

Rovaniemi, Jokiväylä

SECURITY GUIDE

Public emergency phone number

112

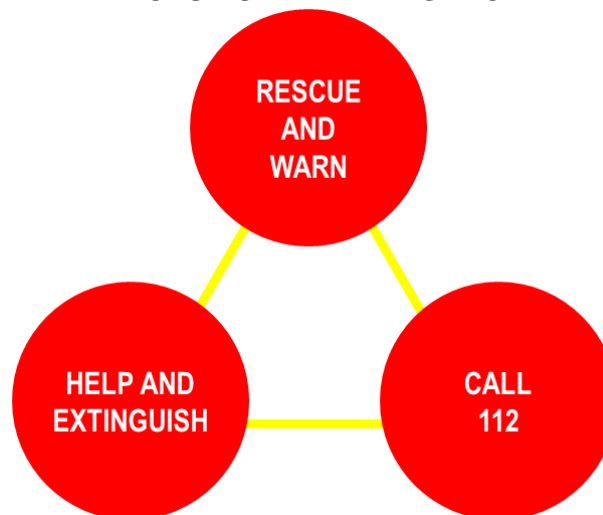
In case of an emergency, quickly call the public emergency phone number.

Then call the in-house emergency phone number of Lapland UAS' Jokiväylä premises:

040 7722 935

This guide contains condensed basic instructions for dealing with various accidents and dangerous situations.

IN CASE OF AN EMERGENCY



EMERGENCY CALL INSTRUCTIONS

If you notice an emergency situation that threatens someone's life, health or property or the environment, call the **public emergency phone number 112** and also report your observation immediately to a campus staff member.

When you call the emergency phone number

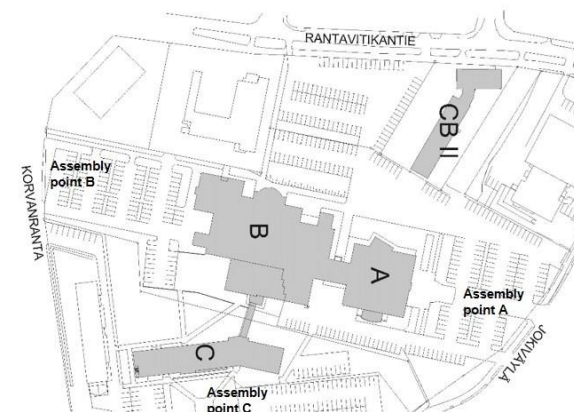
- Give your name.
- Describe what has happened and where.
- Say if anyone is in danger.
- Answer the questions you are asked.
- Do not close your phone until you have been given permission to do so.

If the emergency phone number is busy and you are put on a queue, wait without closing your phone!

Address:

*Lapin ammattikorkeakoulu
Rantavitikka
Jokiväylä 11 (A, B or C)
96300 Rovaniemi*

PLACE OF ASSEMBLY IN CASE OF AN ACCIDENT (A, B, C):



IMPORTANT CONTACT INFORMATION

- Public emergency phone number: 112
- Police: 112
- Poison Centre: 09 471 977, 09 4711
- In-house services: 040 766 1615, 040 578 4226, 040 821 8392
- In-house emergency phone number in Rantavitikka: 040 7722 935

OTHER CONTACT INFORMATION

- Rovaniemi Health Care Centre emergency number: 016 322 4800 (8:00-22:00), 016 328 2100 (22:00-8:00)
- Lapland UAS health care nurses: 040 829 4152, 0400 342 522
- Student pastor: 040 178 1018
- Finnish Association for Mental Health, crisis phone number: 010 195 202
- Building maintenance: 040 515 7497

USEFUL LINKS www.lapinamk.fi www.112.fi www.pelastustoimi.fi/turvatietao (Rescue services in Finland) www.redcross.fi www.tukinet.fi (Online crisis centre) www.thl.fi (National Institute for Health and Welfare) www.rikosuhripaivystys.fi (Victim support Finland) **PREVENT DANGEROUS SITUATIONS**

The purpose of this Security Guide is to enable everyone to act together correctly in situations that may be

dangerous to people, property or buildings. The first prerequisite for daily security is to prevent dangers.

