

**Kortepohja Student Village
Taitoniekantie 9
Emännäntie 10
40740 Jyväskylä**

What to do in case of emergencies and accidents

Appendix to the rescue plan

IN CASE OF A FIRE

If a fire breaks out in a space that you are in, do as follows or share the tasks if there are several people present.

1. **Save** those who are in an immediate danger.
2. **Close** doors to stop the fire and smoke from spreading.
3. **Call** the fire brigade. Dial 122 from a safe place.
4. **Extinguish** the fire if it is small and no smoke has formed yet.
5. **Warn** those who are not in an immediate danger.
6. **Guide** or arrange a guidance for the emergency unit(s) to the seat of the fire and tell the fire and rescue authorities if there are people in danger and what steps have already been taken.
7. **Make sure**, that everyone has made it to the muster station, which is in Lillukka or if not available, the parking lot.

Those that have been asked to leave (and are not in an immediate danger) will switch off all machines and appliances, close windows and all doors and exit to the designated muster station.

Fires in blocks of flats can often spread to the staircases and corridors. The smoke and gases released by the fire can fill up corridors quickly so that visibility may only be a couple of feet. Additionally, the smoke is very poisonous and may lead to death quite soon if inhaled.

If the fire is elsewhere in the building and there is smoke in the corridor, do as follows:

1. **Stay in your flat and remain calm.**
 - In the blocks of flats each flat has been build as a separate fire compartment. A rapid spreading of a fire from one flat to another has been hindered by contractual measures.
 - Jumping from a height will lead to tragic consequences whereas staying in the flat will not.
2. **Go to the balcony or to the window and draw attention to yourself by**
 - shouting
 - flashing lights
 - waving something highly visible
 - you can also dial 112 (from the university telephone network 0 112) and give your exact address and location.
3. **Run water** into the sinks, just in case.
4. If smoke starts getting into the flat through cracks on the door, the letter box or from the ventilation shafts, **air the room** and **secure the leaky spots** with damp textiles.
5. If the door starts to heat up, **cool it** with water.
6. If the flames reach the windows of your flat, move easily flammable items away from the windows
7. **Follow the instructions given by the rescuers.**

IN CASE OF SOMEONE HAVING A SEIZURE**1. Find out what has happened.**

- Has the patient fallen, passed out, having convulsions?
- Are there any witnesses?
- Share the following tasks if there are several people around.

2. Check the patient's condition

- See if the patient can be awoken by shaking or talking to him/her.

3. Check the patient's breathing

If the patient does not come to, check his/her breathing:

place the back of your palm in front of the patient's mouth to see if a flow of air can be detected. If the patient's face is turning blue, this indicates that breathing is obstructed or it has stopped.

4. Move the patient to a proper position

- Turn an unconscious patient on his or her side.
- Tilt his or her head backwards so that breathing can occur freely.

5. Call the emergency services

- As soon as you have checked the patient's condition and determined it is an emergency, dial **112**, if calling through the **university telephone network, dial 0 112**, and tell the person answering:
 - what has happened
 - what, if anything, the patient is saying
 - what the patient is doing at the moment

6. Observe

- If you notice any changes in the patient's condition before the emergency personnel arrive, dial **112 again**. If calling through the university telephone network, dial 0 112.

7. Guidance

- Arrange guidance and an unhindered passage to the patient for the rescuers.

8. Explain

- Explain to the emergency personnel what has happened, how the patient's condition has progressed and if the patient has received first aid.

IN CASE OF A DAMAGE CAUSED BY WATER

Find out in advance where the main water valve of the house and that of your flat are.

