HANDBOOK FOR FIRE SAFETY IN HOUSING COMPANIES

PELASTUSTOIMI
RÄDDNINGSVÄSENDET

Pelastuslaitosten
kumppanuusverkosto

pelastustoimi.fi

SAFETY IS EVERYONE'S BUSINESS

Everyone is responsible for being careful.

This handbook has been compiled for residential buildings that are required to have an emergency plan in place, which include all terraced houses, balcony access blocks, apartment buildings and the like with three or more residential flats. This requirement means that these residential buildings must have an emergency plan that meets the provisions of the Rescue Act.

The handbook was drafted in co-operation with rescue departments.

In order to make the handbook easier to read, residential buildings that are required to have an emergency plan will hereinafter be referred to simply as *residential buildings*, also when the concept concerns multiple residential buildings that are part of a housing or real estate company or is within the scope of an agreement to divide the possession of several dwellings between joint owners.

The party responsible for the residential building refers to the housing company board, the party responsible for the real estate company and the persons responsible under the agreement to divide the possession between joint owners, or, otherwise persons responsible for residential buildings that are required to have a rescue plan. The party responsible for the residential building is ultimately responsible for the implementation of building safety, the preparation of the emergency plan and other fire safety measures.

The party responsible for the residential building may appoint a person responsible for safety to support them but may not outsource their responsibility to that person. Some safety issues may be entrusted by contracts to, for example, a property manager or maintenance company. In this case, the responsible party of the residential building shall ensure that the responsibilities mentioned in the agreements are implemented. Rescue departments support the safety work of the parties responsible for the residential building through safety communication, guidance and supervision.

By consulting the *Handbook for fire safety in housing companies*, you can check that the proper steps have been taken to address fire and evacuation safety, disturbances and accidents, and civil protection preparedness.

EMERGENCY PLAN

As stipulated by the Rescue Act, an emergency plan must be drawn up for residential buildings with three or more residential flats. The housing company's board is responsible for drawing up, updating and communicating the emergency plan for the residential building. The board may choose to outsource the preparation of the emergency plan, but not its own responsibilities pursuant to the plan.

The emergency plan is a key part of a residential building's self-preparedness, which aims to prevent accidents and protect people, property and the environment in dangerous situations.

It is also a guideline for residents and property users on how to act in case of emergencies and prepare for independent rescue activities.

An emergency plan is not drawn up for authorities but to ensure and improve the safety of the residents and other people living or working in the building.

It is important to draw up the emergency plan in view of the specific characteristics of the housing company in question even when using ready-made plan templates.

The emergency plan must include the following:

1. Conclusions on the assessment of dangers and risks
2. Safety arrangements for the building and facilities used for activities
3. Instructions for building residents and other persons on how to prevent accidents and what action to take when an accident or dangerous situation occurs
4. Any other measures related to self-preparedness on the premises
5. Implementation of self-preparedness in exceptional circumstances and planning for the deployment of a civil defence shelter
6. Where applicable, due account must also be taken of any abnormal use and temporary change in the way the site is used

A key phase for the drafting of the emergency plan is the surveying and assessment of risks.

The most important aspect of the risk assessment is to identify risks affecting the housing company in question in, for example, the outdoor areas, indoors, activities carried out in the property or for reasons due to activities carried out entirely outside the property. Once the risks have been identified, the measures to prevent and prepare for them shall be considered. Based on the risk assessment, instructions for dealing with possible accident situations will be drawn up.

More information about the emergency plan is available from the rescue department website.

YARD AND OUTDOOR AREAS

It is important in the event of an emergency that help can reach the site as quickly as possible.

Address signs and access to buildings

The address number of the property must be displayed in a prominent place and be visible in the dark.

More specific instructions can be found in the municipal building ordinance.

Property contact details

Blocks of flats must prominently display the contact details of the maintenance company, property manager or other person who can assist rescue authorities to enter the building without delay and free of charge at any hour.

Safety of the outdoor areas

The yard and outdoor areas must be included as part of the risk assessment of the housing company. Efforts should be made, in advance, to eliminate all accident risks and prevent potential damage caused by, for example, stormy weather.

- **Adequate lighting** allows for safe movement in the dark and also reduces the risk of vandalism.
- Slipping accidents are very common. **Adequate sanding** and other anti-slip measures in the yard area and passageways are important not only to improve the safety of residents but also to facilitate the operations of the rescue department in the event of an accident.
- It is important to **maintain the condition of play equipment and outdoor furniture** in order to ensure the safe use of the yard.
- Trees in poor condition must be felled because they may pose a risk in high wind conditions. It is also advisable to check the yard area for any other objects that might come loose in high wind conditions and cause damage.
- In winter, the housing company must ensure that **snow and ice that accumulates on the roofs** do not pose a danger to the structures or fall on people moving in the area. The removal of snow from roof structures should be planned in advance with the maintenance company so that measures can be taken quickly when necessary. If necessary, movement around the building must be restricted to prevent any snow or ice that is at risk of falling from harming people or vehicles.

