



Safety and Security at Hive





At Hive, we believe that safety is everyone's responsibility. By paying attention to our daily activities, we are able to create a safe environment for all.



We require everyone to work according to our safety standards, and to inform the staff, in case you spot something that might risk safety. By informing the personnel of any possible accident, or a near miss situation, you ensure that we are maintain a safe learning environment for all.



Security Gates

- *Swipe in, swipe out, no two people at the time*
- *In case you lose your card, contact: bocal@hive.fi*
- *Your keycard is personal and not to be shared or borrowed by anyone else*

- *Lost keycard: 5 euros*



In case of life threatening emergency, or you are not sure is it call
112

In other situations inform the staff.



Important signage to memorize



*Fire alarm
button: Push to
trigger fire
alarm*



*Emergency door
opening: Push
to unlock
doors/gates*



*Emergency exit:
Follow to find
nearest
emergency exit*



*Fire
extinguisher:
Sign points the
location of the
fire extinguisher*



Walk around and memorize where these things are found





How to call 112

1. *Dial 112*
2. *Tell what has happened*
3. *Give the exact address: **HAAPANIEMEKATU 5, HELSINKI, 4TH FLOOR***
4. *Answer questions from the alarm center operator*
5. *Do not hang up before you are give permission by the operator*
6. *If the situation escalates or changes, call 112 again*



In case of fire

1. *First rescue those in immediate danger*
2. *If you are capable, use fire extinguisher — **Don't risk your own health***
3. *Press the fire alarm button*
4. *Warn other people in the building and ask them to leave*
5. *Close all doors and windows if possible before leaving the building*
6. *Do not use the elevators!*
7. *If the doorways are locked, you can open them by pushing the emergency opening button*
8. *Exit the building following the EXIT signs through the staircase*
9. *Move to designated assembly location (next slide)*
10. ***Call 112** when you are in a safe location*



In case the building needs to be evacuated (e.g. fire alarm), move to the designated assembly location.