



Hervannan kampus, Sähkötalo

Rescue Plan

Hervannan kampus, Sähkötaló rescue plan

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1 Basic property information

Sähkötalo building is situated on the Hervanta campus of the University of Tampere, north side of the campus area, between Tietotalo and Rakennustalo buildings. Sähkötalo building houses mainly study and work spaces and laboratory facilities. The property is mostly used during office hours on weekdays, but the work and study facilities are available to students and personnel around the clock, including on weekends.

1.1 Basic information

Property name	Hervannan kampus, Sähkötalo
Building name	Sähkötalo
Building address	Korkeakoulunkatu 3 33720 TAMPERE
Number of buildings	1
Property owner	Suomen Yliopistokiinteistöt Oy
Year of construction	1978
Surface area	29,417 m ²
Number of floors	6
Fire class	P1
Building material	Steel reinforced concrete
Use	Educational institution

1.2 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 Oy phone 050 3187132
Location of the fire alarm	Main control unit: 1. floor A-section in lobby/corridor area SA105
Maintenance	Campusta Oy phone 010 3408500 service 010 3950395
Water company	Tampereen kaupunki: Tampereen vesi tel. 0800 90172 service line 0800 90172 http://www.tampere.fi/vesi.html
Gathering area	Tietotalo buildings parking area on the west side of the Sähköotalo building, behind the Tietotalo building
Key storage lock box	Next to the B-section entrance on the side of the Kampusareena
Number of civil defence shelters	2
Location of civil defence shelter VSS1	1. floor M-section room SM121
Location of civil defence shelter VSS2	1. floor M-section room SM111
Heating type	District heating
Main water shutoff	In basement floor A-Section heat distribution room SA007
Heat distribution room	Two heat distribution rooms: basement floor A-section room SA007 and 1. floor M-section room SM104
Electricity switchboard	Four main distribution boards: 1. floor A-section room SA109, F-section rooms SF101 and SF116C, and M-section room SM137

Location of substation	1. floor A-section room SA109 (Distribution substation 4) and F-section rooms SF101A and SF101B (Distribution substation 3)
Gas shut-off	Nitrogen main shut valve in 1. floor E-section corridor SE100E
Ventilation device	19 ventilation machinery rooms in total: 1. floor G-section room SG104, and 18 units on the rooftop of the building; 3 units in A- and I-sections, in total 12 units in C-, D-, F-, G-, H-, K- and N-sections, 2 units in L-section and 1 unit in M-section
Air ventilation emergency stop	1. floor F-section in room SF116B, N-section in laboratory SN101 and J-section in draught lobby SJ112A

Number of people

	Total		
	During the day	In the evening	At night
On weekdays	1,400	500	50
On weekends	200	100	50

Update of the plan

The University of Tampere / University Security Manager is responsible of updating the plan, unless otherwise agreed in writing.

The plan must be updated at least once a year and whenever changes occur in the content of the plan. The plan will be approved by a member of the University's management after the completion of the plan.

After minor updates (individual organizational changes, small additions, or small changes), the plan does not need to be re-approved. After significant changes (policies, practices and major organisational changes, etc.), the plan must be re-approved.

2 Organisation

2.1 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

Work protection manager

Kirsi Reiman
Tampereen yliopisto
phone 040 8490461
kirsi.reiman@tuni.fi

Person responsible for safety

Riikka Laurila
Tampereen yliopisto
phone 050 5605769
riikka.laurila@tuni.fi

Facility safety specialist

Juha Huhtala
Tampereen yliopisto
phone 050 4478540
juha.huhtala@tuni.fi

Manager of civil defence shelter VSS1, VSS2

Campusta Oy

Person responsible for civil defence shelter VSS1

Janne Puranen
phone 050 3187132
janne.puranen@campusta.fi

Person responsible for civil defence shelter VSS2

Janne Puranen
phone 050 3187132
janne.puranen@campusta.fi

Electrical machinery usage manager

Ilpo Virkki, Campusta Oy
phone 040 9008380

2.2 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
Lobby doorman	Sähköotalon infopiste	029 4524015	
Emergency surveillance	Vartiointi: AVARN Security Oy	050 5967120	