Waste collection points and bins

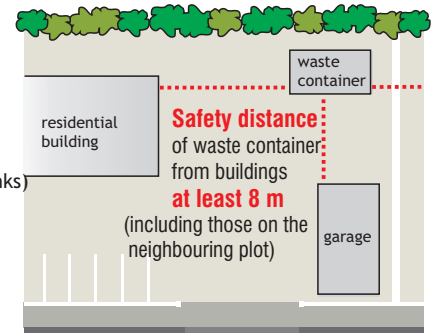
Waste bins and collection points are common targets for arson. The spread of fire must be prevented either by ensuring adequate safety distances or through structural solutions. Rescue authorities view each building as a product of their respective construction time but, in the case of a residential building, you should check the required safety distances from your insurance company's safety guidelines.

The following can be regarded as indicative distances:

4 meters from buildings
- single 240- and 600-litre rubbish bins
- metal waste bins
- deep collection bins/deep tanks (e.g. Molok tanks)

6 meters from buildings
- rows of multiple rubbish bins
- cardboard roller cages

8 meters from buildings
- unpartitioned waste collection points (new construction)
- skips containing flammable material



When building near the site boundary, fire safety and safety distances must also be considered in the direction of adjacent buildings.

Emergency access road

Emergency access roads are driving routes on a residential building plot that are suitable for rescue vehicles as required by the building permit. Not all properties have an emergency access road. If the building permit requires the property to have an emergency access road, the designated road and its access points for lifting operations must always be kept in good driving condition. It must not be blocked, for example, by cars, barriers or snow piles. Emergency access roads shall be indicated in accordance with the Road Traffic Decree.

Emergency access road signs may only be used on emergency access roads specified in the building permit documents.

An example of the sign for an emergency access road.

Emergency access roads must meet certain requirements as regards, for example, width and load-bearing capacity. Other routes must not be indicated as emergency access roads. In unclear situations, the building permit documents can be used to check whether a route is marked as an official emergency access road.

More information about the emergency access roads available from the rescue department website.

Wayfinding signage

It is a good idea to equip the site with signs if there are several buildings on the plot and not all buildings border on the street or its immediate vicinity. It is also advisable to equip the site with signs if the plot's emergency access arrangements are exceptional or difficult to perceive.

The signs must be placed at the beginning of the access route to the site, and it must be visible even in the dark.

If there are several access routes to the site, all of them must be equipped with signs. In the block, all buildings must be equipped with signs that show the arrangement of the whole block.

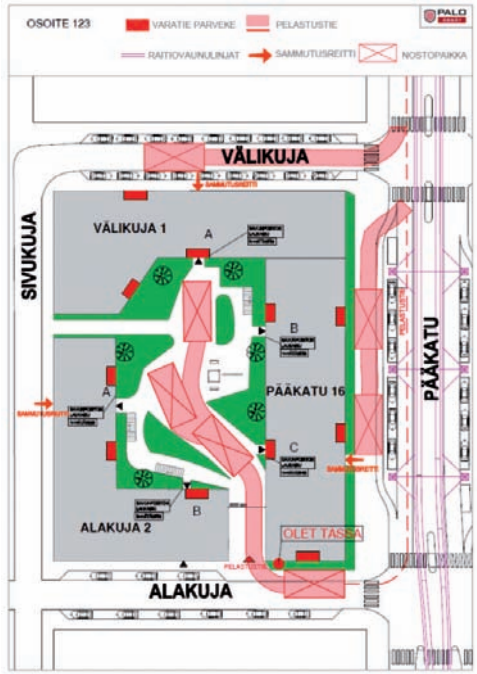
The signs must be large enough to see the main points without getting out of the vehicle, at minimum 700 x 700 mm. The size of the signs is affected by, for example, the placement of the board and the viewing distance from the roadway. The size of the letters on the signs must be at least 100 mm.

The signs must be oriented according to the viewing direction, not according to points of the compass.

The signs shall indicate the following:
- location of the buildings
- street addresses
- driveways in the area
- "you are here" marking
- staircases
- firefighting attack routes to the basement facilities
- routes for emergency medical service units
- emergency access roads and their hardstanding areas for lifting operations

Any weight restrictions on the driveways must also be indicated.
(see example of proper signage)

Wayfinding signage is usually required by a building permit or by rescue authorities when the building is completed. Wayfinding signage can also be added voluntarily to improve the accessibility of the property.



