



Tampereen yliopisto, Hervannan kampus, Tietotalo

Rescue Plan



Tampereen yliopisto, Hervannan kampus, Tietotalo rescue plan

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This rescue plan was made with Suomen Yliopistokiinteistöt Oy.

This rescue plan has 60 pages.

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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

Tietotalo building is situated on the Hervanta campus of the Tampere University, on the west side of the campus area, next to the Sähkötalo building. Tampere University, Sodexo restaurant Hertsi and Cafe Bitti, Yrityskylä learning environment and several other companies operate in the Tietotalo building.

Tietotalo building mainly includes study and office spaces. The property is mostly used on weekdays during office hours, but the work and study facilities are available to students and personnel around the clock, including weekends.

2.1 Basic information

Property name	Tampereen yliopisto, Hervannan kampus, Tietotalo
Building name	Tietotalo
Building address	Korkeakoulunkatu 1 33720 TAMPERE
Number of buildings	1
Number of operators	22
Property owner	Suomen Yliopistokiinteistöt Oy
Year of construction	2001
Surface area	17,547 m ²
Number of floors	6
Fire class	P1
Building material	Steel reinforced concrete
Use	Business premises, Educational institution, The office, Restaurant, Cafe, Training facility

2.2 Other information

The site falls within the area of the following rescue service: Pirkanmaa. The rescue department's estimated time of arrival at the site is approximately 8 minutes.

Fire alarm manager	Janne Puranen Campusta Oy050 3187132
Location of the fire alarm	Main control board: 1. floor A-section draught lobby A101
Maintenance	Campusta Oy phone 010 3408500 service 010 3950395
Electricity supplier	Tampereen Sähköverkko Oy
Water company	Tampereen kaupunki: Tampereen vesi tel. 0800 90172 service line 0800 90172 http://www.tampere.fi/vesi.html
Surveillance company's contact info	Avarn Security On-call tel. 010 6202000
Insurance company of the property	If tel. 010 191919 http://www.if.fi
Insurance company of the property owner	If tel. 010 191919 http://www.if.fi
Gathering area	Obeliski -monument and the yard in front of the Tietotalo building
Key storage lock box	On the south side of the Tietotalo building, next to the main entrance
Back-up gathering area	Parking area on the side of Tekniikankatu, behind the Tietotalo building
Number of civil defence shelters	5

Location of civil defence shelter VSS1	Basement floor D-section room D015
Location of civil defence shelter VSS2	Basement floor D-section room D003
Location of civil defence shelter VSS3	Basement floor E-section room E004
Location of civil defence shelter VSS4	Basement floor E-section room E005
Location of civil defence shelter VSS5	Basement floor E-section room E006
Heating type	District heating
Main water shutoff	In the heat distribution room, room A005
Heat distribution room	Basement floor A-section room A005
Electricity switchboard	Basement floor A-section room A008 (2 units)
Location of substation	Basement floor A-section room A007 (2 units)
Air ventilation machines	Ventilation machinery room (4 rooms): 5. floor A-, C- and D-section rooms A502, C502 and D501 and basement floor B-section room B003 Air-conditioning machines for constant climate control (5 units): 1. floor H-section room H111, 2. floor and 4. floor C-section server and computer rooms C227, C209, C405 and C425
Air ventilation emergency stop	1. floor A-section draught lobby A101 (next to the fire alarm central panel)

The premises of the property

Business premises

Location	Name
1. floor A- and D-sections	Sodexo Oy, kahvila Bitti ja ravintola Hertsi
TB115-118	Papula Oy
TH3, VSS3/E004	WSP Finland Oy

operators

Location	Name
0.-4. floors	Tampereen yliopisto
1. floor B-section, room B110	TEK Lounge
1. floor G-section rooms G101-G110	Polar Electro Oy
1. floor H-section rooms H102, H108, H112, H114 and H117	Insinööritoimisto Renovatek Oy
2. floor	Palotekninen insinööritoimisto Kauriala Oy
2. floor	Suomen Yliopistokiinteistöt Oy
G3	Ampliconyx Oy
Rooms C150, C173, H103 and H105	AGCO Power Inc.
TB225	OEM Finland Oy
TC165	GSGroup Finland Oy
TC352	Arctic Virtual Trade Oy
TC356, 354	Proventia Oy
TG304	Tammer Hierontapalvelut

Location	Name
TG309	Biogenium Microsystems Oy ja Fibrobotics Oy
TG404	Campusta Oy
TH2	Moflix Oy
TH3	Biomendex Oy
TH3, TC307	Sport Venue Oy
TH109	Pro-inssit Oy

Number of people

AGCO Power Inc.

