

How to take protective cover inside in case of violent action or threat

The nature of threat, your location and building's structure affect whether to take protective cover or evacuate oneself. If you haven't received clear instructions through warning system IT IS UP TO YOU TO DETERMINE, what action is appropriate. Please, do remember that authorities are in charge of actions and informing in an emergency.

When taking protective cover in the classroom:

1. Close all doors leading to the room
2. Switch off the lights and close the curtains
3. Lie down on the floor

You can pile furniture against the doors as barriers. Please note that it is not safe to take cover in the classroom with glass walls.

We succeed together – in safety matters, too

Everyone can act and everyone can help! This guide contains our most important safety instructions. More information is available from staff members and caretakers.

The Rector and the heads of units bear the ultimate responsibility for safety at Xamk. However, we are all personally responsible for the safety of ourselves and those near us.

If you notice any safety-related shortcomings, please feedback immediately:

- Send email to turvallisuus@xamk.fi

It is your responsibility to inform the nearest staff member or head of security +358 44 702 8809 about any possible threat towards the university, staff or students.

More information is available from intranets: student.xamk.fi and staff.intranet.fi

Communication in emergency- and special situations

Read the safety instructions in advance. Keep up to date with messages from Xamk on the intranet, info-TV and internet. Pay attention to any announcements and alarms in the buildings.

Carry your mobile phone with you all times, but turn the sound off in class and at meetings. You can dial 112 even when the key lock is on.

Call 112 when you need: the police, rescue department, first aid, Poison Information Centre or any other emergency aid.

Help yourself before helping others

What should you do if there is an accident, acute attack of illness or fire or you need the police? Decide: **I WILL STAY CALM**, and then:

1. **Ensure your own safety**, so you can help others.
2. **Call 112** and inform a Xamk staff member who will inform others.
3. **Help others:** give first aid and direct people to safety. Follow the instructions you receive, such as whether to leave building or not.

Never use lifts in an emergency!

Emergency first aid

Everyone can help. **Call 112** and do the following:

ENSURE BREATHING

An unconscious person is danger of being suffocated, because the tongue may block breathing or the victim may suffocate on vomit.

1. Use your cheek to feel **whether the victim is breathing**.
2. If yes, turn victim so that he/she is lying on the side. Turn the chin away from the chest. Keep checking the breathing.
3. If no breathing is detected, start cardiopulmonary resuscitation (CPR).

ENSURE BLOOD CIRCULATION

Stop heavy bleeding by applying direct pressure to the wound with your hand. Then make a pressure dressing from available material. Remove tight clothing.

Exiting the building in an emergency

In an emergency, a designated person in the local unit is in charge of evacuation.

1. Take with you the clothes you may need if you can do it safely.
2. All marked emergency exits can be accessed without a key. Follow the signs and go to the designated area.
3. Do not use lifts.

Action in case of fire

DO NOT INHALE SMOKE! Smoke kills.

1. **Rescue** yourself and those in danger. Warn others.
2. **Call 112**.
3. **Extinguish** if you can do it safely.
4. **Confine:** Close doors and windows. Go out through a safe exit. If you are trapped, close the doors and windows; stuff the crack around doors with clothes to keep the smoke out.
5. **Direct** the fire department to the scene of the fire.

General alarm signal

The general alarm signal is sounded by the authorities to warn about a gas or radiation accident or other catastrophe. It is a one-minute rising and falling siren sound. The All Clear sign is a one-minute even tone.

HOW TO ACT:

1. **Go inside and to upper floors; stay inside.** Do not go to an air-raid shelter, unless told by the authorities.
2. Close all doors, windows and vent holes; turn off ventilation system.
3. Turn on the radio and wait for instructions.
4. Avoid using the phone to keep phone lines free.
5. Do not leave the area unless told to do so by the authorities; otherwise you may be in danger.

Threatening situations

When you meet a threatening person, stay calm:

1. **Do not provoke aggression and do not be provoked.**
2. Do not belittle the person or the situation.
3. Speak clearly and briefly.
4. Avoid staring.
5. Avoid sudden moves.
6. If needed, **call 112** to get help at once.



SAFETY quick-guide



Making an emergency call

Call 112 to make an emergency call.

1. Give the full address of the emergency, including the town/village.
2. Tell what happened.
3. Tell your name.
4. Answer any questions asked.
5. Follow the instructions you receive.
6. Do not hang up until told to do so.
7. **Direct the rescuers to the site of emergency.** Call again if the circumstances change.

In an emergency CALL

112

If the emergency number is busy, wait without hanging up.