

Safety walk

Instructions for the keeper of the safety walk

The aim of the safety walk is to learn how to prevent dangerous situations and how to act when they occur. In addition, the aim is to learn about Haaga-Helia's practices that support responsibility, building exits, exits and related opening mechanisms, as well as alarm, first aid and the locations of first-aid extinguishing equipment.

Plan your safe walking route in advance!

1. Select the mode to start with. Show the safety walk video and (slideshow in class).
2. Choose the route along which you will go to the assembly point, choose the emergency exit route (do not use the main stairs and doors).
3. Take the guided route with the exits (green signs) out. Exit through the door to which the exit route directs.
4. Go to the meeting place and go through what is done at the meeting place.
5. Along the way, take a look at the things below (plan the route in advance and provide the information according to the instructions).
6. Show me where to find the [safety site](https://haaga-helia.fi) (haaga-helia.fi) and safety observation report form. As an example, make one safety observation report or feedback/development suggestion together that you observed during the safety walking tour. Feedback can also be a positive observation or similar.

Things can be told in a different order than what is written in the instructions. It is important that these issues are discussed or discussed together. First, go through the rescue map of the site together, showing the meeting places, the safety board of the site and the farm-specific escape route guide (example picture below). Review the item's quick safety instructions (should be available in each category). During the safety walk, discuss what kind of accidents may occur at the site. Instructions for more common accidents can be found in the rescue plan and safety guide. (haaga-helia.fi)

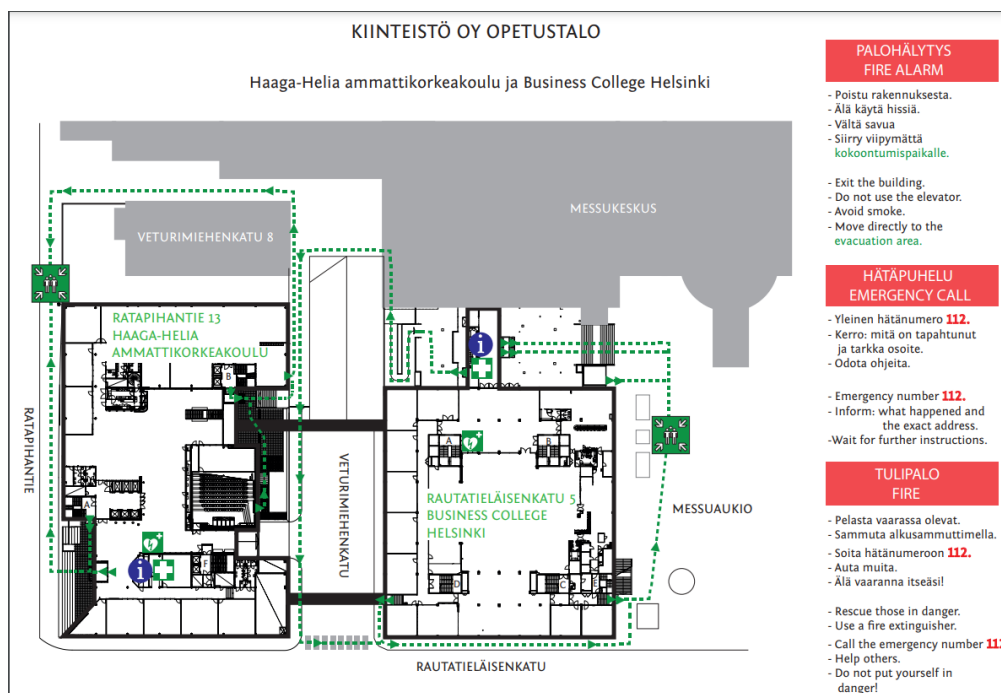


Photo: Exit route guide

Safety walk

1. Safety at Haaga-Helia

All members of the Haaga-Helia community are responsible for Haaga-Helia's safety. The goal is that every person working, studying or visiting Haaga-Helia feels safe. In security matters, you will be assisted by the campus manager, security officer, lobby services, security manager and staff.

2. Responsibility at Haaga-Helia

Socially sustainable Haaga-Helia, where our goal is that everyone working, studying or visiting the premises feels safe, everyone is treated equally and promotes the well-being of the community. [Sustainability | Haaga-Helia](#)

3. Equality and non-discrimination

Haaga-Helia is a diverse and equal community that systematically promotes the [equal treatment of](#) students and employees.

4. The Plan of Salvation

The rescue plan includes the safety arrangements of the building and premises, as well as instructions for preventing accidents and instructions for acting in accident and dangerous situations. [Emergency plans](#) (haaga-helia.fi)

5. Escape routes

The exit routes are marked on the floor plan and can be identified by the green shield (picture below), exit in the direction indicated by the arrow. Use the nearest and safest route when exiting. When walking safely, also pay attention to less frequently used walkways and exits, as well as emergency roads. Use these routes to move to the assembly site for a safety walk.