	During the day	In the evening	At night
On weekdays	20	0	0
On weekends	0	0	0

Ampliconyx Oy

	During the day	In the evening	At night
On weekdays	6	0	0
<i>Normaali toimistotila</i>			
On weekends	0	0	0

Arctic Virtual Trade Oy

	During the day	In the evening	At night
On weekdays	4	4	0
On weekends	0	0	0

Biogenium Microsystems Oy ja Fibrobotics Oy

	During the day	In the evening	At night
On weekdays	3	0	0
On weekends	0	0	0

Biomendex Oy

	During the day	In the evening	At night
On weekdays	12	0	0
On weekends	0	0	0

Campusta Oy

	During the day	In the evening	At night
On weekdays	2	0	0
On weekends	0	0	0

GSGroup Finland Oy

	During the day	In the evening	At night
On weekdays	8	0	0
On weekends	0	0	0

Moflix Oy

	During the day	In the evening	At night
On weekdays	26	0	0
On weekends	0	0	0

OEM Finland Oy

	During the day	In the evening	At night
On weekdays	10	0	0
On weekends	0	0	0

Papula Oy

	During the day	In the evening	At night
On weekdays	10	0	0
On weekends	0	0	0

Polar Electro Oy

	During the day	In the evening	At night
On weekdays	20	0	0
On weekends	0	0	0

Pro-inssit Oy

	During the day	In the evening	At night
On weekdays	4	0	0
On weekends	0	0	0

Proventia Oy

	During the day	In the evening	At night
On weekdays	5	0	0
On weekends	0	0	0

Sport Venue Oy

	During the day	In the evening	At night
On weekdays	10	0	0
On weekends	0	0	0

Suomen Yliopistokiinteistöt Oy

	During the day	In the evening	At night
On weekdays	30	0	0
On weekends	0	0	0

Tammer Hierontapalvelut

	During the day	In the evening	At night
On weekdays	2	2	0
On weekends	0	0	0

TEK Lounge

	During the day	In the evening	At night
On weekdays	20	0	0
On weekends	0	0	0

WSP Finland Oy

	During the day	In the evening	At night
On weekdays	10	0	0
On weekends	0	0	0

Total

	During the day	In the evening	At night
On weekdays	1,200	400	10
On weekends	100	50	5

3 Organisation

3.1 Safety personnel for the property

Safety chief, campus manager Safety matters that are the responsibility of the property owner.	Aapo Kauppinen Suomen Yliopistokiinteistöt Oy phone 040 0774934 aapo.kauppinen@sykoy.fi
Substitute safety director	-
Manager of civil defence shelter VSS1, VSS2, VSS3, VSS4, VSS5	Janne Puranen, Campusta Oy
Deputy manager of civil defence shelter VSS1, VSS2, VSS3, VSS4, VSS5	Campusta Oy
Electrical machinery usage manager	Ilpo Virkki Are Oy phone 040 9008380

3.2 Operators' safety personnel

Company	Person	Contact information
AGCO Power Inc.	Samu Ampio	
Ampliconyx Oy	Valery Filippov	Ampliconyx Oy
Arctic Virtual Trade Oy	Pyry Lindholm	
Biogenium Microsystems Oy ja Fibrobotics Oy	Joose Kreutzer	
Biomendex Oy	Sanna Karjalainen	
Campusta Oy	Pekka Ahonen	
GSGGroup Finland Oy	Pekka Naukkarinen	

