

IN CASE OF EMERGENCY

Emergency Telephone Number 112

Police, Fire, Ambulance

Dial 112 in case of fire, medical emergency, serious or life threatening traffic or other accident.

Tell the operator:

What has happened

An accident?

A medical emergency?

Are people in danger?

Where

Street address, building, area, department

Answer the operator's questions

Follow

the instructions you are given.

Do not hang up

before you have been given permission to do so.

EMERGENCY ALERT TONE



- Go indoors.
- Close all doors, windows and ventilation channels, and turn off air conditioning.
- Listen to the radio for further instructions. Instructions will be broadcast on all channels.
- Avoid using the telephone to prevent congesting the lines.
- Do not leave the area without the authorities' permission as you may get into danger outdoors.
- Under exceptional circumstances the emergency alert tone is a signal to rapidly seek shelter in bomb, population or other shelters.

IN CASE OF FIRE

Rescue

people in danger and warn others.

Alert the fire brigade

- by dialling **112**.
- by pressing a possible emergency button.
- try to get someone who knows the office equipment to be present.

Extinguish

- by using the nearest fire extinguishers.

Limit the fire

- Close all doors.
- Close all windows and turn off air conditioning.
- Remove any flammable liquids and gas bottles from the area.
- Stop machinery and processes.

Guide

- the fire brigade to the fire site.

IN CASE OF RADIATION EMERGENCY

- Go indoors.
- Switch off air conditioning and make the building as airtight as possible.
- Turn on the radio, listen and follow the given instructions.
- Only take iodine tablets if and when advised to do so by the authorities.
- Cover and protect food and water.
- Cover and protect materials or goods outside.

IN CASE OF GAS EMERGENCY

Outdoors

Check the direction of the wind. Escape the gas by moving crosswind. Try to get indoors.

If you can't get indoors, try to get to higher ground and avoid low-lying areas.

Move carefully to avoid getting out of breath. Cover your airways with a moist cloth.

If in a vehicle, switch off the air conditioning, drive crosswind and turn on the radio.

Indoors

Switch off ventilation systems and air conditioning. Close all doors, windows and ventilators. Try to make the building as airtight as possible.

Turn on the radio and listen for further instructions.

Avoid using the telephone.

Breathe through a moist cloth if you can smell gas.

Try to get to the top floor of the building, avoid the basement or cellar.

HOW TO USE THE EXTINGUISHING BLANKET

Pull the blanket out by the strips.

Grab the strips or the corners of the blanket, placing your hands behind it.

Extend your arms out straight.

Approach the fire from the direction of the wind while taking cover behind the blanket.

Spread the blanket over the fire and extinguish it.

Leave the blanket in place.

IF A PERSON IS ON FIRE

If a person's clothes are on fire, push the person down and cover him/her tightly with the extinguishing blanket.

Start from the upper body leaving the head outside the blanket.

Proceed to give first aid.

Dial 112 and call help.

Accident or medical emergency

Find out what has happened

A medical fit?

An accident?

Is the patient conscious?

Speak to the patient (“can you hear me”, “open your eyes”) and shake him/her gently.

Is the patient breathing, is the patient’s heart beating?

Loosen tight clothing.

Carefully tilt the patient’s head backwards to open the airways.

Feel for a pulse located next to the patient’s Adam’s apple using your fingers.

Alert help by dialling 112

Poison Information Centre, Helsinki University Central Hospital, tel. (09) 471 977

Resuscitate

If the patient is not breathing, blow 2 times, check pulse.

If you can’t feel the patient’s pulse, compress chest 15 times.

Continue until vital functions return or professional help arrives.

Guide

the professional help to the patient.

Tell

the professional help what has happened and what has been done so far.

Instructions in case of an accident or a medical emergency

Evaluate the situation quickly:

Find out what has happened

Is the patient conscious?

Is the patient breathing, is the patient's heart beating?

Start resuscitating the patient

Tend to small wounds on-site yourself

Use the materials and supplies available in the emergency kit or medical cabinet

Ask for help from people who have first aid skills

If necessary, call in a member of the first aid team

In case of larger or serious injuries or medical emergencies, call 112 to report the emergency.

When calling 112 tell the operator:

- what has happened, as precisely as possible (remember to remain calm and speak slowly)
- where: street address, building, floor
- when
- how they can be guided to the site
- your name

Do not hang up or disconnect the line until you have been given permission to do so!

Arrange for someone to guide the ambulance to the door of the building

Do not leave the patient alone or unattended

Learn basic life-saving first aid skills:

- Check if the patient is breathing. If not, begin mouth-to-mouth resuscitation: pinch the patient's nostrils with your thumb and forefinger, seal your mouth over the patient's mouth and breathe in two steady, solid blows while keeping an eye the falling and rising of the patient's chest.