SHARED AND COMMON FACILITIES

In residential buildings, care must be taken to prevent fire and accident risks and to ensure that evacuation and rescue work can be carried out safely in case of an accident.

The shared and common facilities of a residential building include, for example, staircases, club rooms, common sauna and washrooms, laundry rooms, drying rooms, storage rooms, vehicle shelters and technical rooms. General tidiness and order and adequate operating instructions in, for example, laundry rooms increase safety.

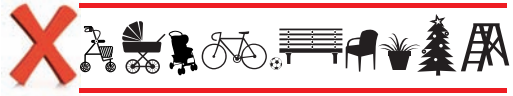
Intended use of the building and its parts

The building and its parts shall be used in accordance with the building permit. For example, a vehicle shelter must not be used as a storage space or an office space as a dwelling without applying for a change in the intended use of the space. A change in the intended use usually requires applying for a building permit. If there is uncertainty about the intended use of a space or the appropriateness of the activities, contact the local building control services.

Staircases, basement and attic corridors

The staircase is the main and usually the safest exit route out of the building flats and should not be used to store anything unnecessary. In case of an emergency, unnecessary obstacles endanger the safety of both the residents and rescue personnel. Each storey of the building should be clearly marked in the staircase. More specific instructions can be found in the municipal building ordinance.

All items, such as prams, walkers and doormats, hinder evacuation and rescue operations. Items stored in staircases are also easy targets for potential arsonists and, in case of fire, they create a lot of toxic smoke that quickly fills the staircase.



Storage of items in the staircase does not refer to normal notice boards, door decorations or housing company doormats. These are not considered to adversely affect evacuation safety or pose a significant risk to fire safety.

Technical rooms

Technical rooms often include, for example, the main distribution board, a heat distribution room, a geothermal heat pump, an oil burner, a water meter and ventilation equipment. Technical rooms are not intended for storage use and must not be used to store anything unnecessary. Only a minimal number of items needed for the maintenance of the equipment may be stored in technical rooms, such as replacement air filters in the HVAC room. Storing unnecessary items in the main distribution room significantly increases the risk of a fire starting and spreading.

Common storage rooms

The building must include a separate storage space for movable property. Otherwise, movable property must be stored in the individual flats. Subject to housing company rules, one set of car tyres may be stored in a flat-specific caged storage unit. When burning, tyres produce extremely thick smoke, and it is often difficult to extinguish burning tyres. The storage of flammable liquids, liquefied petroleum gas (LPG) or other flammable gases in common attic spaces or caged or basement storage units is forbidden.

Storage of flammable liquids and gases in a residential building

The table lists the maximum chemical quantities allowed by specified space

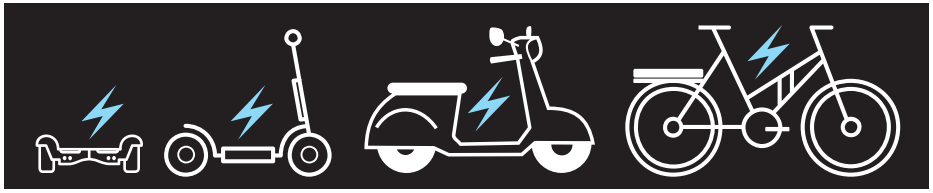
Space	Flammable liquids and aerosols such as petrol, spray paint, oil, diesel oil	Liquefied petroleum gas (LPG)
Flat	25 litres in total	25 kg
Attic or basement	No	No
Separate storage room	50 litres in total	50 kg

The storage of liquefied petroleum gas (LPG) and other flammable gases that are heavier than air is prohibited in basement and attic rooms and other similar rooms in the building.

Signs

There should be clear signs leading to the main electricity, water and gas cut-off valves from the outside of the building. For example, in case of water damage, it is important to get the water supply cut off as quickly as possible. The clearer the signs, the faster the cut-off valve can be found. If the housing company has a solar energy system in place, ensure adequate signs and safety instructions for that as well.

The rescue department knows nothing about the property in advance. Clear signs ensure that, for example, the main water cut-off valve can be located quickly.



Storage and charging of electric mobility equipment in residential buildings

As regards the storage, usage and charging of electric bikes and electric mobility equipment (e.g., electric scooters and mopeds), it is essential to follow the device manufacturer's instructions.