6. Emergency roads

The floor plan shows the locations of the emergency roads. A spare way can be a door or a window. The door can lead directly outside, to the ground surface, to the stairs, to the balcony or to the French balcony. Pay attention to the locations of emergency roads and, if necessary, use for emergency exits. Rescue through the emergency road can take place either independently or with the help of rescue department professionals. Below are examples of emergency road markings.

Spare road without ladder

Backup road on the ladder

Spare road (drop height less than 3.5)



Varatie

Safety walk

7. Moving around the campus and students' self-service facilities

Daily passage takes place through the main entrances according to opening hours. During the safety walk, show where to find the students' self-service facilities, such as group workspaces, Helga's facilities and gym. In these facilities, emphasis must be placed on self-acting, safe operation, leaving if the order to leave comes.

8. Lunch restaurant, dining

Dining takes place between 11:30 a.m. and 2 p.m. You can find the menus in the Tuudo app. Student meals are subject to a fee, student price. You can take only one option from the line or pay for several options. Sustainable development is also taken into account in the procurement and operations of food services. Please only take as much food as you can eat. Haaga-Helia always has a vegetarian option.

9. Energy economics

The electricity used in Haaga-Helia is partly eco-electricity. Electricity consumption is affected in many ways. You can also influence electricity consumption at Haaga-Helia. Turn off the lights in empty spaces as well as the computer after use. Consider each print.

10. Circular economy and sustainable consumption

The goal of the circular economy is to save natural resources by means of more efficient use of materials. Recycle waste correctly, Haaga-Helia's lobbies have recycling points.

11. Evacuation chair

To help people with reduced mobility, there is an evacuation chair on floors 2 and 3 in Porvoo. The staff is trained annually in the use of the chair. The use of the chair is practiced in conjunction with exit exercises, the chair has simple instructions. Persons with reduced mobility must be assisted when leaving.



Photo: Evacuation chair

12. Fire hose reel

The locations of the fire hose reel are marked on the floor plan and with a red safety plate at the location. The fire hose reel is connected to the water supply network. When an express fire hose reel is used, the hose is pulled out of the cabinet and then the water is turned open from the shut-off valve. Point the spray pipe where it burns (to the base of the flames), open the spray pipe and turn it off. The extinguishing effect of a rapid fire hydrant is cooling and it is well suited for almost all fire types.

Safety walk



Photo: Fire hose reel sign (can also be without flames)

13. Fire alarm button

The locations of the fire alarm buttons are marked on the floor plan and marked with a red safety sign at the location. An alarm about an incipient fire can be made by pressing the fire alarm button.

After pressing the fire alarm button, it is important to call the emergency services from a safe place and provide additional information about the situation.



Fire alarm button sign



Fire alarm button

14. Fire extinguisher

The locations of portable fire extinguishers are marked on the floor plan and marked with a red safety sign at the location. There are different types of portable fire extinguishers, most of them are liquid fire extinguishers, some sites also have carbon dioxide fire extinguishers. The portable fire extinguisher is activated by removing the pin from the handle, directing the hose at the root of the flames and pressing on the handle.



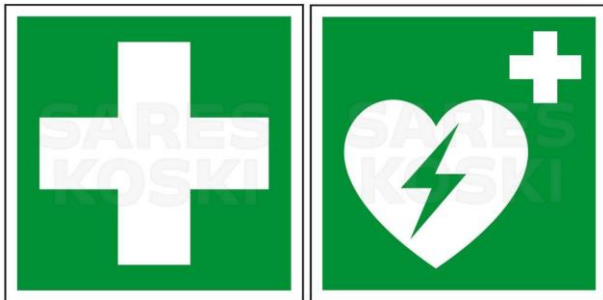
Signs of a portable fire extinguisher

15. First aid supplies and heart attacker

The locations of first aid supplies are marked on the floor plan and at the location with green safety signs. Pay attention to their locations on each floor. The lobby information desk also has

Safety walk

First aid supplies and a defibrillator. A defibrillator is a device that aims to eliminate a harmful arrhythmia that has stopped the heart in a cardiac arrest situation by giving the resuscitated person a treating DC electric shock. The device reliably detects such an arrhythmia and advises the user of the device to act correctly and safely.



