

Safety instructions

Important contact information

Name of the building

Address of the building

Precise location to ensure that
emergency personnel can easily find the
place

Meeting point location

Caretaker/Site Manager

Security company

On-call building manager service

Health counselling Tel. 09 310 10023

Poison Information Centre Tel. 09 471 977

Defect notifications and
feedback

Emergency
number

112

How to respond in case of an emergency

Emergency call

- Call the emergency number 112 or use the 112 Suomi mobile application.
- State your location as accurately as possible.
- Answer the questions and follow the instructions you receive.
- Organise guidance for the emergency personnel.
- Keep the phone line free and answer possible calls. Authorities may request additional information.
- Call the emergency number 112 again if the situation changes.

Fire alarm

- Leave the premises using the nearest possible exit.
- Call the emergency number 112 from a safe place and give more information about the situation.
- Go to the meeting point. You may not leave the meeting point without permission.

Fire

- Rescue those in immediate danger and warn others.
- Call for help by pressing the fire alarm button and call the emergency number 112.
- Extinguish the fire if it is possible without endangering yourself.
- Exit to the meeting point.

Seizure or accident

- First aid equipment is available in the building.
- Try to wake the patient and give first aid according to your knowledge.
- Call the emergency number 112, if needed. The emergency response centre gives further instructions during the emergency call.

Disorder

- If you feel you or someone else is being threatened, call the emergency number 112 immediately.
- In other cases, notify the security company about the situation.
- Try to calm the situation down and act calm.
- Do not try to prevent the person from leaving.
- If necessary, flee the building or retreat into a locked space.

If there are signs of a break-in or vandalism, do not enter the building or start cleaning up. Call the on-call number of the security company. If you can still see the perpetrators on the site, call the emergency number 112.

Technical problem

- Technical problems may include water damage, power failure, heating problems and breakages.
- Report the problem to the on-call building manager service. Keep the phone line free and answer possible calls.
- If the problem worsens or escalates, call the emergency number 112 for further instructions or assistance.
- During a power failure, turn off the electrical equipment that was switched on when the power failure began.

General fire safety

- It is not allowed to smoke, burn indoor or outdoor candles, or light open fires in the building or in its immediate vicinity.
- Only the facility's standard appliances, such as coffee makers, electric kettles, toasters, additional heaters, may be used in the facility. The use of personal appliances is prohibited.
- Parking is only allowed in parking areas. Parking on emergency access roads is strictly forbidden.