From a fire safety point of view, it is essential and highly recommended that charging should be supervised in order to be able to react to any fault situations. The bike storage area should be a separate fire compartment or located away from the residential building. The fire load in the storage facility should be kept to a minimum, and the immediate charging environment should preferably be completely clear of combustible materials.

A device with a lithium-ion battery or the battery itself should be stored at normal room temperature and preferably away from direct sunlight. The appropriateness of the electrical charging installations must also be ensured.

It is recommended to have first-aid extinguishing equipment and a smoke alarm in any space where batteries are charged or stored (check the safety guidelines of your insurance company). A sufficient amount of water or, alternatively, a foam fire extinguisher are the best options to extinguish a battery fire.

Extinguishing a battery fire can be extremely challenging.

In the event of a fire, exit the room, close the doors and call the emergency number 112.
First-aid extinguishing can be attempted if it is possible without endangering oneself.

TUKES has a good guide that provides more information on the safe use of lithium-ion batteries:

Safe use of Li-ion batteries for consumers (in Finnish) - Finnish Safety and Chemicals Agency (TUKES)

Garage

Designated garage premises are intended for the keeping of motor vehicles, with safety arrangements specifically designed for this purpose. Garages are not designed to be resistant to a chemical fire or large quantities of burning material.

In addition to motor vehicles, garages can be used to store other items that are appropriate for the space in question. As for the storage of other items, it must always be assessed separately whether this might increase the risk of a fire or other accident or makes rescue operations more difficult. The recommendation is that nothing but vehicles should be stored in a garage.

Flammable liquids and gases may be stored in a garage in accordance with the table below.

PETROL	DIESEL	LPG
60 L	200 L	25 KG

The storage restrictions are garage-specific, not parking space-specific.

The amounts do not include the petrol in a vehicle's tank.

If charging points for electric vehicles have been or are added to an existing garage, the rescue department must be provided with the possibility to de-energise the charging points from one location by, for example, a safety switch or a main switch for the charging points.

- The place intended for charging must be indicated and easily accessible from the outside.
- Separate instructions must be drawn up for the rescue department and independent first aid measures. The instructions must be placed in a visible location along the attack route.

Fire safety instructions for the charging of electric cars have been drafted jointly by the rescue department partnership network and can be found on the pelastuslaitokset.fi website (in Finnish).

Fire compartmentation

The purpose of fire compartmentation is to limit the spread of fire and smoke in the building.

Fire compartmentation is implemented according to the building regulations based on the facilities of the building and their intended use. Each flat in a residential building is a separate fire compartment. The staircase of a building also forms a separate fire compartment. Other fire compartments usually include attics, basements, personal property storage rooms, technical rooms, civil defence shelters, waste rooms and garages.

As for terraced houses, current (after 1990) requirements stipulate that flat-specific fire compartments must extend up to the roof. In the case of older terraced houses, roof compartmentation should be implemented in connection with a roof renovation, for example.

From an open fire door there is no benefit in case of fire.

Doors between fire compartments (such as entrance doors to flats) must be fire doors. A fire door can usually be identified by a type-approval marking on the hinged side of the door. Apart from entrance doors to flats, all fire doors shall be self-closing and self-latching. Fire doors must be kept closed unless they are equipped with an automatic closure mechanism.

The fire compartment structures shall be intact and in good condition. Various cables and pipes may pass from one fire compartment to another, but the penetrations must be sealed according to the fire compartmentation class of the surrounding structures.

Attention should be paid to the condition of the flat entrance doors that act as fire doors, especially in the case of old doors. Factors indicating the need to replace or repair doors to individual flats include the wear and tear or disintegration of door seals, any loosening of or obvious damage to the door or parts thereof, such as the mail slot. It is also recommended that flat entrance doors be replaced if they are a combination of two door leaves and the fire resistance of the outer door leaf, as indicated on the type-approval mark, is only 15 minutes.

Electrical appliances

The installation and maintenance of electrical appliances (e.g., washing machines, mangles, etc.) in shared facilities must be carried out in accordance with the manufacturer's instructions. Lighting in shared facilities must be properly maintained, and any faulty bulbs replaced without delay in order to prevent further fault situations. Facilities with electrical appliances should be equipped with smoke alarms (excluding damp rooms) and first-aid extinguishing equipment.

It is important for everyone living in the property to know where the main electrical switch and main water shut-off are located, how to use them and how to access them in an emergency. The rescue plan should also include instructions for residents on how to act if water damage occurs in their flat.

TECHNOLOGY

The fire safety of residential buildings can be improved with a number of technical solutions.

Your building does not necessarily contain all the solutions described in the guide, but the guidelines should be applied to the existing situation.