1. Switch off the electricity from the spot where the leak initiated and from its vicinity too.
2. Stop the leak by, for example, switching off the water main valve, which can be found in the heat distribution room, and minimize the damages.
3. Inform
 - the maintenance men, tel. **(60) 7500**
 - the house manager / the head of safety tel. **(60) 7207**
4. If needed, dial the emergency number **112 (0 112 from a telephone which is connected to the university network.)**

If water is rising threateningly outside of a building:

1. Find out what causes the impending threat.
2. If there is a leak somewhere, try to stop it.
3. Try to stop the water from getting indoors by
 - using sacks
 - using plastic covers
 - directing the flow of water away from the house.
3. Call for extra assistance if needed.

IN CASE OF A POWER OUTAGE

1. Make sure that no one is stuck in elevators.
2. Find out the reason for the power outage and how rapidly the outage will be over.
3. Let people know of the situation and remind them to be cautious if candles are lit.

To note especially under exceptional circumstances

Avoid lighting candles.

The main power distribution rooms are in the ground floors of the houses.

For the houses in Taitoniekantie and House Q the main fuses are in the distribution station in House C. Backup fuses are in the main power distribution room of House A.

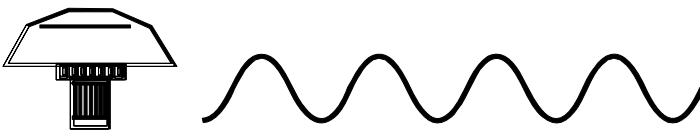
For the houses in Emännäntie the main and backup fuses are in the distribution station in House N. The main fuses get electricity feeds from our own distribution stations and backup fuses get their feeds from the Kortepohja elementary school.

IN CASE A STANDARD EMERGENCY WARNING SIGNAL IS GIVEN

1. **Seek shelter indoors.** Under exceptional circumstances, find the nearest civil shelter immediately.
2. **Turn off the ventilation.**
3. **Close** all doors and windows and secure them tightly.
4. **Listen to the radio** and follow the instructions given and announcements made by the authorities.

Avoid using the telephone to ensure that emergency authorities can maintain their telecommunications intact.

The standard emergency warning signal



The standard emergency warning signal is a **sound signal that alternates** from a high-pitched sound to a low-pitched one and lasts for one minute. The high-pitched part is seven seconds in length and so is the low-pitched part of the signal. The warning can also be announced by authorities through mobile alarms.

The standard emergency warning **signal indicates an immediate danger to the public**. In towns and more densely populated areas the warning is given through a fixed outdoors warning signal system and in scarcely populated areas it will be given through mobile alarms, which are attached to vehicles. **The danger over signal** is a steady sound that lasts for one minute. It indicates that the danger or threat is over.

What to do when you hear the standard emergency warning signal:

- Go indoors. Stay indoors.
- Close doors, windows and openings and turn off the ventilation.
- Open the radio and wait calmly for instructions.
- Avoid using the telephone so that the lines will not be blocked.
- Do not leave the area without being prompted to do so by the authorities so that you would not be put at risk while outside.



Gas threat

A standard emergency warning signal is given if there is a gas threat.

Follow the above instructions and in addition:

If you are indoors and smell gas

- Press a wet cloth over your mouth and breathe through it.
- Remain in an upper floor of the building till the threat is over.
- Listen to the radio.

If you are outside and can not get indoors

- Hurry away from the cloud of gas under a side wind
- Try to get onto as high a ground as you can, for example onto a hill.
- Press a wet cloth, a patch of grass, peat or moss onto your mouth and breath through it.

IN CASE OF A GAS THREAT

A standard emergency warning signal is given if there is a gas threat and further instructions will be given through radio and television.

In case of a gas threat you should follow the same steps as always after a standard emergency warning signal is given

- 1. Seek shelter indoors** and in the upper floors of the building.
 - You should not go into the cellar or a civil shelter that is converted for an alternative use because it is not tight enough (it is without a closed off section).
- 2. Turn off ventilation.**
- 3. Close all doors and windows** and openings and secure them tightly.
- 4. Listen to the radio** and follow the instructions given and announcements made by the authorities.
- 5. Avoid using the telephone** to ensure that emergency authorities can maintain their telecommunications intact.
- 6. Stay indoors.**

If you are outside when you hear the standard emergency warning signal

1. *Try to get indoors.*

1. *If you cannot get indoors*

- Move under the side wind away from the approximate accident site and try to get onto a higher ground.
- Breathe through a multi-layered dampened cloth, hat or a patch of moss.

