

SAFETY GUIDE

tredu
TAMPERE VOCATIONAL COLLEGE



A SAFE LEARNING ENVIRONMENT

This safety guide is written for the students and staff of Tampere Vocational College Tredu and the city's upper secondary schools, and it contains information on possible hazards and threats at or near schools and instructions on how to respond to these.

Let's keep our place of study safe by protecting each other and the environment from harm!

Read this safety guide carefully, and you will learn how to prevent hazards and do the right thing.



SAFETY AND SUPPORT SERVICES

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CUTE EMERGENCY

General emergency number: 112

Poison Information Centre: 09 471 977

Police, rescue services, first aid, social services

- **Call the emergency number yourself, if possible.**
- **Explain what happened and give your full address, including the municipality.**
- **Follow the instructions you receive on the phone.**
- **Do not hang up the phone without permission.**



IN CASE OF A POTENTIAL FIRE

- **SAVE** those who are in danger
- **WARN** others
- **CALL** help by dialling 112
- **EXTINGUISH** the fire using the initial extinguishing equipment
- **CONTROL** the fire by closing all doors and windows
- **GUIDE** the rescue services to the right place

Do not use the lift.

Do not use water for extinguishing oil, electricity or liquid fires.

SAFETY INDOORS DURING A FIRE

- **If you cannot exit the building, try to find a safe space and close its doors and windows.**
- **Where possible, choose a space with exterior windows.**
- **Put wet clothes or other such material under the door to keep the smoke out.**
- **Call 112 and explain where you are and what has happened.**
- **Do not hang up the phone without permission.**



RULES AND REGULATIONS

The aim of these rules and regulations is to guarantee the right to a safe and pleasant study and work environment and fair and equal treatment to all the students, staff and visitors in the city's upper secondary education.

Each and every one of us is responsible for the atmosphere and well-being of the study and work community.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

Students have the right to education and student counselling, as specified in the curriculum, and the right and obligation to attend classes in accordance with their personal study plan. The student must perform their duties with diligence and behave in an appropriate manner.

PEACEFUL ATMOSPHERE AND GOOD BEHAVIOUR

The school strictly prohibits all types of bullying, and we comply with the laws on equality and non-discrimination. The teacher has the right to remove a student whose behaviour disturbs others from the learning space. In order to promote a peaceful atmosphere, the school has the right to ensure that no objects or substances which are illegal to possess or which could risk the safety of their holder or others are brought onto its premises.

PROHIBITION ON SMOKING AND THE USE OF DRUGS AND ALCOHOL

Our school is non-smoking and alcohol-free. It is forbidden to possess or use alcohol or drugs on the school premises or during the school activities, or to appear under the influence of these. Everyone has the duty to intervene if they notice anything that hints at alcohol or drugs.

In accordance with the Tobacco Act, the use of tobacco products (including electronic cigarettes and snuff) is forbidden on the school premises, both indoors and outdoors.

OCCUPATIONAL SAFETY

Everyone must wear safe workwear, personal protective equipment and appropriate clothing, in accordance with the occupational safety instructions of the school.

Any safety deficiencies must be reported to the person in charge.



CAREFUL HANDLING OF ASSETS AND INFORMATION

Anyone who damages the school's assets intentionally or by carelessness may be held liable for compensation for the losses. If a student damages or loses something that belongs to the school, he/she must inform the teacher of the damage immediately. The school's assets may only be borrowed with permission. The school is not responsible for the students' personal assets.

Technical devices are used only for supporting teaching, with due consideration for copyright. It is forbidden to take photographs or record and distribute such material in the school's learning environments without separate permission. Everyone must follow the rules on information security, privacy and network use.

SANCTIONS FOR OFFENCES

Sanctions for offences are based on the Upper Secondary Schools Act (629/1998) and the Vocational Education Act (630/1998). Possible sanctions for breaching these rules and regulations are a written warning, temporary suspension, the removal of a student who disturbs others or threatens safety, and permanent suspension.

DON'T TRY TO BE A HERO

It is important to know what to do in a threatening situation. Doing the right thing affects everyone around you.