Company	Person	Contact information
Insinööritoimisto Renovatek Oy	Arto Köliö	
Moflix Oy	Ryan Gold	
OEM Finland Oy	Petteri Jauhola	
Palotekninen insinööritoimisto Kauriala Oy	Reima Mäkiranta	
Papula Oy	Miika Tupala	
Polar Electro Oy	Teppo Himanen	
Pro-inssit Oy	Juuso Sivula	
Proventia Oy	Arno Amberla	
Sodexo Oy, kahvila Bitti ja ravintola Hertsi	Markku Salonen	
Sport Venue Oy	Karri Kylliö	
Suomen Yliopistokiinteistöt Oy	Aapo Kauppinen	Suomen Yliopistokiinteistöt Oy tel. 040 0774934 aapo.kauppinen@sykoy.fi
TEK Lounge	Jussi Nousiainen	
Tammer Hierontapalvelut	Petri Marjamaa	
	Nina Östman	
Tampereen yliopisto	Riikka Laurila Person responsible for safety Region: Hervanta campus	Tampereen yliopisto tel. 050 5605769 riikka.laurila@tuni.fi
WSP Finland Oy	Anne Haavisto	

3.3 Important numbers of the property

Task	Name	Telephone number	Service phone number
Maintenance company	Campusta Oy	010 3408500	010 3950395
Lift maintenance	KONE Hissit Oy		0800 15063
Surveillance company's contact info	Avarn Security		010 6202000
Lobby doorman	Tietotalon infopiste	029 4524014	
Emergency surveillance	Tietotalon infopiste	029 4524014	
Emergency surveillance	AVARN Security Oy	010 4436100	
Local security	AVARN Security Oy	010 4436100	
District surveillance	AVARN Security Oy	010 4436100	

Maintenance

	Name	Telephone number
Burglar alarm: Service person	Juha Huhtala	029 4524540
Camera surveillance: Service person	Juha Huhtala	029 4524540
Exit guide, security or signal light: Service person	Jukka-Pekka Laine, Campusta Oy	010 3408500
Gas fire extinguishing system: Service person	Janne Puranen, Campusta Oy	050 3187132
Smoke block: Service person	Jukka-Pekka Laine, Campusta Oy	010 3408500
Smoke removal machine: Service person	Jukka-Pekka Laine, Campusta Oy	010 3408500
Ventilation device: Service person	Janne Puranen, Campusta Oy	050 3187132

3.4 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
- obstacles along the rescue route

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.
- First-aid supplies have been acquired and they are replaced regularly.
- The persons in the companies responsible for safety have been nominated.
- The persons responsible for safety take care of safety matters relating to their work location.
- Everyone must familiarise themselves with the general first aid instructions.
 - The first-aid personnel of the following parties have been recorded: Tampereen yliopisto.
- The usage manager ensures that electrical safety law and its associated regulations and directives are respected in the usage and maintenance of electrical machinery.
- The usage manager ensures that the persons engaged in usage work are proficient and have sufficient guidance for their tasks.

4.2 Fire hazards

Risks

- Human behaviour
 - careless smoking
 - fire doors open
 - accidentally leaving electronic appliances on
- Electrical devices
 - short circuits
 - broken electronic appliance
- Arson
- Safety procedures
 - fire alarm device fault
 - inspection of extinguishers not done
 - fire hydrant servicing not done
 - lack of indicator light centre maintenance
 - obstacles along the rescue route
- Others
 - hazardous substances
 - gas containers

Fire-hazardous locations are, for example 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 persons in the companies responsible for safety have been nominated.
 - 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.
- Arson
 - An additional fire load is not accumulated.
- Safety procedures
 - The property has a smoke extraction system which is inspected, serviced and tested as per the device manufacturer's service programme.
 - 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 property has initial extinguishing devices.
 - Initial extinguishing equipment is inspected in accordance with directives.
 - Escape routes are marked with signs.
 - The persons responsible for hot work have been specified.
- 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
 - The time period between cleaning AC ducts is usually 10 years.

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

Consequences

- damage to property

Measures and security arrangements

- Structures
 - HVAC work and HVAC inspections are commissioned only to professionals.
- Equipment
 - Filters and lint filters of the laundry machines and dish washers are to be cleaned regularly.
 - The area behind refrigeration equipment is to be vacuumed annually. At the same time the condition of the compressor and drainage container are visually examined.

