

MICRONOVA

SAFETY CODE

version 1.4 / 2016



PERSONAL AND FIRE SAFETY

Toxic and corrosive chemicals and toxic and explosive gases are extensively used in the cleanroom, laboratories and technical facilities in Micronova. Due to the use of these substances we need to pay extra attention to fire safety and personal protection. This safety code introduces different types of alarms, exits, meeting points and guidelines for dealing with personal injuries and alarms.

24 Hour Duty – On Call Person

In order to ensure reliable operation of cleanroom facilities Micronova has an engineer (“person on call”) on duty 24/7. If you notice any faults in the cleanroom air conditioning, cooling water, gas systems or any other possible danger please contact the person on call, tel. **+358-40-527 4840**.

In acute questions related to security you can also contact VTT’s security control center (24/7) **+358 (0)20 722 5650**.

In acute technical problems related to Micronova’s building, contact the building maintenance at ISS on-duty number **+358 (0)400 417 846**.

Rescue Team

Micronova’s trained Rescue Team is responsible for personal and fire safety. During alarms and emergencies the Rescue Team has the main responsibility.

Members of the Rescue Team are:

Pasi Haapasalo (Team Leader)
Jukka Huhtala
Pekka Ikonen
Harri Ilmari
Harri Sillanpää
Jukka Pihlainen
Jukka Lappeteläinen
Juha Lievonen

Alarm Systems

Micronova's cleanroom and technical areas have automatic toxic gas detection and alarm systems.

The fire alarm system to detect smoke and heat covers the whole building. The fire alarm system in the cleanroom of M2 (new part) is based on frequent sampling. There's also a speaker system for public announcements.

Both cleanrooms (M1 and M2) have a water fog extinguishing system. The office section and the first floor below the cleanroom in the new part of the building are covered by sprinklers. Laboratory 4107 (4th floor) and server room 3136 (3rd floor) are protected by a Halotron extinguisher system.

If the Halotron extinguisher has been activated a fire alarm signal is given. Leave the premises and go to meeting point. When the situation is back to normal the Rescue Team ventilates premises and announces when premises can be entered again.

All alarm systems are tested on the last day of each month.

Manual Fire Extinguishers

Fire hydrants and dry chemical extinguishers can be found on each floor.

There are small CO₂-extinguishers, one big CO₂-extinguisher, fire-blankets and two fire hydrants in the cleanroom.

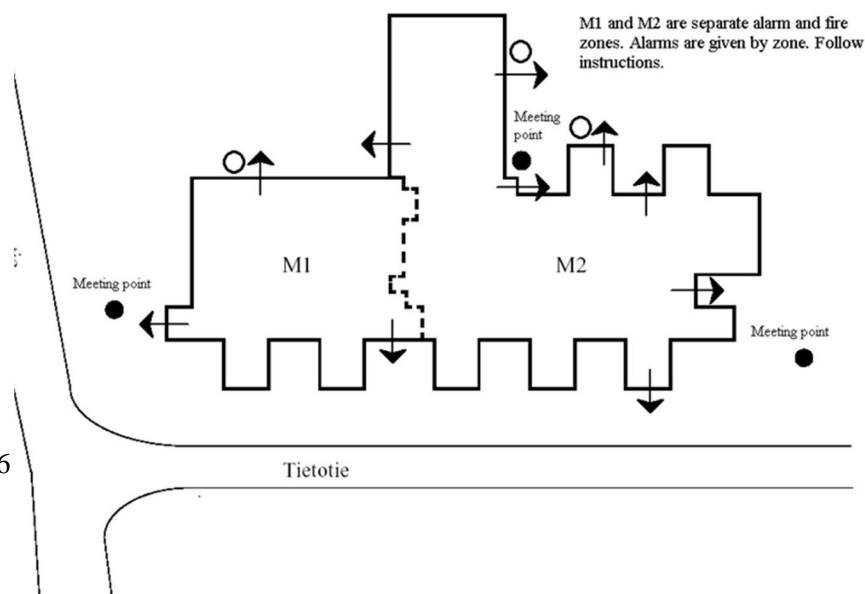
First Aid Cabinets

First aid cabinets can be found in each restroom in the office section of M1. In M2 first aid cabinets are located in each kitchen, technical facilities and at the entrance of cleanroom.

Alarm and Fire Areas

Note that M1 (old part) and M2 (new part) are two separate alarm and fire technical areas. Alarms are given separately on each area. Listen carefully to announcements and comply with instructions.

Micronova exits and meeting points



FIRE ALARM

Pitching siren sound and fire bells

and announcement: **"This is a fire alarm, please leave the building"**

- Elevators must not be used.
- In the case of an electrical blackout, doors with electronic locks (normally opened with a key card) can be opened by turning the handle.
- This alarm concerns all personnel.

TOXIC GAS ALARM

Siren sound wow-wow-wow,

announcement: **"This is a toxic gas alarm, please leave the building"**

- This alarm concerns all personnel in the building.

- Leave the building rapidly, do not run.
- Use the nearest exit.
- Members of the Rescue Team will check every floor and see everyone out.
- Rescue Team meets at the control room
- When situation is back to normal Rescue Team gives a public all-clear announcement

CHEMICAL ALARM

Siren sound ding-dong-ding-dong,

announcement: **"This is a chemical alarm, please leave the cleanroom and technical area."**

- This concerns personnel in the cleanrooms and technical areas; but not personnel in the office part of the building.

IN CASE OF FIRE

Rescue: Help people in danger.

Alert: Call 112. Ask for fire department and/or ambulances. Fire alarm buttons in the building can also be used.

Extinguish: Use extinguishers of fire hydrants to put out flames.

CALL 112

- 1. Tell your name**
- 2. Tell where you are: TIETOTIE 3 ESPOO**
- 3. Tell what has happened**
- 4. Wait for instructions**

PERSONAL INJURIES

Serious injuries:

- **Call 112.** You should also call number **020 722 6640** (the front desk attendant), who will call the rescue team.
- If a gas or chemical causes injuries, someone must escort the patient to a hospital and bring the Material Safety Data Sheet.

Minor injuries:

In case of minor injuries that still require medical attention, use medical supplies in the first aid cabinets. If necessary, contact either the occupational health center in Otaniemi (if you work for Aalto or VTT), or the city health center in Tapiola.

Occupational health center **Terveystalo**

address: Sähkömiehentie 3

tel. 030 633 2500

City health center in Tapiola

address: Ahertajantie 2,

tel. 09-8163 8900 (urgent cases), 09-8163 8900 (non-urgent)



An **AUTOMATED EXTERNAL DEFIBRILLATOR** that is used in cases of life-threatening cardiac arrhythmias which lead to cardiac arrest can be found in lobby close to main entrance (Tietotie 3)

GENERAL ALARM

The general alarm indicates immediate danger concerning the whole population in the area. The general alarm signal is a siren sound going up and down continuously or a public announcement given by authorities.

When you hear the general alarm:

- Get indoors.
- Stay indoors.
- Wait for further instructions given in the building through the speaker system or by radio.
- Avoid using the phone so the network is not overloaded.
- Do not leave the area until given permission.