



TURUN **TEKNOLOGIAKIINTEISTÖT**

Kiinteistö Oy PharmaCity

Rescue Plan

Kiinteistö Oy PharmaCity rescue plan

Completed Nov 8, 2016

Author Jani Rämänen

Last updated Jan 9, 2024

Updater Joachim Miinalainen

This rescue plan was made with Turun Teknologiakiinteistöt Oy.

This rescue plan has 28 pages.

Contents

1	Introduction	4
2	Basic property information	6
2.1	Basic information	6
2.2	Other information	6
3	Organisation	8
3.1	Safety personnel for the property	8
3.2	Important numbers of the property	8
3.3	Other important numbers	8
4	Hazards	9
5	Safety procedures	12
5.1	Extinguishing equipment	12
5.2	Safety equipment	12
5.3	First aid	13
5.4	Fire safety	13
6	Other arrangements	15
6.1	Ventilation device	15
7	Action guidelines	16
7.1	Alerting help	16
7.2	Sudden illness or accident	18
7.3	Fire	19
7.4	Fire action guide, when safe exits are blocked	20
7.5	Action in a fire alarm situation	20
7.6	Activities at the meeting place	21
7.7	Assisting people with reduced mobility in emergency situations	21
7.8	Water damage	21
7.9	When violence is threatened	21
7.10	Bomb threat	22
7.11	Public warning signal	23
7.12	Blackouts	24
8	Civil defence	25
9	Storing movables	26
10	Attachments	26
	Appendix A Business space owner's responsibilities	27
	Appendix B How to use a small fire extinguisher	28
	B.1 Extinguishers	28
	B.2 Fire hydrant	28

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

PharmaCity has office and teaching space as well as laboratory and research facilities.

2.1 Basic information

Property name	Kiinteistö Oy PharmaCity
Building address	Itäinen Pitkäkatu 4 20520 TURKU
Number of buildings	1
Property owner	Turun TeknologiaKiinteistöt Oy http://www.turunTeknologiaKiinteistot.fi/?id=4

2.2 Other information

The site falls within the area of the following rescue service: Southwest Finland. The rescue department's estimated time of arrival at the site is approximately 6 minutes.

Maintenance	Are Oy phone 020 5305700 service 020 5305700
Electricity supplier	Turku Energia Oy tel. 02 2628111 service line 0800 02001 http://www.turkuenergia.fi/kotitalouksille/asiakaspalvelu/ilmoita-sahkoverkon-viasta/
Water company	Turun Seudun Vesi Oy tel. 040 8304400
Insurance company of the property	Pohjola Vakuutus Oy tel. 03 030303 https://www.op.fi
Insurance company of the property owner	Pohjola Vakuutus Oy tel. 03 030303 https://www.op.fi

Gathering area	Jogging path, near the C- rapu
Number of civil defence shelters	1
Location of civil defence shelter VSS1	Basement
Main water shutoff	Heating room, basement level at C-barrier
Electricity switchboard	Basement, at the D- rack
Ventilation device	Basement, corridor B-C 2 rooms / attic floor
Air ventilation emergency stop	in the hallway of the B- entrance

Number of people

Total			
	During the day	In the evening	At night
On weekdays	400	50	0
On weekends	50	20	0

3 Organisation

Managing director of the company Mikko Lehtinen
Turun Teknologiakiinteistöt Oy
phone 040 0960626
mikko.lehtinen@teknologiakiinteistot.fi

Maintenance manager Jani Jeromaa
Turun Teknologiakiinteistöt Oy
phone 040 0218852
jani.jeromaa@teknologiakiinteistot.fi

3.1 Safety personnel for the property

Safety officer Jani Jeromaa
Turun Teknologiakiinteistöt Oy
phone 040 0218852
jani.jeromaa@teknologiakiinteistot.fi

3.2 Important numbers of the property

Task	Name	Telephone number	Service phone number
Maintenance company	Are Oy	020 5305700	020 5305700

3.3 Other important numbers

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

4 Hazards

A **hazard** is a factor or circumstance that can cause harm or bring about an adverse event. **Risk** is the combined effect of the probability and severity of harm associated with a threat.