4.4 Cases of illness

Risks

- heart failure
- diabetic shock
- stroke
- cerebral haemorrhage
- epilepsy
- fainting
- obstacles along the rescue route

Consequences

- personal injuries
- death

Actions and safety and security preparations

- Guaranteeing speedy access to help within the property.
 - The rescue routes at the property have been marked and they are to be kept clear.
- Everyone should familiarise themselves with the first aid guidelines attached to the rescue plan and giving first aid should be rehearsed.
- First-aid supplies have been acquired and they are replaced regularly.
- Ambulance guidance has been organised and this has been passed on to the personnel.
- 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).
- The property has a civil defence shelter that can be used for shelter in the event of a radiation hazard.
- The operating condition of the civil defence shelter is maintained.
- Civil defence shelter operators have been nominated and trained for their task.
- The emergency stop for the ventilation has been labelled and passed on to the staff.
- 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

- Vandalism
- Theft
- Burglary

Consequences

- damage to property

Actions and safety and security preparations

- Burglary
 - Marking and photographing of valuables.
 - The property has a recording CCTV system.
 - The property has a crime notification system.
 - The property has a physical access control system in use.
- 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.

4.8 Specific operational risks

TAMPERE UNIVERSITY, HERVANTA CAMPUS

University facilities are located in the east end of Tietotalo building. The University facilities include mainly rooms for the personnel, lecture rooms and class rooms. There are also club rooms in the basement floor.

Risks:

- Computer rooms have Argon-fire extinguishing system that causes risk of suffocation.
- Tietotalo building has also laboratory facilities where small amounts of chemicals are handled.
- Vandalism; part of the facilities are available for the students around the clock (students have access rights to the campus 24/7).

Measures and security arrangements:

- Chemicals are labeled accordingly and stored in a chemical cabinet.
- Restricted access rights and instructions for key card use.
- Security of the entire campus area.

SODEXO OY, RESTAURANT HERTSI

Risks:

- Liquid petroleum gas is used in the open kitchen of the restaurant.
- In addition, there are two spare gas bottles in a locked storage outside. The liquid gas is LPG/Propane that forms an explosive compound if mixed with air.

Measures and security arrangements:

- Sufficient amount of fire extinguishing equipment is reserved near the inflammable targets.

5 Safety procedures

5.1 Safety at premises

Access control

The property has a physical access control system in use. This system aims to prevent unauthorised people from entering the premises. In the event that you detect a flaw in terms of the access control system, make a report.

Access control

Description	The main doors of the Tietotalo building are open on weekdays from 7.30 a.m. to 5 p.m. Working, studying and hobby facilities of Hervanta campus are available for students and staff around the clock. Buildings within the campus area are divided into access control areas and can be accessed through access controlled doors by using a key card.
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The property has a recording CCTV system.

Camera surveillance

Description	The property has surveillance cameras in public spaces.
Service person	Juha Huhtala Tampereen yliopisto phone 029 4524540

The property has burglar alarms

Burglar alarm

Description	The property is equipped with door alarms and glass breakaway detectors.
Service person	Juha Huhtala Tampereen yliopisto phone 029 4524540

Surveillance

Emergency surveillance

Description	The doors and windows are equipped with surveillance alarms. Alarms are directed to the Info desk from Monday to Friday at 8 a.m. till 4 p.m., and respectively to AVARN Security Oy at other times.
Location	Tietotalo building, The entire property
Contact	Tietotalon infopiste phone 029 4524014 tietotalo.info@tuni.fi
Secondary contact	AVARN Security Oy phone 010 4436100

Lobby doorman

Description	Info desk is open Monday to Friday from 8 a.m. till 4 p.m.
Location	Tietotalo building, 1. floor A-section entrance hall
Contact	Tietotalon infopiste phone 029 4524014 tietotalo.info@tuni.fi

Local security

Description	Security guards go round the property during the evenings on weekdays and night time.
Location	Tietotalo building
Contact	AVARN Security Oy phone 010 4436100

District surveillance

Description	Security guards go round the property at weekends.
Location	Tietotalo building
Contact	AVARN Security Oy phone 010 4436100

5.2 Extinguishing equipment

Location	Extinguishing equipment	Description
In the hallways, in public areas	Fire extinguisher	Powder extinguisher is suitable for regular fire extinguishing. Gas extinguisher, for example carbon dioxide extinguisher, is suitable for extinguishing liquid and electric fires.
In the staircases and lobbies	Fire hydrant	Suitable for extinguishing solid (fiber like) fires. Not suitable for extinguishing fires of electrical devices or liquid and grease fires.

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.