- Check circulation by feeling for a pulse. If there is no pulse, begin cardiac resuscitation: position the heel of one hand on the centre of the lower half of breastbone (sternum) while grasping the wrist with your other hand.

- Compress the patient's chest 15 times consecutively, approximately 4-5 cm in depth at a time. Aim for a total of 100 compressions per minute.

- Continue giving cardio-pulmonary resuscitation (2 breaths, 15 compressions) until the patient regains consciousness, or you can't keep up anymore, or professional help arrives.

Notify your safety officer or manager of the incident.

Their duty is to assist in any possible investigation and to decide how to prevent similar incidents from reoccurring. Safety management is also responsible for the inspection of close-call incidents.

In case of power outage

Power outages (breaks in electricity provision) do not last more than a few hours under normal circumstances. A typical power outage only lasts a few minutes because the faulty channel can be overridden and alternative ones used instead.

Power outages are most harmful to unsaved information in computer and information systems. Air conditioning will also stop during a power outage.

An auxiliary signal light system will remain lit even during power outages.

In case of a power outage:

Stay calm, auxiliary lighting will still remain lit.

Do not light a naked flame (matches, etc.), use a flashlight or a torch instead. Find out where the nearest flashlight is located in advance.

Do not make unnecessary phone calls to avoid congesting the lines.

If you are caught in a lift (an elevator), press the lift's alarm button, wait and remain calm. The elevator's maintenance personnel will arrive soon to help you out of the lift.

Switch off power to electric or electronic appliances that may be harmed when the power is reconnected

The company's management and superiors will provide further instructions if operations cannot be resumed.

Safety officers and managers:

- Ensure that auxiliary lighting is arranged in critical areas
- Check that no one is caught in the lift(s)
- Arrange further help for customers if necessary
- Arrange the surveillance and monitoring of the areas if necessary

Contact your property management service provider if you need property maintenance-related help as a result of a power outage.

In case of gas emergency

Hazardous substances mean chemicals that are harmful or dangerous to health or the environment, flammable liquids and explosive substances. Materials can exist in three forms: solid, gas and liquid. In an accident, dangerous substances may catch fire, explode or develop poisonous gases, which are usually heavier than the air. Even if gas is not normally used in a building for normal operations, it can still be used for repair or maintenance work for example. These gases are often explosive or promote rapid burning if emitted to the air. Dangerous gases can also be emitted during a fire. These types of gases are normally yellowish in colour.

The rescue authorities will provide further instructions on the radio and locally through vehicle-mounted PA systems. The emergency alarm system tone can also signal a gas alert.

INSTRUCTIONS IN CASE OF A GAS ALERT INDOORS:

If there is a smell of liquid petroleum gas (LPG) or acetylene gas inside a building: Watch out for a naked flame or a spark that can trigger a gas explosion.

Evacuate the premises immediately and alert others to leave the building as well.

Dial **112** and report the emergency.

Guide the rescue authorities to the site.

The rescue authority will measure the gas content and ventilate the premises.

Oxygen gas is also dangerous because it promotes explosive burning (oxygen gas can also be perfumed).

INSTRUCTIONS IN CASE OF A GAS ALERT OUTSIDE:

If you are indoors:

Stay inside and call others to come inside as well

Do not go into the basement, cellar or a population shelter.

Close all windows and doors and switch off air conditioning and ventilation systems.

Turn on the radio and listen for further instructions.

Do not use the phone to avoid congesting the lines.

If you need immediate help, dial the emergency number **112**.

If you can smell gas indoors, take a piece of cloth, dampen it, place it over your nose and mouth, and breathe through it. The cloth acts as an air filter. Do not use any electric, electronic or other appliances that may ignite the gas.

Do not venture outside unless advised to do so, it may be dangerous.

If the area has to be evacuated, the authorities will give further instructions on the radio or locally through vehicle-mounted PA systems.

If you are outdoors:

Go indoors immediately and advise others to do so as well. Follow the instructions above.

If you find yourself in a cloud of gas when outdoors:

Do not run, cover your airways with a handkerchief and breathe through your nose.

Try to get indoors as quickly as possible.

If you cannot get indoors immediately, try to leave the area by moving crosswind.

Stay away from low-lying areas and try to get to higher ground.

If you are in a vehicle, switch off the air conditioning and try to get away from the gas cloud. Turn on the radio and listen to further instructions.

Poison Information Centre, Helsinki University Central Hospital, tel. (09) 471 977

Safety officers and managers

- Make sure that the above instructions are followed.
- Arrange further help for customers if necessary.
- Arrange possibility to listen to the radio for further instructions from the authorities.
- Notify your safety superior of the measures you have taken.