Ventilation ducts and equipment

The ventilation ducts of a residential building must be swept often enough to prevent a risk of fire. The recommended sweeping interval for ventilation ducts is ten (10) years. Other ventilation equipment should be maintained regularly in accordance with the manufacturer's instructions.

Ventilation shall be stopped, for example, in the event of a fire or if a chemical accident has occurred in the vicinity. The ventilation emergency stop button (in picture) must be accompanied by a sign indicating which areas of the property will be affected by the emergency stop (shared facilities/individual flats).

Residential buildings with mechanical ventilation usually have a ventilation emergency stop switch in the staircase. The switch must be visibly marked and residents must be instructed on its location and use by including instructions, for example, in the building emergency plan.

If the residential building contains a restaurant or professional kitchen, the need to sweep the grease ducts in the kitchen must be determined regularly, and the ducts cleaned accordingly. As a rule, the recommended cleaning interval is one (1) year. The filters should be cleaned regularly, usually weekly or monthly. Other ventilation ducts and equipment in the restaurant should also be cleaned annually. The division of cleaning responsibilities should be agreed upon and clearly recorded.

Fireplaces and chimney sweeping

All fireplaces used in the residential building must be swept annually. Chimney sweeping is carried out to ensure the smokeproofing of the flue and to remove fire debris that may cause fire hazards. The owner and proprietors of a residential building and business operators shall ensure that the ladders, parts of roof walkways and roof safety equipment are kept in such a condition that chimney sweeping can be carried out safely.

The owner and proprietors of a residential building and business operators shall order and agree on sweeping with a sweeping service company of their choice. Upon request, a written chimney sweeping certificate shall be presented to the rescue authorities.

First-aid extinguishing equipment

Portable fire extinguishers

Portable hand extinguishers must be inspected by a fire extinguisher service company every two years. Portable fire extinguishers that are exposed to moisture, vibration, temperature fluctuations or frost must be inspected annually.

There are different types of portable fire extinguishers designed for different purposes, but the most common ones used in heated rooms are dry powder extinguishers or foam extinguishers.

First-aid extinguishing equipment should also be located in technical rooms and any commercial premises.

The most common size for portable fire extinguishers in shared facilities is 6 kg and its effect class must be sufficient. Portable fire extinguishers should be placed along the exit route and at a height that makes them easy to lift off their wall bracket.

Fire hose reels

Fire hose reels are first-aid extinguishing equipment connected to the water mains system that must be maintained according to the manufacturer's instructions. Fire hose reels are intended for use by residents for first-aid fire extinguishing. It is a good idea for every resident to familiarise themselves with the use of fire hose reels if there are any in their building.

Solar electricity

If the housing company has a solar PV system in place, ensure adequate signs and safety instructions for that as well.

Fire safety equipment

If the residential building has safety technology, the equipment must be maintained and tested in accordance with the manufacturer's instructions. It is recommended to keep a logbook of all maintenance and servicing activities done to the equipment.

The operating condition of the smoke alarms must be assured through regular testing, e.g., monthly.

Smoke alarm

According to the Rescue Act, every flat must be equipped with an adequate number of smoke alarms.

The responsibility for smoke alarms and their maintenance has shifted from the residents to the property owner.

The building owner is obligated to ensure that there is an adequate number of smoke alarms, they are all operational and that they are regularly and systematically maintained. Residents are responsible for notifying the building owner immediately of any faulty smoke alarms.

The most important function of smoke alarms is to alert occupants of an incipient fire!

Smoke alarms that are nearing the end of their service life should be replaced, even if the test button on the smoke alarm is still functional.

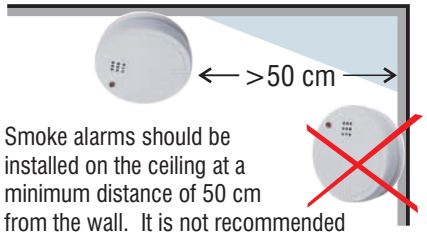
Replace a smoke alarm when it has reached ten years at most, unless the manufacturer has indicated a shorter service life for the smoke alarm. The service life is calculated from the date of manufacture marked on the smoke alarm. The rescue department recommends marking down the last year of the smoke alarms' service life. Follow the manufacturer's instructions.

TIP: If the installed smoke alarms are equipped with ten-year batteries, there will be no need to worry about replacing the batteries each year.

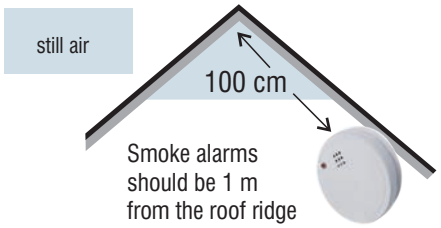
Smoke alarms connected to the mains

Place smoke alarms centrally on the ceiling, at least 50 cm from the wall, rafters or other obstacles to allow any smoke to unobstructedly reach the alarm, since smoke and heat rise. Also take the audibility of the alarm sound into consideration when installing the alarm.