Maintenance

	Name	Telephone number	Duty hours
Burglar alarm: Service person	Juha Huhtala	050 4478540	
Camera surveillance: Service person	Juha Huhtala	050 4478540	
Fire alarm: Attendant	Janne Puranen	050 3187132	
Gas fire extinguishing system: Service person	Campusta Oy (alihankinta Mikro-Pulssi Oy)	040 7795011	
Maintenance duty	Campusta Oy	029 4520600	Outside of working hours

2.3 Other important numbers

Operator	Telephone number	Duty hours
Public emergency numbers	112	24 h
Poison information centre	0800 147 111	24 h

3 Risks

3.1 Risks of the Property

Fire and explosion

Possible causes of fire can be for example defective electric devices, careless smoking, working methods that cause sparking and sparks from the equipment, flammable chemicals and chemical leakage. Fire within the property can cause personal injuries and extensive financial damage, as well as disturbances and interruptions of operations.

Arson

Prone objects for arson are vehicles and flammable materials nearby the property. Arson can spread to a major fire that can cause personal injuries and extensive financial damage, as well as disturbances and interruptions of operations. Even a minor beginning of a fire causes structural damages, hazardous situations to personnel as well as additional repair work.

Accidents

An occupational accident or a sudden attack of illness can happen to a student or staff member on the premises. Accidents can be caused by for example falling down, tripping, falling during repair or other work, work movements, heavy lifting, slipping on a chemical leak on the floor or a hazardous situation during a teaching situation. Accidents cause personal injuries, disturb the operation, financial expenses and absences from work.

Sabotage and vandalism

Staff members and students with individual access rights move within the property daily. Entrances are locked only at night, when the property can be entered with access permission. Possible sabotage and vandalism can cause major damage and interruption of operation, as well as hazardous situations for the students and personnel. The possibility of sabotage and vandalism is responded to with surveillance cameras. In addition, security is provided by a security company.

Theft and robbery

Reasons for theft or robbery can be, for example, need for money or interest in confidential information. The greatest possibility to encounter such an act is on a journey to and from work. Consequences for the victim can be mental and physical damages in addition to the financial losses or the loss of valuable information.

Bomb threat

Bomb threats can be caused by many reason. For example a disturbed person can direct his/her

frustration towards all the people working and doing business in the property. A bomb threat causes mental suffering to all students and personnel, as well as financial expenses and disturb the normal operations.

Information security

An information leak or a malfunction in the information network are significant risks. Confidential information can fall into wrong hands if information security is jeopardized. Consequences can be financial expences as well as disturbances on operation of the entire facility.

Municipal infrastructure disruptions

Power cut

A power cut can be caused by a natural event such as a storm or lightning, but also electric failures and malfunctions, technological deficiencies or maintenance deficiencies. Power cuts can cause risk of an electric fire, personal injuries, disturbances on and interruption of operation.

Water damage

Water damage can be caused by for example pipe breakage, freezing, blockage or machine damage. Water damage can cause excess water leakage or interruption of water flow to the facilities, and consequently restrictions for water use within the facilities.

Hazardous chemicals and gases

Chemicals can cause a health hazard as well as risk of accident, such as a fire or explosion. When entering soil, sewerage or waterbody, chemicals may cause an immediate or delayed danger to the environment.

Gas hazard in the property can be caused by the gases used in the property, such as gas cylinders, or by an external incident, for example an accident in transportation of hazardous substances near by. Consequences of a gas hazard can be for example danger of fire and explosion.

Radiation hazard

The propability of a nuclear emergency in Finland is very low. External radiation hazards can be caused by a domestic or foreign nuclear power plant accident, a fire or other accident in a facility that handles or stores radioactive material, or an accident in the transportation of radioactive material. The consequences of a nuclear accident are highly dependent on the source of the radiation, distance, environmental conditions and how the situation is responded to.