Risk and probability	Causes and consequences	Preparedness
Fire (possible)	Reasons for occurrence: Open fires, candles, smoking, electrical appliances, electrical switchboards and installations, vehicles, fire work, cooking, arson (excess combustible material at waste site, goods on building walls) Consequences: Personal injury and damage to property	Use of open fires only under supervision, no use of broken electrical appliances, fire work only with a fire permit and card, proper waste sorting, no excess combustible material stored on building walls
Accident (possible)	Reasons for implementation: Winter slipperiness, snow or ice falling from roofs, falls in public areas, traffic accident, accidents at work Consequences: Personal injury	Winter maintenance by the building maintenance service (prevention of slipping, snow removal if necessary), notification of any deficiencies to the maintenance service, caution when using stairs and especially outside in winter, maintenance of public areas (e.g. cleaning, not storing excess items in passageways).
Accidents, vandalism, theft (unlikely)	Reasons for implementation: Open/unlocked front door or premises door Consequences: Property damage, risk of personal injury	Keeping doors to warehouses and other premises locked, notifying maintenance if any deficiencies in door locking are found
Water damage (possible)	Reasons for implementation: Lack of maintenance/control, freezing, blockages, equipment failure, storm Consequences: Property damage	Maintenance and upkeep of the building's plumbing system, maintenance of storm drains. Report any observed leaks to property maintenance and upkeep.
Electrical outage (possible)	Reasons for occurrence: Lightning, storm, equipment failure Consequences: Equipment failure, premises freezing in winter	Self-preparedness, e.g. torch, candles, matches, spare power supply for charging mobile phone, warm clothes in winter. Evacuate the building if the situation becomes protracted

Risk and probability	Causes and consequences	Preparedness
Gas hazard (unlikely)	Reasons for implementation: Transport of dangerous goods, fire in the vicinity Consequences: Shelter in place.	Follow the instructions of the authorities, refer to the general instructions for the general danger sign.
Radiation hazard (unlikely)	Reasons for occurrence: Radiation accident Consequences: Shelter in place	Follow instructions from the authorities, home security, familiarise yourself with the instructions in advance

5 Safety procedures

5.1 Extinguishing equipment

Location	Extinguishing equipment
Entire property	Fire extinguisher
Entire property	Fire hydrant

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.

5.2 Safety equipment

Sprinkler equipment

The sprinkler system is an automatic fire extinguishing system which starts extinguishing a fire by spraying water at the location of the fire and, at the same time, passes on a fire alert to the emergency centre. The functioning of the equipment is based on the principle that when the temperature exceeds a certain level, the capsule of the sprinkler breaks and water is released to flow through the sprinkler.

The sprinkler equipment is maintained according to the maintenance plan. The equipment is tested monthly and inspected every other year.

Sprinkler system

Location	Basement, at staircase B
----------	--------------------------

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 extraction centre, in the vestibule at entrance B
--------------------------------------	---

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: in the hallway of the B- entrance

5.3 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: Eastern Long Street 4.

5.4 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	in the hallway of the B- entrance
----------	-----------------------------------

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

Rescue ladders

Windows or balconies located more than 3.5 metres from the ground must be used as an emergency escape route. A fixed ladder must be placed under the emergency escape route.

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.

Gathering area: Jogging path, near the C- rapu

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.

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 Ventilation device

Ventilation device

Location	Basement, corridor B-C 2 rooms / attic floor
Emergency stop switch location	in the hallway of the B- entrance

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 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:

Eastern Long Street 4

7.2 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. **Itäinen Pitkäkatu 4, TURKU**
- Tell what happened
- Act according to directions.
- Inform the emergency centre of any changes that take place in the condition of the patient.

Adult basic resuscitationRecognition of cardiac arrest

- basic resuscitation should be started for every unresponsive patient
 - who is not breathing
 - whose breathing is not normal
- loud/crackling and irregular breathing in an unresponsive person indicates cardiac arrest

Emergency notification

- An emergency call should be made immediately to the public emergency number **112**
 - if the person is unresponsive
 - if the person is not breathing normally
- If you are resuscitating the person alone
 - put the phone on speakerphone
 - you can resuscitate and listen to the instructions from the emergency centre

CPR

- CPR should be started as soon as possible
 - the point of application of pressure is the lower part of the sternum
 - place the base of the palm of one hand on the pressure point and the other hand on top of it
 - it is recommended to change the pressure reliever every 2 minutes (if possible)
- The stimulation should be started with 30 compressions

Puff release

- Alternate between 30 compressions and 2 inflations
- Blow two calm puffs of about one second each
 - the chest should rise and fall with the blows
- If puffing fails, continue uninterrupted puffing

7.3 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: Eastern Long Street 4

In evacuation situations the gathering area is: Jogging path, near the C- rapu

7.4 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.

7.5 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: Jogging path, near the C- rapu

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.

7.6 Activities at the meeting place

Meeting place: Jogging path, near the C- rapu

Depending on the situation, consider whether it is safe to stay at the designated assembly point or whether people should be directed elsewhere, for example to a nearby property. **Things to remember at the assembly point:**

- dealing with any injured persons, informing security staff
- care for persons with reduced mobility or other disabilities
- inform the rescue services if you know someone is trapped inside

If the assembly point is not safe, move to a safer place (further away from the building or temporarily to a nearby building). If necessary, the authorities will designate shelters for longer-term protection.

7.7 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.

