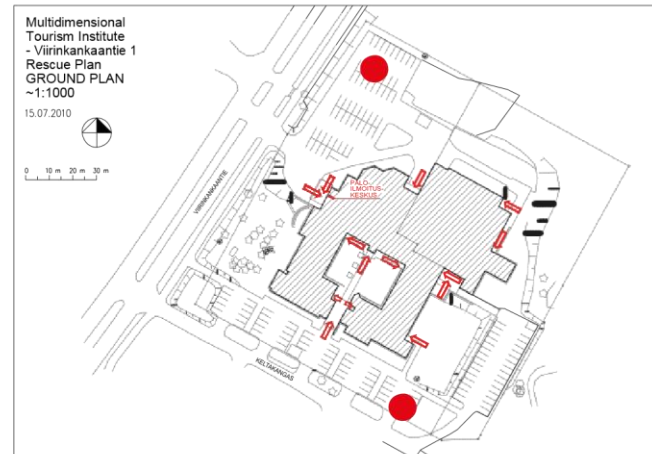


In case of an emergency

Places of assembly in case of an accident (●):



IMPORTANT CONTACT INFORMATION

Public emergency phone number 112
Police 112
Poison Information Centre 09 4711
Campus maintenance services 040 7722 936

OTHER CONTACT INFORMATION

Rovaniemi Health Care Centre emergency number
• 016 322 4800 (8:00-22:00)
• 016 328 2100 (22:00-8:00)
University Chaplain
• 040 178 1018
Mental health assistance and help in crisis situations:
• 010 195 202 (The Finnish Association for Mental Health)

BENEFICIAL LINKS

- www.112.fi
- www.pelastustoimi.fi/turvatietaa (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)

VIIRINKANKAANTIE 1 CAMPUS SECURITY GUIDE

Public emergency phone number

112

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

In-house security number:

040 7722 936

(during the opening hours of the institute)

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

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. The Campus in-house security number is **040 7722 936**

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

Multidimensional Tourism Institute
Viirinkankaantie 1
96300 Rovaniemi

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.

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 security number, if possible.

Extinguish the fire if you think it is 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 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.

Guide rescuers to the site. Do not leave the patient 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 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.

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