



Kasvitieteellinen puutarha

Rescue Plan



Kasvitieteellinen puutarha rescue plan

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This rescue plan was made with Turun yliopisto (TY).

This rescue plan has 25 pages.

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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

Kasvitieteellinen puutarha on kohde jossa tutkitaan, opiskellaan ja vieraillaan. Kohteessa käy vuositasolla kymmiätuhansia vierailijoita. Henkilökunta on koulutettu opastamaan erikokoisia vierailuryhmiä.

2.1 Basic information

Property name	Kasvitieteellinen puutarha
Building address	Ruissalon puistotie 215 20100 TURKU
Number of buildings	2
Property owner	Turun yliopisto (TY)

Botanic Garden

Use	Meeting and training centre
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Hakelämpölaitos,

Year of construction	2022
Surface area	250 m ²
Number of floors	1
Fire class	P0
Building material	Wood
Use	Lämpökeskus

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 8 minutes.

Maintenance	Ismo Sainio phone 050 3423643
Electricity supplier	Turku Energia Sähköverkot Oy tel. 02 2628111 service line 0800 02500 http://www.turkuenergia.fi
Surveillance company's contact info	X-SEC OY - Turun yliopisto tel. 010 5710157 http://www.xsec.fi
Insurance company of the property	If tel. 010 191919 http://www.if.fi
Gathering area	In the maintenance yard between the maintenance building and the residential building.
Back-up gathering area	If necessary, further evacuations to shelters or homes can be carried out from the assembly point according to the instructions of the authorities.
Number of civil defence shelters	1
Location of civil defence shelter VSS1	Greenhouse building Silmu
Heating type	Wood chip, chopped wood and log boilers, oil
Main water shutoff	The main shut off of the area is located in the heating container.
Heat distribution room	Sijaitsee huoltorakennuksessa.
Electricity switchboard	Maintenance yard

3 Organisation

Safety officer

Simo Laine
phone 040 7268947
slaine@utu.fi

Safety manager at the university

Kimmo Levander
phone 029 4504970
kimmo.levander@utu.fi

Property supervisor

Ilari Sääksjärvi
phone 040 5460976
ilari.saaksjarvi@utu.fi

Turvallisuussuunnittelija

Kalevi Markkanen
phone 050 3416528
kjmmer@utu.fi

3.1 Safety personnel for the property

Safety officer Greenhouses 1-3

Marjo Myllyrinne
phone 050 3051458
maantti@utu.fi

Safety officer Kokoelmakasvihuoneet 4-6 ja työhalli

Seija Williams
phone 050 3123010
seiwil@utu.fi

Safety officer Luontokoulu, laboratoriosiipi, koekasvi- ja taimihuoneet

Merja Kastu
phone 050 3026613
merja.kastu@utu.fi

Safety officer Outdoor storage, maintenance building and aviary

Ismo Sainio
phone 050 3423643
ismsai@utu.fi

Safety manager at the university

Kimmo Levander
phone 050 4688836
kimmo.levander@utu.fi

3.2 Safety organisation for the property

Work protection manager

Satu Alanko
Turun yliopisto
phone 046 9203272
satu.alanko@utu.fi

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3.3 Important numbers of the property

Task	Name	Telephone number	Service phone number
Janitor	Ismo Sainio	050 3423643	
Surveillance company's contact info	X-SEC OY - Turun yliopisto	010 5710157	
Remote monitoring centre	HP Heat oy päivystys 24/7	045 1114262	
Remote monitoring centre	Markus Peltola	050 5741403	

Maintenance

	Name	Telephone number
Camera surveillance: Service person	Kalevi Markkanen	050 4316528

3.4 Other important numbers

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

4 Risks

4.1 Significant risks identified in the risk assessment

1. Fire, poses a significant risk on human lives, property and operations.
2. Property crime, targets can be the facilities, the property of the university, staff or visitors within the facilities. In the worst case, property crime can halt the operations of the unit momentarily.
3. Slipping or falling can cause a health risk, but sick leaves can also cause a financial risk. For this reason, attention is paid especially to the maintenance of the external areas, and the areas that are known to be slippery during the wintertime are sanded carefully, and sanding begins early enough during the autumn.
4. Environmental damage, substances that pose a health hazard.
5. Occupational accidents.