5.3 Protection models

Tietotalo building

Type	Number of floors	Description of implementation
The property's own	kaikki	Virka-aikana Campusta Oy kiinteistöhuollon työntekijät ottavat pelastuslaitoksen vastaan ja ohjaavat kohteessa. Virka-ajan ulkopuolella tapahtuneissa hälytyksissä ohjauksesta kohteessa vastaa AVARN Security Oy:n vartijat.
Regional monitors	kaikki	Tampereen yliopistolla on yliopiston turvallisuuspäällikön kokoama turvaryhmä sekä nimettyjä poistumiskehottajia.

5.4 Safety equipment

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

Location of smoke extraction hatches	At the top of the staircases
Description	The property has 11 manually operated smoke ventilation hatches in total
Location of centre	1. floor B-section ventilation machinery room B111
Smoke removal activation	Manual launch
Service person	Jukka-Pekka Laine, Campusta Oy Are Oy phone 010 3408500

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

Location	Emergency exit lighting at the exit routes and exits
Description	The property has three safety lighting centres that are attached to the building automation system.
Location of centre	Three safety lighting centres in total: basement floor B-section room B004 (2 units) and 2. floor F-section room F203 (1 unit)
Coverage	Exit signs cover the entire property.
Service person	Jukka-Pekka Laine, Campusta Oy Are Oy phone 010 3408500

Gas fire extinguishing system

A gaseous extinguishing system is used to protect individual premises against fire. The operation of the extinguishing agent is based on either displacing oxygen or absorbing heat from the space. The

equipment must be maintained and tested at regular intervals according to the user and maintenance manual, and whenever the system has been triggered.

Once the system has been triggered, you must exit the premises and contact the emergency response centre.

Gas fire extinguishing system

Location	2. floor C-section room C207 and 4. floor C-section room C407
Type	Mison Ultra, that contains 75 % Argon, 25 % carbon monoxide and less than 0,03 % nitrogen monoxide.
Service person	Janne Puranen, Campusta Oy phone 050 3187132

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: 1. floor A-section draught lobby A101 (next to the fire alarm central panel)

HVAC alarm system

The HVAC alarm system will alert on any fault situations in building engineering.

HVAC alarm

Description	The building automation system is connected to the campus area central monitoring station that is located in the Päärakennus building. Alarms are directed to Are Oy via the central monitoring station.
Company to which alarms are directed	Are Oy

5.5 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 nearest exit.

The property has the following first aid items available:

Utensil	Location
First aid cabinet	There are several first aid cabinets in the property. First aid cabinets are marked on the protection layouts. Business operators are responsible for the contents of the first aid cabinets on their premises.

5.6 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	The property is equipped with original indexed Esmi fire alarm system from the year 2001. The fire alarm system is attached to the building automation system. The building has four fire alarm central panels (1. floor A-section draught lobby A101, 2. floor C-section room C216 (2 units) and basement floor A-section telecommunications space A010)
Location of centre	Main control board: 1. floor A-section draught lobby A101
Coverage	The entire property
Type of centre	Esmi ESA/MESA
Attendant	Janne Puranen Campusta Oy050 3187132
Caretaker's deputy	HH-Kiinteistöpalvelu Oy phone 010 3950395

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.**

The floors, basement floors and attic of the building are generally divided into separate fire compartments.

The size of a fire compartment is generally limited so that a fire starting in the compartment does not cause excessively large property damage.

Smoke blockers

The purpose of smoke barriers is to stop and limit the movement of smoke, channel the smoke into a predetermined direction and stop or slow down the flow of the smoke into other areas or other parts of the building.

Smoke block

Location	1. floor C-section corridor C101, 2. floor C-section corridor C201, 3. floor D-section waiting lobby D303 and C-section corridor C301 and 4. floor D-section lobby D401 and C-section corridor C401
Description	The property has six smoke trap doors.
Service person	Jukka-Pekka Laine, Campusta Oy phone 010 3408500

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	From Korkeakoulunkatu -street through the yard to the south-side of the Tietotalo building, and from Tekniikankatu -street through the parking area to the north-side of the property. Rescue routes are marked on the protection layouts.
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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
Tietotalo building	Evacuation is conducted along the nearest safe exit route to the gathering area outside. In most cases the normal exit routes of the building are used as emergency exits. In addition, there are a few separate exits that are only used in emergency situations. When exiting, it must be noted that there are no other persons left in the room. Fire doors and ordinary doors should be left closed.