7.8 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: Are Oy, phone 020 5305700, service 020 5305700
- Contact the emergency number if needed **112**.
- Main water shutoff: Heating room, basement level at C-barrier
- Electricity switchboard: Basement, at the D- rack

Should there be threat of water outside the building

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

7.9 When violence is threatened

In an **unarmed threat situation, do the following.**

- Act calmly and try to reassure the person with your own behaviour.
- Make sure you do not turn your back or corner yourself so that you always have an escape rou-

te from the threatening person.

- If possible, ask for help.
- Run away and help others to escape from the scene

Take care of your own safety. Try to direct the threatening person to a place where they cannot be harmful to others. After the incident, report the incident to the police if necessary. **If the threatening person has a weapon, do the following.**

- Do not resist.
- Do only what the threatening person tells you to do.
- If possible, try to warn others.
- After the incident, call 112. Listen to the instructions and act on them.

Any threat or observation of a possible threatening situation must be taken seriously and reported to the police immediately.

7.10 Bomb threat

Bomb threats are often baseless and made by a disturbed person, but they should always be taken seriously and any threat should be reported to the police. The important thing is to maintain your composure and calm.

- When the threat comes over the phone
- Remain calm. Prolong the call.
- Take notes. Write the threat down verbatim.
- Ask questions.
- Where is the bomb?
- What does the bomb look like?
- When will the bomb explode?
- Why?
- Pay attention to the caller's speaking style and tone of voice.
- Are there any dialects or other distinctive features in his speech?
- Is he or she agitated?
- Does he read the message from the paper?

After the call, report it to **112**. Follow the instructions given by the authorities.

7.11 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.

7.12 Blackouts

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. 020 5305700).

Electricity is down in both the operating premises and the public areas

- Use a flashlight
- Direct others, if so needed.

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 a civil defence shelter. 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 a civil defence shelter:

Location	Protection grade	Surface area	Defence shelter places	Location of equipment
Basement	S3	366 m ²	488	

The civil defence shelter is in class S3. The civil defence shelter in protection class S3 is a newer shelter, built after 1976. 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 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.

The civil defence shelter nearest to the property is **Turun kaupungin poikkeusolojen johtokeskus** and it is located at:

Samppalinnankatu 7

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 Attachments

This rescue plan has the following attachments:

- Business space owner's responsibilities
- How to use a small fire extinguisher



Meeting place map

Appendix A Business space owner's responsibilities

The owner or business practitioner of the space must to the extent of his/her abilities supervise that rules and regulations for fire and accident prevention, and individuals' safety in the work place, are followed. It is recommended to appoint a person in charge of safety and security, who will take care of safety and security matters and work in cooperation with the property's appointed people in charge.

The owner and business practitioner of the space must both ensure that the building, structures and their environs are maintained in such a condition that

- the risk of fire, intentional lighting of a fire, and the threat of spreading is minimal
- people in the building can, in the case of fire, or some other kind of sudden danger situation, exit the building or they can be rescued in other ways
- rescue action is possible in the event of fire or another kind of accident.

Easily flammable material or other items are not permitted to be stored in the attic, the basement, hallways or exit ways, under the building, or in its immediate proximity.

The following equipment and devices must be kept in working order and serviced and inspected appropriately:

- extinguishing equipment
- fire detection, alarm, and other detecting and alarming devices signalling danger
- guides and lighting for exit ways.

The owner and user of the space are for their part responsible for the condition of the equipment and will notify of defects to the persons in charge.

The owner and business practitioner of the space must, for their part

- prevent fires from starting and other danger situations from arising
- prepare for the protection of people, property, and environment in danger situations
- preparing for extinguishing fires as well as for other rescue operations, within their individual capabilities
- start action for securing safe exit from fires and other danger situations, as well as action for making rescue operations easier.

Appendix B How to use a small fire extinguisher

B.1 Extinguishers

- Turn the extinguisher upside down and shake the extinguisher to ensure the powder's running.
- Remove the safety pin.
- Approach the fire from the direction of the wind.
- If you are indoors, approach low on the floor, as this will improve the visibility.
- Take a hold of the extinguisher's hose from the end and direct the extinguishing substance at the base of the flames, don't cut through them.
- Start extinguishing from the front and continue towards the back, or from bottom to top.
- Extinguishing can be improved with a back and forth motion.
- The whole area that is burning must be covered in the extinguisher cloud.
- After the flames are extinguished the extinguishing can be stopped.
- Observe the burnt object and make sure that the fire is out.
- If the target catches fire again, repeat the extinguishing.

B.2 Fire hydrant

- Open the fire hydrant cabinet. If necessary, break the plastic covering of the lockguard by, for example, hitting it with your elbow.
- Open the stopcock and pull out as much hose as you need.
- Turn on the nozzle at the end of the hose and begin extinguishing from a safe distance.
- Direct the water jet at the base of the flames and continue until the fire has been extinguished.
- Make sure the fire has been put out. Suffocate or wet all possibly still- smouldering spots.

Do not put yourself in danger. Avoid breathing smoke. If the extinguishing is not succeeding, move to safety. Close the door to the space to limit the fire.