4.2 Actions taken

1st Garbage is taken out and sorted into the garbage containers. - The minimum distance between the building and any flammable garbage or items is 8 metres. Flammable items include, for example, pallets. - All garbage sheds must be locked to prevent outsiders from entering. - Openings in the shed must be closed to prevent the possibility of arson. - Faulty electric appliances must be disconnected immediately. The appliances must be repaired before they can be used again. Electric appliances are switched off when they are not in use. - Burning candles are not allowed in the offices. Avoid using candles in the cafe and the residential facilities. Candles must not be left unsupervised even for a moment. - Storing fuel or gas cylinders in the residential facilities is banned for fire safety. Only the fuels the fuel storages were designed for can be stored in the storage facilities. - All compartmenting doors (fire doors) must be kept closed at all times. The latches must be set in the strike boxes (unlocked) to prevent the fire from spreading to other spaces. Osastoivien ovien (palo-ovien) kiinnioloa on valvottava jatkuvasti. - Unobstructed routes to fire extinguishing equipment must be maintained and the equipment must be inspected annually. Maintenance is done in accordance with the instructions of the extinguisher. - Personnel performing temporary hot work (and the hot work guard) must have a valid hot work license and complete hot work in accordance with the general hot work safety instructions by University of Turku Second The most effective ways to prevent property crime are alarm and security systems, locking office doors when the offices are empty, and labelling valuable property. Visitors should also be received as the "host" which means that a member of staff must always meet the visitors and guide them to the appropriate facilities. Third Sanding can be increased by placing a sanding container near the parking areas, for example, so that each member of staff can sand slippery areas they notice when necessary. 4. Doors to the storage facilities are kept locked and unauthorised personnel is not allowed in the storage facilities. Storage managers ensure that the safety data sheets for dangerous substances are kept in the storage facilities and provided for the security manager. A designated person in charge of the storage facility ensures that the content of all containers and packaging is clearly labelled. 5. staff must follow the instructions and guidelines given by the employer. In order to maintain safety and health, staff must ensure order and cleanliness as well as act carefully and with caution. In addition to themselves, staff must ensure the health and safety of their coworkers. Staff must immediately notify the employer and occupational safety and health representative if they notice lapses in the work conditions or work methods that can cause harm or put the safety or health of the staff at risk.

5 Safety procedures

5.1 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

Location	Koko rakennus
Description	Rakennuksen ulko-ovet ja suurin osa sisäovista on varustettu kuluvalvonnalla.
Service person	kulkuoikeudet@utu.fi

The property has a recording CCTV system.

Camera surveillance

Description	Kiinteistö varustettu kameravalvonnalla.
Service person	Kalevi Markkanen phone 050 4316528

The property has burglar alarms

Burglar alarm

Description	The purpose of the alarm system is to detect unauthorised access into the building. The system sends an automatic alarm notification to the security company.
Service person	X-SEC

Surveillance

Remote monitoring centre

Description	Hakelämpölaitos on etävalvonnassa yrityksen toimesta. Yrityksen nimi HP heat.
Location	Hakelämpölaitos,
Contact	HP Heat oy päivystys 24/7 phone 045 1114262
Secondary contact	Markus Peltola phone 050 5741403 markus.peltola@hpheat.fi

5.2 Extinguishing equipment

Location	Extinguishing equipment	Description
In the premises	Fire extinguisher	Henkilökunta on saanut alkusammutuskoulutuksen käsisammuttimelle, pikapalopostille ja sammutuspeitteelle.

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)

5.3 Safety equipment

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

Description	Exit signs with battery backup
Coverage	Exit routes and exits

5.4 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.

- Emergency contact person: Puutarhan henkilökunta.

5.5 Fire safety

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)

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: In the maintenance yard between the maintenance building and the residential building.

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.

5.6 Evacuation procedures

In an emergency situation, exiting will be led and directed by Staff

When and where to exit?

Exit through a safe, marked exit route and go to an assembly point.

What has to be closed?

Doors, windows. Computers and cash registers are locked.

What has to be done and who does it before exiting?

If possible, ensure that everybody has exited the premises.

At the exits, staff ensures that nobody re-enters the building before a permission is given.

5.7 Prevention of afterdamage

The objective of the prevention of afterdamage is to prevent damage arising, limit and minimise the effects of any damage that has arisen, and to restore the situation to its previous state as quickly as possible.

6 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!

6.1 Safety organisation

Safety personnel for the property

Safety officer
Greenhouses 1-3

Marjo Myllyrinne
phone 050 3051458
maantti@utu.fi

Safety officer
Kokoelmakasvihuoneet 4-6 ja työhalli

Seija Williams
phone 050 3123010
seiwil@utu.fi

Safety officer
Luontokoulu, laboratoriosiipi, koekasvi- ja taimihuoneet

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Safety officer
Outdoor storage, maintenance building and aviary

Ismo Sainio
phone 050 3423643
ismsai@utu.fi

Safety manager at the university

Kimmo Levander
phone 050 4688836
kimmo.levander@utu.fi

6.2 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.

