

Instructions for using the emergency plan template

The template in itself contains some instructions on how to complete the sections (sections highlighted in yellow). The following are some extra tips on using the emergency plan template.

Edit!

The plan is intended to convey your housing company's arrangements. This means that you can and should edit the sections of the template. For example, page 5 of the template has the headlines *You are responsible for fire alarms* and *The fire alarms are connected to the electrical grid, but it is your responsibility to test them*. You should only leave one of these sections in your finished plan depending on whether your building has fire alarms that are the responsibility of the residents or fire alarms connected to the electrical grid that are the responsibility of the housing company.

Three dots (...) mark sections that you must complete

When the plan features three dots in a row (...), it means that the section in question should be completed by specifying the location of the safety feature in question or how the issue in question is managed in your housing company.



You can add or remove images

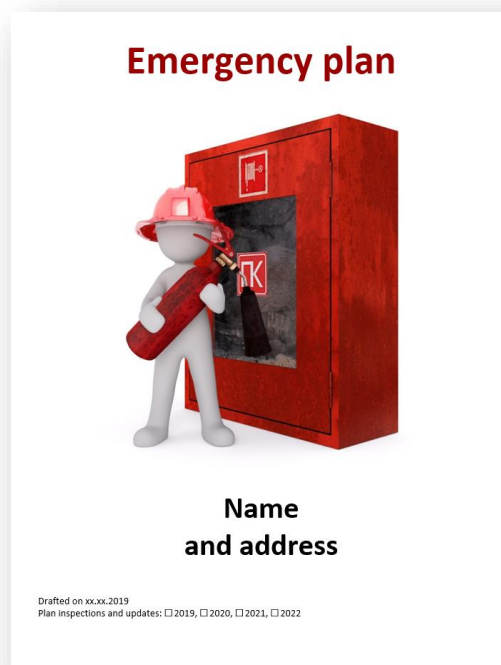
The plan features some illustrations. You can move and edit the size of the images or even remove them altogether, if necessary. It is highly recommended that you add your own images. Images are usually easier to remember than just text alone and they make reading the plan more enjoyable.

A risk assessment is a good place to start

When you start your plan with a risk assessment, you can determine which risks you should be prepared for. The plan lists some risks that are typical of residential buildings. The list is not exhaustive, however, and will not necessarily correspond entirely to the risks in your residential area or building, which means that it is important to edit it as well!

Finally, you must communicate about the finished plan

Please remember to also inform the property manager, maintenance company and other pertinent parties who play their own role in maintaining the safety of the residential building, in addition to the residents.



FURTHER INFORMATION

If any section of this plan needs to be expanded on, there are plenty of good sources available. Below is a list of a few of them. (Some of the sites are only available in Finnish.) The Rescue Department can also provide advice and help with the plan. The on-call fire safety inspector is available for questions Mon–Fri from 8.30–11.30 a.m. and 12 noon – 3.30 p.m. at +358 (0)9 310 31203.

- The Rescue Department website: <https://www.hel.fi/pela/en>
 - o The [Instructions and forms](#) section contains the following instructions, amongst others:
 - [Smoke alarm instructions \(in Finnish\)](#)
 - [Smoke alarm system instructions \(in Finnish\)](#)
 - [Emergency access road instructions \(in Finnish\)](#)
 - [Protection and civil defence shelter material \(in Finnish\)](#)
- Kodin turvaopas (in Finnish) (Safety guide for homes): <http://www.kodinturvaopas.fi/>
- Finnish National Rescue Association (SPEK): <http://www.spek.fi/In-English>
- The paloturvallisuus.info website published by SPEK: <https://www.paloturvallisuus.info/In-English>
- Kotitapaturmat (Accidents at home), information mostly in Finnish:
<http://www.kotitapaturma.fi/en/>
- First aid instructions: <https://www.redcross.fi/>
- The Finnish Meteorological Institute: <http://en.ilmatieteenlaitos.fi/scientific-themes>
 - o Useful information in terms of the emergency plan can be found in particular under the Finnish version's header *Huomiota herättävät ilmiöt* (Exceptional phenomena) and *Society, health and safety*.
- Joint website of Finland's environmental administration: <http://www.ymparisto.fi/en-US>
- The Pahasti poikki (Persistent power cut) guide for extended power cuts published by the Ministry of Defence (in Finnish): https://www.defmin.fi/files/1275/Pahasti_poikki_netiversio.pdf
- Preparing for disruptions in society: <https://www.nesa.fi/>
- The public warning signal (in Finnish): <http://www.pelastustoimi.fi/turvatietao/toimi-oikein-hatatilanteessa/toiminta-yleisen-vaaramerkin-soidessa>
- The Radiation and Nuclear Safety Authority: <http://www.stuk.fi/web/en/topics/emergencies>
- General public shelters and shared ground shelters in the Helsinki region are shown on this service map: <https://servicemap.hel.fi/unit?service=26206>
- Emergency number 112 http://www.112.fi/other_languages