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**

**RESCUE AND WARN**

**HELP AND EXTINGUISH**

**CALL 112**

**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

**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

PREVENT DANGEROUS SITUATIONS

The purpose of this Security Guide is to enable everyone to act together correctly in situations that may be
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.
• Inform also the in-house safety and security number 040 7722 935.

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

http://itinfo.luc.fi
<table>
<thead>
<tr>
<th>Exit Route Signs</th>
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<tbody>
<tr>
<td><img src="image1" alt="Exit route to the right" /></td>
<td>Exit route to the right</td>
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<tr>
<td><img src="image2" alt="Exit route to the left" /></td>
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<tr>
<td><img src="image3" alt="Exit door" /></td>
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<table>
<thead>
<tr>
<th>Firefighting Signs</th>
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<tbody>
<tr>
<td><img src="image4" alt="Fire extinguisher" /></td>
<td>Fire extinguisher</td>
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<tr>
<td><img src="image5" alt="Fire hydrant" /></td>
<td>Fire hydrant</td>
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<tr>
<td><img src="image6" alt="Arrow indicating the direction to fire extinguishing and alarm equipment" /></td>
<td>Arrow indicating the direction to fire extinguishing and alarm equipment</td>
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