Brand of first aid supplies

Brand of heart striker (defibrillator)

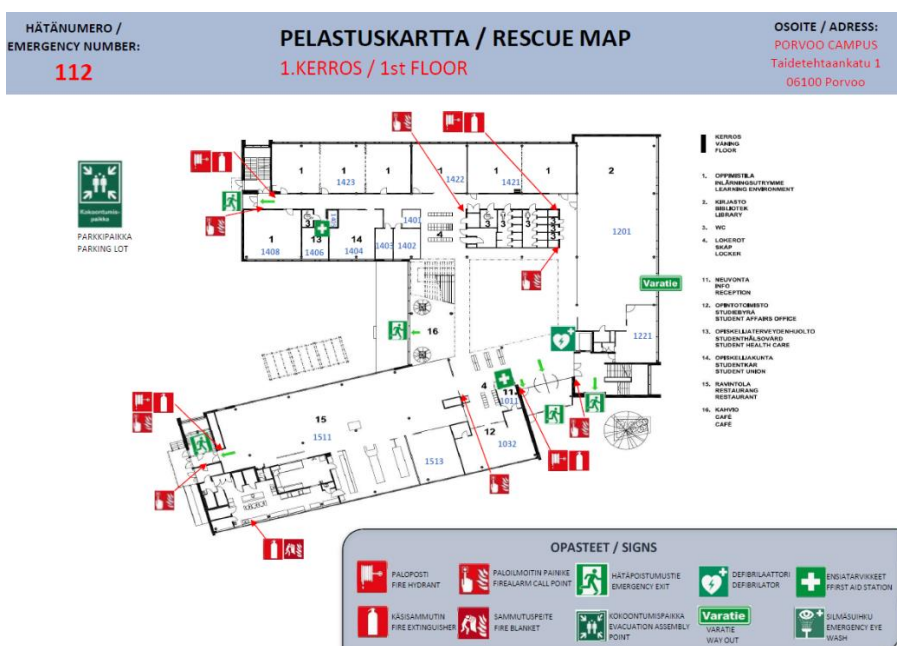
16. Partitioning doors (fire doors)

Please note that fire doors must always be kept closed. They should not be wedged open. All members of the entire Haagahelia community are required to take the initiative to pay attention to keeping fire doors closed. It is everyone's responsibility to close a door that has been wrongly wedged open. Fire doors have been marked according to the examples below, for example. In the event of a fire, it is important to close all doors to slow down the progress of the fire.



17. Direction of travel to the meeting place

The direction of travel to the evacuation area, i.e. which emergency exit route should be used, is indicated by green arrows on the floor plan. In this way, we can also ensure that the rescue department can operate without disturbances and avoid other accidents.



Safety walk

18. This space is blank character

Leaving the building fire alarm, when the last one has left the space and the space is empty, a signal tag is put on the door handle; This space is empty and closes the door. If this space is empty - signs are missing, please notify the lobby service.



19. Evacuation area

The evacuation area is a parking lot or yard area, you can recognize it by this sign (below). You move quickly to the evacuation area in the same group as when leaving class. By doing this, we can ensure that the whole group gets to the meeting place safely and no one stays on campus. Group at the evacuation area so that the group that arrived first moves to the back of the evacuation area. Let's be closely involved in the group to hear any instructions. The same group will not leave the evacuation area until permission to do so has been obtained as an announcement or by megaphone from the staff.



Evacuation area

20. Welfare Services, Counsellor, Psychologist, Pastor

Tell us where the reception facilities for welfare services are.

21. Lobby services and campus security team

The lobby services provide you with the necessary information on matters related to campus security. If you notice any safety-related deficiencies, submit a [safety observation report](#). It is a good idea to inform the janitor of seizures, threats and violent situations. The campus manager and security officer coordinates the everyday life and facilities of Haaga-Helia's students and employees as well as visitors to the campus. The campus security team coordinates campus safety activities in everyday life and also during disturbances. All members of the community are responsible for campus safety.

22. Info desk

The information desk is located in front of the main doors in the arrival hall. There you can get information about campus facilities and other practices from the lobby service staff. Near the information desk or in the lobby, you will also find safety boards that show the meeting places, emergency exits and information related to fire safety and emergencies.

23. Staircase, entrance halls and dressing rooms

Ensure safe and unhindered access to these facilities. Nothing extra should be left or even temporarily

Safety walk

stored there. This prohibition also applies to bicycles. Haaga-Helia's indoor facilities cannot store or charge battery-powered vehicles, such as e-bikes and scooters, as a fire safety risk.

24. Lifts

Use the stairs if there is no need to use the elevator for you. The lifts must not be used in the event of an emergency exit or power failure.

25. Shelter spaces inside

Indoor shelter facilities are located in lockable classrooms, lobbies or corridors on the upper floors. The civil defence shelters are located on the basement floors. In the protection mode, operations are carried out in accordance with the instructions of the personnel.

26. Parking lots, yards

Traffic rules are observed in parking lots and yards. Emergency access routes must always be kept open. Bicycles, scooters, roller skates, e-bikes, and scooters, the like, are left outside, they must not be brought indoors. Avoid standing in driveways and emergency access roads.

27. Haaga-Helia is non-smoking, intoxicant-free

On Haaga-Helia's campuses, the use of tobacco products is allowed only at smoking locations. On campuses where there is also upper secondary education, Malmi and Vierumäki law prohibits smoking completely on school grounds. Also applies to snuff and the use of e-cigarettes. The use, possession and sale of intoxicants is prohibited on Haaga-Helia's campuses and yards.