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

Extinguisher water collection point

Extinguisher water collection point

Location	Fire hydrant is located in the outdoor area south of the Tietotalo building.
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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.

Hot work licences can be granted by the following people responsible for hot work:

Huoltomiehet

Campusta Oy

phone 010 3408500

asiakaspalvelu@campusta.fi

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	The property has three lifts in total: C-section floors 1.-4., A/C/E-sections floors 0.-4. and D-section floor 0.-4.
Maintenance company	KONE Hissit Oy

6.2 Ventilation device

Ventilation device #1

Location	Ventilation machinery room (4 rooms): 5. floor A-, C- and D-section rooms A502, C502 and D501 and basement floor B-section room B003
Description	The building is equipped with a mechanical supply and exhaust ventilation including a heat recovery system. The building has four ventilation machinery rooms that together contain 11 supply/exhaust ventilation machines.
Emergency stop switch location	1. floor A-section draught lobby A101 (next to the fire alarm central panel)
Service person	Janne Puranen, Campusta Oy Are Oy phone 050 3187132

Ventilation device #2

Location	Air-conditioning machines for constant climate control (5 units): 1. floor H-section room H111, 2. floor and 4. floor C-section server and computer rooms C227, C209, C405 and C425
Description	The building has in total five air-conditioning machines for constant climate control.

6.3 Smoking area

Smoking area

Location	Smoking is only allowed in designated areas
Description	Hervanta campus is smoke-free and smoking is only allowed in designated areas

6.4 Waste disposal

Waste disposal

Location	Tietotalo building's waste collection points (2 units) are located at the east-end of the property: outside between Sähkötalo and Tietotalo buildings and in the waste room D014 on the basement floor of D-section
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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 chief, campus manager

Safety matters that are the responsibility of the property owner.

Aapo Kauppinen
Suomen Yliopistokiinteistöt
Oy
phone 040 0774934
aapo.kauppinen@sykoy.fi

Substitute safety director

-

Manager of civil defence shelter VSS1, VSS2, VSS3, VSS4, VSS5

Janne Puranen, Campusta
Oy

**Deputy manager of civil defence shelter VSS1, VSS2, VSS3,
VSS4, VSS5**

Campusta Oy

Electrical machinery usage manager

Ilpo Virkki
Are Oy
phone 040 9008380

Operators' safety personnel

Company	Person	Contact information
AGCO Power Inc.	Samu Ampio	
Ampliconyx Oy	Valery Filippov	Ampliconyx Oy
Arctic Virtual Trade Oy	Pyry Lindholm	
Biogenium Microsystems Oy ja Fibrobotics Oy	Joose Kreutzer	
Biomendex Oy	Sanna Karjalainen	
Campusta Oy	Pekka Ahonen	
GSGroup Finland Oy	Pekka Naukkarinen	
Insinööritoimisto Renovatek Oy	Arto Köliö	
Moflix Oy	Ryan Gold	
OEM Finland Oy	Petteri Jauhola	
Palotekninen insinööritoimisto Kauriala Oy	Reima Mäkiranta	
Papula Oy	Miika Tupala	
Polar Electro Oy	Teppo Himanen	
Pro-inssit Oy	Juuso Sivula	
Proventia Oy	Arno Amberla	
Sodexo Oy, kahvila Bitti ja ravintola Hertsi	Markku Salonen	
Sport Venue Oy	Karri Kylliö	
Suomen Yliopistokiinteistöt Oy	Aapo Kauppinen	Suomen Yliopistokiinteistöt Oy tel. 040 0774934 aapo.kauppinen@sykoy.fi
TEK Lounge	Jussi Nousiainen	

Company	Person	Contact information
Tammer Hierontapalvelut	Petri Marjamaa	
	Nina Östman	
Tampereen yliopisto	Riikka Laurila Person responsible for safety Region: Hervanta campus	Tampereen yliopisto tel. 050 5605769 riikka.laurila@tuni.fi
WSP Finland Oy	Anne Haavisto	

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.

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

To the fire alarm central panel at the Tietotalo building main entrance (inside the A-section draught lobby)

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. **Korkeakoulunkatu 1, TAMPERE**
- 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.
- In an emergency, the rescue department shall be guided as follows: To the fire alarm central

panel at the Tietotalo building main entrance (inside the A-section draught lobby)

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

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

Back-up gathering area: Parking area on the side of Tekniikankatu, behind the Tietotalo building

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: Obeliski -monument and the yard 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.