Environmental hazards

Environmental hazards can be caused by for example extinguishing wastewater leakage. Traffic causes a risk of accident to people moving on the premises, as well as an environmental risk by for example oil leakage from a traffic accident.

Personnel action in unexpected dangerous situations

In order to prepare for an unexpected dangerous situation it is important that the personnel is trained in co-operation with the Rescue Department. University personnel needs to know how to act in case of an emergency and how to guide the rescue department to the destination, and laboratory personnel needs to know how to exit the property. The rescue department needs to know about any facility within the premises that has special demands or function.

3.2 Specific risks and remarks of the property

Chemicals and gases

The University's premises in Sähköotalo building have clean rooms, a high-voltage hall, an electrical machinery hall and a significant number of different laboratories. The laboratory facilities are equipped with a variety of electrical equipment, machinery, lasers, furnaces, hazardous chemicals, and flammable liquids and gases. There is a 20 m³ nitrogen tank next to the outer wall between K and L sections and pipes crossing the K and L sections that are directly connected to the liquid nitrogen tank.

Many health harmful substances are used in the processes, such as phosphorus, arsenic, beryllium, gases such as chlorine, ammonia, silane, sulfur hexafluoride and trifluoromethane. These substances are used in closed processes. Exposure can occur mostly in equipment maintenance and gas accidents. Working with hazardous substances is carried out, where possible, in fume cupboards, according to good laboratory work practices. Access to the laboratory facilities is allowed only with the permission of the laboratory manager after orientation. Chemicals are used and stored in rooms or chemical cabinets with warning signs. The gas lines and related valves are built in accordance with the regulations and their condition is checked regularly.

4 Safety procedures

4.1 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 Sähkötalo 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 in 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 phone 050 4478540

The property has burglar alarms

Burglar alarm

Description	The property is equipped with door alarms and glass breakaway detectors.
Service person	Juha Huhtala phone 050 4478540

Surveillance

Emergency surveillance

Description	The doors and windows are equipped with surveillance alarms. Alarms are directed to AVARN Security Oy.
Location	Sähkötalo building, The entire building
Contact	Vartiointi: AVARN Security Oy phone 050 5967120 vartija.tuni@avarn.fi

Lobby doorman

Description	Open Monday to Friday from 9 a.m. to 3 p.m.
Location	Sähkötalo building, 2. floor J-section room SJ202
Contact	Sähkötalon infopiste phone 029 4524015 sahkotalo.info@tuni.fi

Local security

Description	Security guards go round the property during the evenings on weekdays and night time.
Location	Sähkötalo building

District surveillance

Description	Security guards go round the property at weekends.
Location	Sähkötalo building

4.2 Extinguishing equipment

Location	Extinguishing equipment	Description
For example near the kitchen facilities and in laboratories	Fire blanket	Is suitable for extinguishing for example kitchen fires or people on fire.
In the hallways, public areas, lecture rooms, laboratory facilities etc.	Fire extinguisher	Fire extinguishers are mainly powder extinguishers that are suitable for regular fire extinguishing. Special premises are equipped with CO2 -extinguishers (carbon dioxide) that are suitable for extinguishing for example liquid and electric fires.
In staircases, lobbies, and basement floor corridors	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.

4.3 Protection models

Sähkötaló building

Type	Number of floors	Description of implementation
The property's own	kaikki	Virka-aikana kiinteistöhuollon työntekijät ottavat pelastuslaitoksen vastaan ja ohjaavat kohteessa. Virka-ajan ulkopuolella tapahtuneissa hälytyksissä ohjauksesta kohteessa vastaa kiinteistöhuollon päivystäjä.
Regional monitors	kaikki	Yliopiston henkilökunnasta on muodostettu turvaryhmiä, jotka toimivat turvallisuusorganisaation tukena turvallisuuden varmistamisessa osana jokapäiväistä toimintaa sekä mahdollisissa poikkeustilanteissa.