Do not install smoke alarms close to air ventilation valves. In order to avoid false alarms, the smoke alarm should not be installed in the vicinity of a cooktop, hotplate, oven, toaster, sauna, bathroom or fireplace. Any dust that gathers on the smoke alarms may easily cause false alarms. Make sure to follow all installation and operating instructions!



Smoke alarms should be installed on the ceiling at a minimum distance of 50 cm from the wall. It is not recommended to install smoke alarms on walls.



Smoke alarms should be 1 m from the roof ridge on sloped ceilings.

Required number of smoke alarms

A good principle is to install a smoke alarm in every bedroom and in routes leading outdoors. The **minimum is one alarm for each full or partial 60 m²** in each flat. This is mandatory for each storey of the residence as well as for cellar and attic levels.

Flats that have a fireplace should have a carbon monoxide alarm in addition to their smoke alarms.

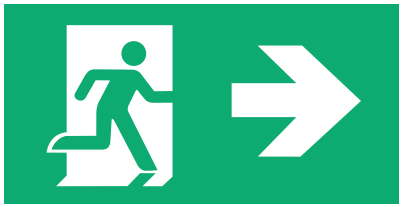
Fire alarm systems connected to an emergency response centre

A maintenance and service programme for fire alarm systems connected to an emergency response centre and first-aid fire extinguishing equipment must be drawn up, and a maintenance log must be kept on site. Test alarms must be carried out monthly in co-operation with the emergency response centre.

Periodic inspections must normally be carried out every three years by an inspection company approved by the Finnish Safety and Chemicals Agency (TUKES). Any possible faults or defects must be repaired to ensure that all devices are operating properly.

Exit route signs and lighting

If the building permit requires that exit routes be marked, they must also generally be illuminated. Exit route signs indicate the direction of the exit. A maintenance and service programme must be drawn up for the exit route lighting.

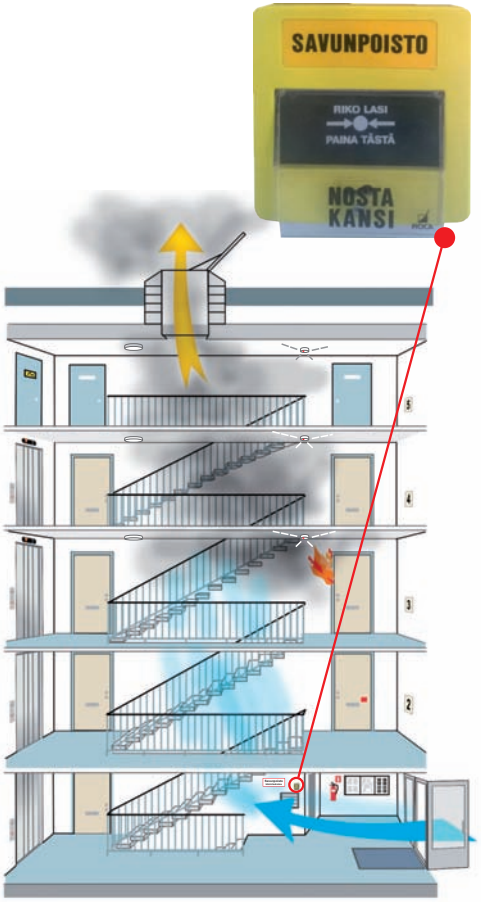


Smoke vents or smoke extraction system

Smoke extraction equipment is intended for use by the rescue department in an emergency.

The operating instructions for the vents or equipment and the areas of influence shall be clearly marked in appropriate locations.

Smoke extraction equipment should be tested annually, i.e. the vents or similar devices should be opened, and their operating condition checked in accordance with the maintenance and service programme.



CIVIL DEFENCE SHELTERS AND PROTECTION MEASURES

Civil defence shelters were designed to provide shelter from the impacts caused by weapons, such as explosions, fragmentation, building collapse and blast waves, as well as from radiation and toxic substances.

Methods utilised for civil defence include: voluntary sheltering in safer areas, official orders for evacuation, sheltering indoors, the building of temporary shelters and sheltering in civil defence shelters. All measures that are deemed appropriate for the situation in question will be utilised to protect the population.

