situation should be discussed with the students and personnel according to the Crisis Informing Plan.
- Do not give statements to the media. The authorities and previously defined personnel are in charge of the informing.

1.15 Fire safety on daily basis

Rescue Plan

- Know where the Rescue Plan of your work place / property is.
- Familiarize yourself with at least the essential parts of it.

Identifying Hazards and Risks

- Identify the hazards in your work environment.
- Inform the responsible persons of any deficiencies and defects found.

Rescue Route

- Know the rescue ways, that they are marked and that the Rescue Plan layouts can be found near the exits .
- Do not park your vehicle on the emergency access road.
- Observe that there are no vehicles, snow or other obstacles on the emergency access road.

Fire Compartmentalisation

- Know the fire compartmentalisation of your working environment.
- Observe, that the fire doors are self-locked and bolted and kept bolted.
- Do not wedge fire doors open and remove any wedges you discover.
- Report a fire door malfunction to your superior.
- Observe the tightness of inlets and sealings.

Exits

- Know all exits of your working environment and familiarize yourself with them.
- Keep exits clear of any obstacles.
- Report the responsible person of the exits that are insufficiently marked.
- Do not lock the exit doors so that they cannot be opened from the inside without a key.
- Know where the gathering area is.

Safety Equipment

- Know what fire safety equipment is in the building, where they are and how they work.
- Know how the equipment is seen in your working environment.
- Do not hang or place any objects to the sprinklers or piping.
- Observe that there is enough space around the fire detectors.
- Report the responsible person of the exit lights that are not luminated.
- Know what to do when the fire alarm bells ring.

Electrical Equipment and Installations

- Make sure that the electric devices and machinery are in good condition.
- Do not use the electric devices and machinery that are in poor condition or broken.
- Do not use broken or damaged electric wires .
- Observe that the wall sockets and light switches are undamaged and firmly attached to the wall.
- For your own part take care that the electric devices are kept clean and sufficiently ventilated.
- Avoid the use of extension cords.
- Report the responsible person of any defect you discover.
- Keep lights and cable racks free of any objects.

Primary Extinguishing Equipment

- Know the locations and types of primary extinguishing equipment in your working environment.
- Observe that the primary extinguishing equipment is sufficiently marked, kept in correct places and easy to locate.
- Make sure that You know how to use the primary extinguishing equipment in your working environment.

Arson Prevention

- Remove excessive flammable material from the premises regularly.
- Do not store flammable material near the exterior walls (8 m distance).
- Report the responsible person if You discover flammable material stored too close to the building.
- Take care that the doors and windows are locked after working hours.
- Take care of the keys.
- Sort the waste and put it in the designated places.

Rescue Department's Operational Preconditions

- Observe that the property's address number is clearly visible from the direction of arrival.

Personnel's Operational Capability

- Know the security personnel of your working place, preventive measures and actions in different emergency situations.
- Know how to use the initial extinguishing equipment and know what type of extinguisher should be used in different fires (powder, carbon dioxide, water, fire blanket).
- Know the personnel trained with first-aid skills in your working environment.

Safety Training

- You have gone through safety orientation in the beginning of your employment. If not, please request safety orientation immediately.
- Take care that safety training and conversations concerning the safety issues take place annually in your working environment.

Informing

- Take care that you have been sufficiently informed of the Rescue Plan.
- Take care that you are informed of any changes made concerning safety issues in time.

1.16 Extinguishing wastewater management

"As a fire is extinguished approximately half of the used extinguishing water is vaporized or absorbed into the structures and furniture. The rest of the water is extinguishing wastewater.

Instructions for Extinguishing Wastewater Management:

1. If the amount of the extinguishing wastewater is small, it gathers into the wastewater and rainwater sewers and consequently into the municipal waste water network where it is processed further and purified.
2. If the amount of the extinguishing wastewater is substantial or if it is pooled to a specific area, it can gather in the lowest sections of the building that are located partially underground. From such facilities the extinguishing wastewater is collected by either drying it out or collected by a special suction vehicle operated by professionals.
3. If the amount of the extinguishing wastewater is extremely large, it gathers into the sewers, rainwater sewers, structures described above and to the lower ground areas. The property is partially located on a hillside, so extinguishing wastewater also partially drains into low-lying parts of the property's environment.
4. Possible large portions of the extinguishing wastewaters that are accumulated into the environment as well as the water used for cleaning the site are to be collected by a special suction vehicle. The collected extinguishing wastewaters are to be transported to further processing.
5. In case of a fire, environmental hazard and danger to the wastewater purification plant's operation.

rations are caused primarily by stored or processed chemicals. There is only a minor amount of chemicals stored and processed in the property, hence the extinguishing wastewaters of the property can be assumed not to compromise the environment or the wastewater purification plant's operations."