4.4 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	Smoke ventilation hatches or windows in staircases in C-, D-, F-, I-, K-, L- and M-sections. Manual control in staircases.
Description	The property has smoke ventilation windows/hatches in the staircases.
Location of centre	The property has eight smoke ventilation centrals: 1. floor in staircases SC100A, SD100A, SF100A and SK100A, in draught lobby SJ112A and in electricity cabinet SM138 (2 units), and 2. floor in staircase SL200A
Smoke removal activation	Manual launch

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 building is equipped with safety lightning system that covers exit lightning and emergency lighting.
Location of centre	The property has six safety lightning control panels in total: 1. floor A-section in room SA108, F-section in room SF116C and M-section in electricity cabinet SM138, and 2. floor C-, G- and L-section in electricity cabinets SC200H, SG200I ja SL200I
Coverage	The entire property

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	1. floor F-section cooling room SF103, server room SF110 and UPS-room SF116D
Description	Alarm signal light above the doors of the facilities that are equipped with argon extinguishing system, indicate argon launch. In case of an Argon launch access to the facility is forbidden.
Location of centre	Gaseous extinguishing system launch central and gas cylinders are located in the 1. floor F-section UPS-room SF116D
Type	Argon gas extinguishing
Service person	Campusta Oy (alihankinta Mikro-Pulssi Oy) phone 040 7795011

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 property managers or external on-call service organization via the central monitoring station.
Company to which alarms are directed	Are Oy

4.5 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.

- First aid training has been organised.
- People capable of administering first aid have been identified. The list of first aid-skilled people is located at: Risk Manager Mirva Seppänen has the list.
- The ambulance will be directed to: To the nearest exit.
- Emergency contact person: aulapalvelut.

The property has the following first aid items available:

Utensil	Location
First aid cabinet	There are several first aid cabinets on each floor
Eye-rinsing equipment	In the laboratory facilities
Emergency shower	In 5. floor M-section laboratories and 2. floor I- and E-section clean rooms
Defibrillator	Near the info desk in 2. floor J-section
Stretchers	1. floor K-section in corridor

4.6 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

Location	The property has six fire alarm central panels in total: 1. floor A-section in lobby/corridor area SA105 (2 units) and F-section in room SF116A, 2. floor C-section in corridor SC200B, G-section in corridor SG200B and L-section in room L200.1
Description	The property has a fire alarm system that is connected to the regional fire brigade control and equipped with fire alarm buttons.
Location of centre	Main control unit: 1. floor A-section in lobby/corridor area SA105
Coverage	The entire property
Type of centre	Esmi FX
Attendant	Janne Puranen Campusta Oy phone 050 3187132
Caretaker's deputy	HH-kiinteistöpalvelut 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.

Spaces which differ from each other fundamentally in terms of usage or fire load are divided up into separate fire compartments, if it is necessary for the protection of property or personnel. (usage way compartmentalisation)

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 B-section Fablab (SB101A) around the staircase opening
Description	The property has smoke curtains (6 units) around the staircase opening. The smoke curtains are controlled by the fire alarm system and control switches installed next to the A-section fire alarm central panel.

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 to the front yard of the building, to the vicinity of A- and I-sections. From Tekniikankatu -street to the west and east sides of the building and to the north gable. 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
Sähköotalo 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: Tietotalo buildings parking area on the west side of the Sähköotalo building, behind the Tietotalo building

Extinguisher water collection point

Extinguisher water collection point

Location	Fire hydrant is located in the outdoor area between the Kampusareena and 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:

Ari Särkkä

Campusta Oy

phone 050 3471430

ari.sarkka@campusta.fi

Location of the permanent hot work site: In 1. floor J-section ProLab welding workshop SJ107

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.