6.3 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. **Ruissalon puistotie 215, TURKU**
- Tell what happened
- Act according to directions.
- Inform the emergency centre of any changes that take place in the condition of the patient.

6.4 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

- Alert the fire department by calling **112** from a safe location.
- 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 evacuation situations the gathering area is: In the maintenance yard between the maintenance building and the residential building.

Back-up gathering area: If necessary, further evacuations to shelters or homes can be carried out from the assembly point according to the instructions of the authorities.

6.5 Action in the gathering area

Gathering area: In the maintenance yard between the maintenance building and the residential building.

When people have left the building and proceeded to the gathering area, the representative of the personnel begins to direct activities. Based on the situation at hand, it is necessary to consider whether it is safe to remain in the designated gathering area or if people should be directed elsewhere, for example into a pre-arranged interior area or to a property in the vicinity.

No-one may leave the gathering area without the permission of the person responsible for the gathering area. Activity in the gathering area is directed by the building's safety personnel. The safety personnel give information on the progress of the situation and notify when it is permitted to return into the property.

Factors to bear in mind in the gathering area:

- Taking care of anyone who may be injured; the safety personnel are to be informed
- looking after people with reduced mobility or otherwise poor physical condition
- if one is aware of someone having remained inside, this is to be reported

Back-up gathering area

Back-up gathering area: If necessary, further evacuations to shelters or homes can be carried out from the assembly point according to the instructions of the authorities.

If the gathering area is not safe, then people are to move on to a safe back-up gathering area defined separately by the protection managers. Authorities will also provide instructions about shelter locations for long-term shelter.

6.6 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.

6.7 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: Ismo Sainio, phone 050 3423643
- Contact the emergency number if needed **112**.
- Main water shutoff: The main shut off of the area is located in the heating container.
- Heat distribution room: Sijaitsee huoltorakennuksessa.
- Electricity switchboard: Maintenance yard

Should there be threat of water outside the building

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

6.8 Under threat of violence

In an unarmed threatening situation, act in the following way.

- Act calmly and try to calm the person with your behaviour.
- Make sure you do not turn your back or let yourself be cornered, so that you will always have an escape route when a threatening person comes close.
- Call for help depending on the circumstances.
- Escape and help others escape.

Take care of your own safety. Seek to direct the threatening person to a place where they cannot harm others. After the event, contact the police about the incident if required.

If the threatening person is armed, act in the following way.

- Do not resist.
- Do whatever the person threatening you tells you to do.
- As the situation permits, try to warn others.
- By closing doors, you can limit a person's movement within the property.
- After the situation, call **112** to get professional help on site as fast as possible. Listen to directions and act accordingly.

Every threat and sighting of a possibly threatening situation must be taken seriously and the police must be informed immediately. Through your own behaviour, you can affect the progress of the situation, and thus you should take all threatening situations seriously and try to calm down already begun situations.

6.9 Bomb threat

A bomb threat is often unfounded and made by a disturbed individual, but it should always be taken seriously, and each threat should be notified to the police. In this situation, it is important to keep calm.

When the threat is made by phone

- Remain calm. Prolong the call.
- Make notes. Write the threat down word-for-word.
- Ask questions.
 - Where is the bomb?
 - What does the bomb look like?
 - When will the bomb explode?
 - Why?
- Try to get your colleague's attention already during the phone call, so that he/she can inform the person responsible for safety during the call.
- Pay attention to the caller's speaking style and tone of voice.
 - Does he/she use noticeable dialect or other special characteristics?
 - Is he/she agitated?
 - Is he/she reading the message from a piece of paper?
- Listen to the background noises as well (e.g. traffic or discussions in the background).
- After the call, notify the safety and security personnel on your premises or property (cf. chapter of safety and security personnel).
- If this is not possible, call the police immediately at **112** and act according to their instructions.

A suspicious object or threatening letter

- Do not touch the object.
- If the item in question is a letter or other such object that you have handled, pay attention to the places you have touched and place the letter in a plastic pocket, for example.
- Notify immediately the personnel responsible for safety and security on your premises and the property (cf. chapter on safety and security personnel) as well as the police at emergency number 112.
- Isolate the area as well as possible. Keep in mind possible police investigations (fingerprints and footprints are first-class evidence).
- Do not panic. Act according to the instructions from the police and the safety personnel.

6.10 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.

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.

6.11 Blackouts

In the event of a power cut, the safety lights will remain on.

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. 050 3423643).

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

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

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 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	Location of equipment
Greenhouse building Silmu	S1	In the civil defense shelter

The civil defence shelter 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 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 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, and storage area passages

- It is not permitted to store any items.

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