Civil defence shelters built in or near a building are primarily intended to be used by those residing, working or otherwise occupying the building in question. Civil defence shelters can, however, be used to shelter any individual requiring protection as long as they do not endanger the safety of any others being sheltered.

Civil defence shelters are intended to be used for human protection. Pets should be sheltered indoors, in the building flats, for example. One exception to this rule is guide and service dogs, which must be allowed into the shelter along with the person they are assisting.

The shelter must be ready for use within 72 hours of an order issued by the authorities.

Once the shelter has been taken into use, sheltering will be initiated in accordance with the order of the rescue authorities. The population will be given information about any threat and the end of that threat by the warning system of the authorities.

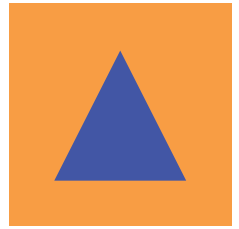
Deployment and use of the civil defence shelter shall be included in the emergency plan that is the responsibility of the building proprietor. This enables for the planning of the necessary materials, personal resources and required measures regarding the specific shelter in question. Deployment and use of the civil defence shelter is overseen in practice by those persons residing or working in the building. More information can be found in the Ministry of the Interior's publication concerning the deployment and use of civil defence shelters (to be published in 2025).

It is the responsibility of the building owner to maintain the condition of the civil defence shelter

- The operating condition of the civil defence shelter must be inspected at least once every ten (10) years. An itemised inspection report shall be drawn up to specify the aspects of the inspection (including the airtightness test).
- The operating condition of all equipment and devices requires regular maintenance in accordance with the manufacturer's maintenance and service instructions and is carried out annually in most cases. The instructions are often stored near to the equipment and devices. In connection with any maintenance, it is a good idea to run the ventilation units for more than five minutes with the valves in the extreme position.
- The condition of the civil defence shelter should be maintained in accordance with the requirements for the specific type of shelter in question.

Under normal conditions, civil defence shelters can be used, for example, as storage rooms. Chemicals that can cause an odour nuisance must not be stored in civil defence shelters. The use of a civil defence shelter during normal times must be such that the shelter structures are not damaged, and shelter equipment remains in working order. The civil defence shelter is not intended to be used for shelter under normal circumstances, for example, in case of an accident involving hazardous substances.

The international sign for civil defence, a blue triangle on an orange background, directs those outside the building to the location of the shelter. This sign shall be installed on the building, at the latest, when the shelter is being prepared for use.



MINIMISING RISKS AND LIVING SAFELY

Residents are the experts on the safety of their own homes and are responsible for ensuring safe living practices!

FACTS

- **Around 3,000 fires occur in residential buildings each year.**
- **More than two thirds of those fires are caused by human error or an electric device.**
- **Fires don't set themselves.**

  Smoking in bed and alcohol use are a killer combination and unobserved candles are a significant fire hazard. Grease fires while cooking or a hob that's been left on cause numerous alerts for the rescue departments, and hundreds of fires are caused annually by flammable material that has been left close to a sauna stove.
- **One million accidents take place in Finland each year causing the deaths of 2,700 people.**

  Of all accidents, 75% are accidents occurring at home or during one's leisure time. Most accidents to children under the age of 10 take place in the home or yard. Falling accidents experienced by the elderly are caused by slipping, tripping or tumbling.

SMALL MEASURES PREVENT ACCIDENTS

The best way to prevent accidents is to make plans and carry out measures proactively.

The responsibility for smoke alarms and their maintenance has shifted from residents to property owners.

The building owner is obligated to ensure that there is an adequate number of smoke alarms, they are all operational and that they are regularly and systematically maintained.

Residents are responsible for notifying the building owner immediately of any faulty smoke alarms. The building owner has the right to access flats in order to inspect the condition of the smoke alarms.

The testing of smoke alarms is the responsibility of residents.

Refrigeration equipment

- Ensure adequate ventilation around the refrigerator and freezer.
- Hoover the dust regularly also behind the unit! Unplug the power plug of the unit while hoovering.

Cooktops and ovens

- Do not leave the oven or hotplates switched on unattended.
- Always switch off the power after use. Make sure that there is no flammable material on or near the cooktop.
- You can get a timer or protection guard for the cooktop.
- Clean the cooker hood regularly.

Washing machines and dishwashers

- Do not leave washing machines switched on unattended to prevent fire incidents and water damage.
- Clean the lint filter regularly.
- Protect the appliance from water splashes.
- Close the water tap after use.

Lighting

- Follow the instructions for installing and operating light fixtures. Ensure proper distance from flammable materials, such as curtains.
- Replace burned-out or flashing fluorescent lights immediately.
- Do not replace the bulb with a bulb that exceeds the recommended rating.
- Keep light fixtures free from dust. Fix wall mounted light fixtures securely so that they do not fall, for example, on a bed or sofa.