- Familiarise yourself carefully with instructions on what to do in case of an accident or dangerous situation.
- Familiarise yourself beforehand with exit routes and the location of fire extinguishing equipment.
- Maintain tidiness and order on the Campus. Keep your workplace tidy.
- Report any suspicious activity or persons to a senior attendant. Report any dangerous situations, lapses of security or faulty equipment to your superior/teacher or a senior attendant.
- Smoke only in designated places and put your cigarette out in an ashtray.
- Access cards and keys are personal and must not be given to anyone else. If you lose your access card or key, report the loss to a senior attendant immediately.
- Students are obligated to work under the supervision of the staff and follow instructions. Staff members must be familiar with their tasks.
- Take care of your personal belongings. Keep valuable belongings out of view.
- Do not discuss confidential matters in public; note that online communities are also public forums.
- Usernames and passwords are personal and must not be given to anyone else. If you cannot remember your user name or password or if you suspect any wrongdoing, contact computing support.
- Follow information security instructions.
- <http://itinfo.luc.fi>

IN CASE OF A FIRE

Rescue anyone in danger immediately.

Warn others in the building and tell them to get out. **Call** 112. Also call the Campus in-house emergency phone number, if possible.

Extinguish the fire if you think it's possible. Do not, however, put yourself in danger.

Limit the spread of the fire by closing the doors and windows.

Guide rescuers to the site.

Exit from the building using the shortest route possible. Go to the place of assembly (see map on back cover). Remember that you must not leave the place of assembly until permission is given to do so. Notice of a fire is given with a fire alarm bell, by PA announcements and by shouting.

REMEMBER! Poisonous gases produced by a fire pose the greatest danger.

IN CASE OF AN ACCIDENT OR ATTACK OF ILLNESS

Rescue. Assess the situation and rescue, if possible. Is the victim breathing; is his/her heart beating? In case of an electric shock, can you turn off the electricity? **Call** 112, if necessary. Do not close your phone until you have been given permission to do so.

Help. Administer first aid if you know how. If necessary, ask for help from someone who knows how. Do not leave the victim alone.

GOING INSIDE A BUILDING FOR COVER

It may be necessary to go inside a building for cover in case of a radiation or gas leak or a threat of violence.

If it is not possible to exit from the building:

- Call the public emergency phone number and describe who you are, where you are and what has happened.
- Go into a protective room.
- Close the doors and windows.
- In case of a fire or a gas leak, seal the cracks around the doors with clothing, for example, to prevent smoke from entering the room.
- Wait for instructions and help to arrive.

INSTRUCTIONS IN CASE OF THEFT OR ROBBERY

Remain calm, do not resist the thief. Do not try to be a hero. Make note of the thief's identifying features.

Note the manner of escape and possible accomplices. Call for help as soon as it is possible to do so safely.

IF YOU MEET A THREATENING PERSON

- Remain calm.
- Keep your distance from the threatening person. Do not turn your back to him/her.
- Call for help, if necessary. Try to call without the person noticing.
- Speak clearly and briefly; avoid staring. Act flexibly and matter-of-factly.
- Remain calm and try to win time so someone else would arrive on the scene.
- Do not underestimate the threatening person or situation.
- Avoid quick movements.
- Do not allow yourself to be provoked; do not provoke the person.
- If the situation gets violent, call 112. Rescue anyone in danger, warn others and seek cover.
- Do not try to be a hero.

IF YOU RECEIVE A THREATENING CALL

- Remain calm. Attract other people's attention, for example by writing on a piece of paper.
- Make note of the caller: gender, dialect, peaceful/nervous, etc. Try to find out what, where and when?
- Remember what you heard and write it down.
- Immediately report the matter to the police via 112 and to a senior attendant. Inform also the in-house safety and security number 040 7722 935.

The following rescue signs and other signs are posted in the building.

EXIT ROUTE SIGNS



Exit route
to the right



Exit route
to the left



Exit door

FIREFIGHTING SIGNS



Fire
extinguisher



Fire hydrant



Arrow indicating
the direction to fire
extinguishing and
alarm equipment