- Assess the situation before you act and report to your supervisor or the janitor or, in urgent cases, to the emergency centre at 112.



GENERAL SAFETY INSTRUCTIONS FOR WORKING IN THE BUILDING

BE PREPARED and familiarise yourself with the following:

- Safe areas and exits in an emergency
- First-hand extinguishing equipment (extinguishers, fire blankets, hydrants, etc.)
- First-aid instructions and the location of the first-aid cabinet
- Safety and alarm instructions of lifts
- How to use electronic devices in a responsible manner

DEALING WITH AN AGGRESSIVE OR DIFFICULT PERSON

- Remain calm and matter-of fact.
- Do not try to stop the person and do not annoy him/her. Be polite but determined.
- Talk to the person, if it feels like the right thing to do. Talk slowly and clearly.
- Stay at a safe distance, keep your hands where the other person can see them and do not lose eye contact.
- Agree to any demands.
- Take the aggressive person and his/her threats seriously.
- Call for help as soon as you can (from a safe place).

FIRST-AID INSTRUCTIONS

- Find out what has happened and where you are.
- Was it an accident or a seizure?
- If necessary, call the emergency number (112).
- Prevent any additional accidents.
- Ask everyone present to help and give them instructions.
- Give first aid.
- Protect, calm down and watch the victim until you receive more help.

RESUSCITATION

- If the person seems lifeless, try to wake them up.
- Call 112.
- Open the respiratory track by bending the head backwards and lifting the chin up.
- If the person breathes normally, place him/her in the recovery position. Make sure that the person keeps breathing until emergency personnel arrive.
- If the breathing is not normal, start chest compression. Compress the chest at a rapid pace 30 times. Push the chest down approximately 4.5 cm.
- Give mouth-to-mouth resuscitation. Hold the victim's nostrils and press your lips against their mouth. Blow air into the lungs once.
- Continue to resuscitate the victim, alternating between 30 compressions and 1 blow, until emergency personnel arrive, the victim starts to breath normally or you run out of energy.



INSTRUCTIONS FOR ALARM CASES

The general alarm signal is a one-minute signal at a variable pitch or a warning by authorities.

- Go indoors. Remain indoors.
- Close the doors, windows and ventilation ducts and turn off air conditioning.
- Turn on the radio and follow the instructions.
- Avoid using the telephone as this will make the lines busy.
- Do not leave the area without express permission from the authorities.
- The authorities will let you know when the danger is over.

SERIOUS VIOLENCE INSIDE THE SCHOOL

- Get away from the danger and lock yourself in a safe room. Turn off the lights and cover the windows, if possible.
- Lock the door and block it with furniture.
- Sit on the floor, preferably near the door.
- Put your mobile phone on silent and keep an eye on it.
- Do not open the door.
- Wait until you hear that the danger is over.
- Remember the emergency number, 112.

EVACUATION INSTRUCTIONS

When you hear the evacuation order, follow these instructions:

- Take the order seriously and do as you are told.
- Take only the things you need with you, do not stop by the social premises.
- Turn off all devices and machines.
- Close the windows and doors when you leave.
- Use safe exits. Do not go to a space or corridor that is filled with smoke.
- Lifts may not be used under any circumstance.
- Leave the building safely.
- Go to the meeting point, find your own group and stay with them.
- Do not leave the meeting point until someone gives you permission to do so.

VANDALISM, INTENTIONAL DAMAGE AND CRIMINAL ACTIVITY AT THE SCHOOL

If you notice vandalism, intentional damage, criminal or other malicious activity on the school premises, find a safe place and report the situation to the janitor, your supervisor or the emergency personnel at 112, describing the events as accurately as possible.

Keep your phone at hand for any additional information until the police or other authorities arrive.

If you think your life is at risk, try to exit the area and find a safe place until you receive help. Do not approach or try to stop or catch anyone involved in criminal activity.

112



CRISIS SUPPORT

The curator, psychologist and the student health care services will help students after a crisis.

Personnel may contact occupational health care for crisis support.