7.7 Action in the gathering area

Gathering area: Obeliski -monument and the yard 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: Parking area on the side of Tekniikankatu, behind the Tietotalo building

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.

7.8 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: Campusta Oy, phone 010 3408500, service 010 3950395
- Contact the emergency number if needed **112**.
- Main water shutoff: In the heat distribution room, room A005
- Heat distribution room: Basement floor A-section room A005
- Electricity switchboard: Basement floor A-section room A008 (2 units)

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.

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

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.

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.

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

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.

7.14 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.

7.15 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.
- 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.

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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.
- Keep only the amount of chemicals required for the day at the workstations.

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.

7.16 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 suctionvehicle 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 operations 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."

8 Civil defence

The purpose of the civil defence shelter is to protect people from collapses, explosion pressure waves and fragments, gases, radiation and fire. This property has 5 civil defence shelters. It is recommended that a civil defence shelter have an elected manager and deputy. It is good for the property's shelter's manager to learn how to use the equipment and how to prepare the shelter for use.

This property has 5 civil defence shelters:

Location	Protection grade	Surface area	Defence shelter places	Location of equipment
Basement floor D-section room D015	S1	105.1 m ²	140	In the civil defense shelter
Basement floor D-section room D003	S1	104.2 m ²	138	In the civil defense shelter
Basement floor E-section room E004	S1	104.8 m ²	139	In the civil defense shelter
Basement floor E-section room E005	S1	80.6 m ²	107	In the civil defense shelter
Basement floor E-section room E006	S1	105.1 m ²	140	In the civil defense shelter

Five of the civil defence shelters is in class S1. The civil defence shelter in protection class S1 is a newer shelter, built after 1971. It is possible to stay in this shelter model for long time periods. The shelter has a manually operated or mechanical air intake machinery, equipped with a pre-filter and an activated carbon particle filter.

The property also has civil defence shelter places at the addresses:

- Korkeakoulunkatu 5, Kalliosuoja (Bommari)
- Korkeakoulunkatu 3, Sähkötaló building
- Korkeakoulunkatu 7, Kampusareena

The authorities provide instructions by radio if it is necessary to move to civil defence shelters and information on which of the public shelters people are to move to. Moving into the civil defence shelters therefore always happens as a result of direction by the authorities. Accidents occurring in normal times do not generally ever require taking cover in civil defence shelters, with taking cover indoors

being sufficient. There are 110,000 spaces altogether in the civil defence shelters of Finland.

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, 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

10 Informing and orientation

Orientation of the Entire Personnel

The Decree of the Government on Rescue Services (407/2011, Section 2) obliges as follows: *"A rescue plan is to be kept up to date and it must be communicated in the necessary way to the persons of the relevant building or other site, who are obliged to take part in executing the rescue plan."*

The Rescue Plan and the most significant contents of it are to be informed to all personnel working in the property.

Person In Charge of Orientation: Safety Chief of each facility is responsible for orientation of their respective personnel and service network.

Information on Safety Issues: The Rescue Plan is gone through with the personnel.

Training Events: Organized if necessary.

Excercises: Execution of the Rescue Plan is trained annually in practice by organizing an evacuation drill for the students and personnel.

Orientation of New Personnel:

The immediate superior is responsible for the orientation of a new employee concerning the most significant contents of the Rescue Plan, emergency exits and the location of primary extinguishing equipment.

Safety Training

- Safety Chiefs of each facility are responsible for organizing the safety training .
- Close calls are reported and processed by the occupational health and safety personnel.
- Safety knowledge is distributed through orientation, training and familiarizing oneself with the Rescue Plan.

Informing in Crisis Situation: *In Tampere University* in the event of a crisis the the top management of Tampere University, safety organization and Communications unit decide, how to and who is responsible for informing about the situation. Only the top management or a person formally authorised to represent the University (such as a head of unit) may make statements on the University's behalf. The causes and effects of an accident or crisis may only be reported by the public authorities or those authorised by them to do so.

11 Coordination obligations

The Security Personnel of the property are obliged to coordinate the Rescue Plan with other operators in the property.