IN CASE OF A RADIATION HAZARD

Meters are used continuously around the country to monitor radiation. Even the smallest of changes are spotted immediately and announcements are made without delay. **The standard emergency warning signal is given** to indicate a radiation hazard.

Go indoors

Close all doors, windows and openings tightly and turn off the ventilation so that radioactive substances can not get in. The best shelters are in the mid-parts of the building and the cellar.

Iodine pills

Take iodine pills only after being prompted to do so by the authorities. You will hear this on the radio or on the television. The iodine pills hinder the radioactive iodine from accumulating into the thyroid gland but offer no additional protection. You must not leave the house to buy the iodine pills once a threat is acute. You can buy them at the chemist beforehand if you want.

Protect food and drinking water

Place all food that's on the tables etc. into plastic bags and tight containers. The refrigerator, freezer and tight containers will protect the food from radioactive dust.

Moving out of doors

If you must go outside, use a tight-fitting outfit, which covers the skin properly, for instance rain clothes. Once indoors, take off your clothes in the hall and wash yourself properly. Use a dust mask, a towel or a kitchen towel to stop the radioactive particles from entering your lungs.

Protecting animals

Move pets and other household animals indoors and cover their fodder and drinking water well.

Further information

Further information is available from the fire and rescue authorities of your municipality, from the media and from the YLE Text TV service sub-page 197. Information is available on the Radiation and Nuclear Safety Authority Finland's website at <http://www.stuk.fi> and the Rescue Services website <http://www.pelastustoimi.net/>.

A radiation hazard is announced with the standard emergency warning signal and further information is given on the radio and the television. Also on the YLE Text TV service sub-page 197.

In case of a radiation hazard

1. **Seek shelter indoors.**
2. **Turn off the ventilation.**
3. **Close** all doors, windows, and openings and **secure** them tightly.

The building must be sealed as well as possible so that radioactive particles or gasses can not get in. When securing all openings, remember to block all cracks including the mailbox, ventilation and chimney shafts. Securing can be done with plastic bags or film, adhesive tape and sealing pastes.

4. **Listen to the radio** and follow the instructions given and announcements made by the authorities.
5. **Avoid using the telephone** to ensure that rescue authorities can maintain their telecommunications intact.

6. **Take the iodine pills only according to the instructions** given by the authorities.
7. If you have to go outside, **use a dust mask and well protective clothing.**

Location of civil shelters

The civil shelters can be found:

House A: in the basement (cellar) of the main building.
House B: in the basement (cellar)
House C: in the basement (cellar)
House D: in the basement (cellar)
House E: in the basement (cellar)
House F: in the basement (cellar) of House G
House G: in the basement (cellar)
House H: in the basement (cellar)
Main building: in the basement (cellar)
House J: in the basement (cellar) of House R
House K: on the ground floor
House L: on the ground floor of House K
House M: on the ground floor
House N: on the ground floor
House O: on the ground floor
House P: on the ground floor
House Q: in the basement (cellar) of the main building
House R: in the basement (cellar)
House S: in the basement (cellar) of House R

Resident safety personnel:

Head of safety, technical manager Jari Pihlajasaari / JYY- Palvelut Oy

Address: Vehkakuja 2 B

Telephone: (60) 7255

The maintenance man on call is in charge of the civil shelters/ JYY- Palvelut Oy

Address: Taitoniekantie 9 H 16

Telephone: (60) 7500

How to make an emergency call: 112

1. Call the emergency services yourself if you can.
2. Explain what has happened.
3. Give the exact address and municipality.
4. Answer all questions.
5. Proceed according to instructions.
6. Hang up only after a permission has been given to do so.