4.7 Smoking area

The Hervanta campus of the University of Tampere is smoke-free, where smoking is only allowed in designated areas. Efforts must be made to prevent tobacco smoke from entering the interior. The design of smoking areas outside must be based on a distance of about 10 meters from the building's structures from which tobacco smoke can penetrate the interior.

In order to increase safety and prevent fire, it is important to pay attention to the daily use of the smoking area:

- There should not be anything flammable in the vicinity of the smoking area.
- The holder of a smoking area shall display signs indicating a smoking ban and a smoking area.
- Fire-safe ashtrays are to be used in smoking areas.
- Burning or smoldering waste material must not be mixed with other waste materials.
- Cigarette butts and ashes shall be sorted cold, thoroughly not smoldering and suitably packaged as mixed waste for landfill.

Smoking is prohibited for example in the following places:

- in the indoor areas of agencies and authorities and comparable public bodies, that are reserved for the public and customers;
- at public indoor events;
- in the common, public and customer-use indoor areas of work communities;
- in the canopies and auditoriums of public events held in outdoor areas and in other facilities intended specifically for the observation of the event, where participants stay put.

4.8 Waste management safety

Proper location, lighting, and locking of a property's waste point can prevent accidents and reduce the risk of fire. Attention should be paid to waste containers and shelters and the routes leading to them. The waste point or the exit corridors of the property must not be used as storage facilities. Loose objects in the garbage shelter and next to the wall pose a safety risk and are good incendiary

materials for the arsonist.

Waste components are to be sorted accordingly to the designated waste container, in a way that the waste container lid can be closed appropriately.

Waste container row and waste shelter are safe to place:

- at least eight meters from the wall of the building;
- in a locked space so that a possible fire in it does not endanger the fire safety of the actual building.

5 Other arrangements

5.1 Lift

Lift

Location	Sähkötalo building has five passenger lifts in total, located in C-, G-, H-, L- and M-sections.
Maintenance company	KONE Hissit Oy

5.2 Ventilation device

Ventilation device

Location	19 ventilation machinery rooms in total: 1. floor G-section room SG104, and 18 units on the rooftop of the building; 3 units in A- and I-sections, in total 12 units in C-, D-, F-, G-, H-, K- and N-sections, 2 units in L-section and 1 unit in M-section
Emergency stop switch location	1. floor F-section in room SF116B, N-section in laboratory SN101 and J-section in draught lobby SJ112A

Ventilation shutdown

If the property is subject to an external hazard, such as fire gases from an adjacent building, ventilation must be shut down. In this case, the rescue authority usually issues an emergency warning, which also provides further instructions and a request to shut down ventilation.

In an emergency situation, the ventilation must be shut down entirely, with a clearly marked stop switch. The stop switch must be placed in an easily accessible location.

6 Action guidelines

Instructions can be found on the front page of the Rescue Plan, under the title "Action guide".

7 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 2 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 2 civil defence shelters:

Location	Protection grade	Surface area	Defence shelter places	Location of equipment
1. floor M-section room SM121	S1	83.2 m ²	110	In the civil defense shelter
1. floor M-section room SM111	S1	80.7 m ²	107	In the civil defense shelter

Two 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 1, Tietotalo building
- Korkeakoulunkatu 5, Kalliosuoja (Bommari)
- 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.

8 Informing and orientation

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.

Orientation and informing: Managers are responsible for safety orientation. Safety organization supports the orientation. The Rescue Plan is also presented as a part of the orientation materials and safety materials of the organization.

**Safety training:* Safety organization organizes safety trainings regularly and according to specific needs. Execution of the Rescue Plan is trained in practice by organizing evacuation drills for everyone who use the property.

Informing in crisis situation: In a time of crisis, the top management and the Communications unit will oversee all communication activities and agree on related responsibilities to ensure that accurate information is provided as quickly and widely as possible. 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. Visit the intranet to stay up to date in the event of a crisis. Depending on the type of crisis, information may also be provided to staff and students via text message, email, the University's website or social media channels.