Chargeable devices

- Do not leave devices unattended during charging.
- Pay attention to abnormal overheating of the device and the charger.
- Only use chargers that have been approved by the device manufacturer.
- Always unplug the charger from the socket outlet after charging. Stop using faulty devices immediately.

Electric heaters

- Position the heater so that it cannot tip over.
- Do not place the heater too close to curtains, furniture or anything flammable.
- Do not dry laundry on top of the heater or cover it with anything.
- Ensure nothing will fall on or be knocked over the heater.
- Favour heaters with a low external temperature.

Sauna

- It is not permitted to dry laundry or other flammable material above or near a sauna stove.
- Ensure that there are no flammable items near the sauna stove before switching it on.
- The stove must be installed according to the manufacturer's instructions.
- Do not use the sauna for storage purposes. If you do not use the sauna for bathing, disconnect or switch off the fuse of the stove so that the stove cannot be turned on accidentally.
- Repair or replace resistors and switches if they are broken or functioning poorly.

Do not dry laundry or other flammable material above or near a sauna stove.

Use of electrical appliances

Most fires are caused by human error. Accidents are caused by the poor condition of electrical appliances and carelessness as well as incorrect use and forgetting to switch an appliance off. There is a range of safety equipment, such as timers, available for electrical appliances. Consider whether you or your family need safety equipment for your home.

- Read all instructions before installing and using the appliances.
- Follow the instructions and save them for future use.
- Make sure the appliances are correctly placed. Allow enough space around the unit for air circulation and do not block the ventilation openings.
- Make sure you know the location of the main switch on the electrical panel in your flat.

Candles

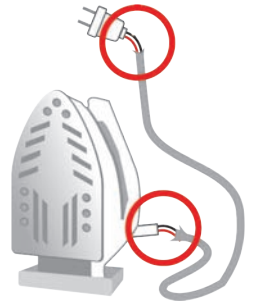
Candles must not be left unattended when lit. They must be located in a place where there is no flammable material nearby, and they cannot be allowed to fall over. Battery-powered candles are a safe way to create ambience.

Smoking

Detailed smoking restrictions can be included in company housing rules and regulations. Observe the instructions and regulations for handling fire.

Emergency supply kit

An emergency supply kit ensures that everyday life runs smoothly even when normal services are temporarily not available. Situations in which an emergency supply kit may be needed include, for example, illness of yourself or a family member, disruption of retail trade or a situation requiring sheltering indoors or in a civil defence shelter.
The recommended emergency supply kit includes water and food supplies, essential household items and personal medication for at least a few days.



Please note the following as well!

- A faulty appliance must be replaced or taken out of use.
- Ensure sufficient airflow around all electronic appliances.
- Plug your appliances directly into a wall socket rather than using an extension cord.
- Only appliances with low wattage may be plugged into an extension cord with multiple outlets.
- Never plug an extension cord into another extension cord!
- Always use a certified professional to do electrical installations.
- Get worn or suspicious-looking installations checked.
- Comply with company housing rules and regulations and the instructions of use for your grill when barbecuing on a balcony or terrace.

Always use a certified professional to do electrical installations.

ACTION IN CASE OF FIRE

If a fire breaks out, it is important to be able to exit the building quickly and ¨ safely. A safe exit depends on your competence and advance planning.

- Put out the initial fire if you can do it safely.
- Get everyone out of the flat in question.
- Close the doors and windows when you exit. Be sure to close the door leading into the staircase. This will keep the fire from spreading.
- Call the emergency number 112 once you are in a safe place.
- Guide the fire department to the location.
- Go to the agreed evacuation point.

If there is smoke in the staircase

- Call 112 and make sure that an emergency notification has been made. Tell what flat you are in.
- If a lot of smoke enters the room, stay low. Move to the balcony or an open window for fresh air.
- Shout for help, wave an item of clothing or flash lights so that the fire department can locate you.

You will need to upload your own phone number into the application before it can be used!

If the emergency number is momentarily busy, do not hang up! Your call will be answered as soon as possible, and calls are always answered in the order they are received.

If the situation on the scene changes significantly after your emergency call, call the emergency response centre back to report it.

We recommend that you download the 112 Suomi application onto your phone. When you use the application to call the emergency response centre, your location data will automatically be transmitted and help will arrive more quickly. The application also displays general alarm notifications from the authorities.

For further information on how to call the emergency number, visit www.112.fi.

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Further information is available from the website and social media channels of the rescue departments.

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pelastustoimi.fi