CONSULATE GENERAL OF FINLAND IN LOS ANGELES
PUBLIC PREPAREDNESS PLAN

Period of validity  Starting May 10th 2017
Target group  Citizens of Finland and foreign citizens with permanent residence in Finland within the consular district of the Consulate General of Finland in Los Angeles
Consular District  Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington and Wyoming
CONSULATE GENERAL OF FINLAND
LOS ANGELES

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CONSULATE GENERAL OF FINLAND IN LOS ANGELES
PREPAREDNESS PLAN

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The exceptional conditions and special circumstances mentioned in the emergency preparedness plan are possible, but at the same time rather unlikely. The distribution of this preparedness plan does not imply a state of emergency or special circumstances.
1 Introduction

Accident and crisis situations generally arise unexpectedly and their development is normally not possible to predict. It is impossible to give detailed instructions for action for every disaster and crisis situation. People can increase their chances to get through a crisis by taking care of their own basic preparedness. The cornerstone of basic preparedness is to internalize this preparedness plan.

The target groups of this emergency preparedness plan are Finnish citizens and foreign citizens residing permanently in Finland, who are present in the Consulate General's consular district (hereafter referred to as "Finns").

Situations which can be considered crisis situations are circumstances in which there is a considerable danger of risk to the safety of Finns abroad, e.g.: a catastrophic event, a natural disaster, an environmental accident, political unrest, clashes between different internal population groups of a country, terrorism, or a state of war. A crisis situation can either develop slowly or rapidly.

The Consular Services Act (498/1999) determines those services provided for protection of personal safety in crisis situations, and for the evacuation and repatriation of citizens. The Consular Services Act also has provisions for public information and communications in a crisis situation. Furthermore, the European Union has instructions (10190/06 REV 2) for protection of European Union citizens in third countries. Finnish missions prepare their preparedness plans by applying internal instructions of the Ministry for Foreign Affairs "Drafting a Preparedness plan for a Finnish Mission".

The Finnish diplomatic missions (Consulates General or embassies) assist, according to the Consular Services Act, Finns in crisis situations abroad. Situations requiring assistance must also be assessed from the premise, what are the actual capabilities of the Finnish mission to help. Please note that the United States government is responsible for all citizens in their jurisdiction in case of crisis situations and one should comply with instructions given by local authorities.

- The measures of assistance by the mission comprise above all the protection of the life and the health of Finns seeking help. To protect material belongings is not one of the tasks of the diplomatic mission.
- The diplomatic mission has the duty to further assist in communications and in the transmission of information during the crisis situation.
- The diplomatic mission can also help organize the evacuation from the crisis area to the nearest safe area or back to Finland, if the protection of personal safety requires this.
- It is voluntary for a citizen to take part in the evacuation. The cost of the evacuation is to be carried by the evacuee. The cost can be collected afterwards either from the evacuee of from his/her employer.

The emergency preparedness plan has been divided into four levels: basic preparedness, elevated preparedness I ("stay at home"), elevated preparedness II ("relocate to the emergency gathering place") and evacuation. The instructional guidelines are of a general nature and taking part in the plan and its implementation is voluntary.

The contact addresses of the Consulate General and honorary consuls, important emergency telephone numbers, as well as instructions for action during certain exceptional conditions have been appended to the plan.

The Consulate General emphasizes that one should prepare and provide for exceptional conditions and unusual circumstances on one’s own initiative. Ultimate responsibility for safety lies with the individual.

Updated October 5th 2018
Office Administrator Minna Paakkunainen
(responsible for preparedness at the Consulate General of Finland)
2 Levels of preparedness

Crisis situations develop at varying speeds and require different actions to be taken. Because of this the emergency preparedness plan has been divided into four levels of preparedness: basic preparedness, elevated preparedness I, elevated preparedness II and evacuation.

2.1 Basic preparedness

One should be prepared for crisis situations ahead of time. Make sure that your contact information is up-to-date and recorded at the Consulate General of Finland (see section 3.1). Survival chances in a disaster or crisis situation can be increased by ensuring that the following items are always up-to-date.

Keep close by:

<table>
<thead>
<tr>
<th>PERSONAL BELONGINGS</th>
<th>(check when verified)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. driver’s license</td>
<td></td>
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<tr>
<td>2. passport</td>
<td></td>
</tr>
<tr>
<td>3. vaccination record</td>
<td></td>
</tr>
<tr>
<td>4. medicines</td>
<td></td>
</tr>
<tr>
<td>5. cell phone and battery charger</td>
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</tr>
</tbody>
</table>

Purchase and keep in good order:

<table>
<thead>
<tr>
<th>EMERGENCY STOCK</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. medicines and first aid kit</td>
</tr>
<tr>
<td>2. containers of drinking water</td>
</tr>
<tr>
<td>3. non-perishable food items for a few days</td>
</tr>
<tr>
<td>4. camp stove and appropriate fuel for it, fire starter equipment</td>
</tr>
<tr>
<td>5. camping gear, a map and a compass</td>
</tr>
<tr>
<td>6. flashlight with batteries, candles</td>
</tr>
<tr>
<td>7. battery operated radio with batteries</td>
</tr>
<tr>
<td>8. currency, also in small denomination bills</td>
</tr>
<tr>
<td>9. tools</td>
</tr>
</tbody>
</table>

Keep ready at home in case of urgent exit (e.g. fire) for every family member:

<table>
<thead>
<tr>
<th>A PACKED BACKPACK OR A DUFFEL BAG</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. change of clothes (underwear, track suit, windbreaker or equivalent)</td>
</tr>
<tr>
<td>2. footwear</td>
</tr>
<tr>
<td>3. a blanket, etc.</td>
</tr>
<tr>
<td>4. drinking water</td>
</tr>
<tr>
<td>5. toilet paper, tissues etc.</td>
</tr>
<tr>
<td>6. matches</td>
</tr>
<tr>
<td>7. flashlight with battery</td>
</tr>
<tr>
<td>8. necessary medicines</td>
</tr>
<tr>
<td>9. toiletries</td>
</tr>
</tbody>
</table>
Keep your vehicle in good running order and take care that:

<table>
<thead>
<tr>
<th>VEHICLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. there is enough fuel (a spare can)</td>
</tr>
<tr>
<td>2. the spare tire is in good order</td>
</tr>
<tr>
<td>3. documents for the vehicle are in order</td>
</tr>
<tr>
<td>4. there is a map of the area in the vehicle</td>
</tr>
<tr>
<td>5. there is a first aid kit in the vehicle</td>
</tr>
<tr>
<td>6. there is drinking water in the vehicle</td>
</tr>
</tbody>
</table>

Take care of the security arrangements of your residence:

<table>
<thead>
<tr>
<th>RESIDENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. check the fences, bars, locking systems, lighting</td>
</tr>
<tr>
<td>2. security</td>
</tr>
<tr>
<td>3. know your neighbors and your staff</td>
</tr>
<tr>
<td>4. fire extinguisher and clearing equipment</td>
</tr>
</tbody>
</table>

Familiarize yourself in advance with the guides published by your area’s rescue authorities and the preparedness plans of your state’s authorities. There is additional useful advice in them for states of emergency:

For example:
- Los Angeles Police Department: [http://www.lapd.org](http://www.lapd.org)
- Los Angeles Fire Department: [http://www.lafd.org](http://www.lafd.org)
- California - Office of Emergency Services: [http://www.oes.ca.gov](http://www.oes.ca.gov)
- American Red Cross: [http://www.redcross.org](http://www.redcross.org)
- National Hurricane Center: [http://www.nhc.noaa.gov](http://www.nhc.noaa.gov)
- [http://www.makeaplan.org/](http://www.makeaplan.org/)
- [http://www.ready.gov](http://www.ready.gov)

Notify your personal data to the Consulate General of Finland’s crisis registry at [www.matkustusilmoitus.fi](http://www.matkustusilmoitus.fi)

2.2 Elevated preparedness I: “Stay home”

Should the safety situation within the Consulate General's consular district worsen or it is presumed to get markedly worse, the Consulate General will to the best of its ability inform the Finns living within the crisis area that the elevated preparedness plan will come into effect.
In that case follow the instructions below:

1. **Limit your movements** outside your home and place of employment.
2. **Follow the media** and abide by the instructions of the local authorities or the instructions given by the Consulate General.
3. **Restock your emergency stock**; make especially sure that there is enough drinking water.
4. Fill the bath tub with water for washing up.
5. **Move your belongings** into a shelter and check that the safety arrangements of your residence are functional.
6. If possible, **send your family members out of the crisis area**.
7. **Leave the crisis area** unless your presence is absolutely necessary due to duties at work.
8. **Let the Consulate General know you are leaving the crisis area** and travels you are undertaking.
9. **Check the location of the closest shelter** or the responsible emergency response authority.

Make sure that your contact information is up-to-date and recorded at the Consulate General of Finland in Los Angeles. Make sure your relatives have the information as well.

“Consulate General of Finland in Los Angeles” Facebook page will be updated during a crisis situation if necessary. The Unit for Consular Assistance at the Ministry for Foreign Affairs will update and be responsible for the content.

The Ministry for Foreign Affairs may also recommend leaving the crisis area and/or give a travel recommendation to avoid certain areas or countries. Because it is a recommendation, the responsibility for leaving is personal.

**2.3 Elevated preparedness II: “Relocate to emergency gathering place”**

If the crisis situation continues, you should relocate to an emergency meeting place that has been agreed on in advance. There you will re-evaluate the situation and wait for further instructions.

If relocation to the emergency meeting place is needed, the Consulate General will distribute information about the meeting places on its website (http://www.finland.org), “Consulate General of Finland in Los Angeles” Facebook page, through local authorities, through honorary consuls and with press releases.

**2.4 Evacuation**

If the security situation within the consular district of the Consulate General of Finland worsens further or it is expected to worsen, the evacuation of Finns will be considered. The participation in evacuation is voluntary.

An evacuation can be undertaken only if transportation is technically possible and moving about in the area does not essentially increase risks, compared to staying in place.
The Consulate General will distribute information about the evacuation arrangements and meeting places on its web site (http://www.finland.org), “Consulate General of Finland in Los Angeles” Facebook page, through local authorities, through honorary consuls and with press releases.

The Consulate General will try to organize the evacuation to the nearest safe area within its consular district. If the crisis is expected to become prolonged evacuation to Finland may be considered.

The aim of evacuation is the securing of personal safety, at which time no large quantities of personal belongings can be taken along (nor, as a rule, is the taking along of pets possible). Each evacuee is personally responsible for arranging for the care of his/her property. It is advisable to try to find a guarded and locked place and compile a detailed inventory of property left behind and the value of it at the time of the evacuation. It is advisable to photograph the most valuable items left behind.

The cost caused by the evacuation is to be carried by the evacuee. The cost can be collected afterwards either form the evacuee or his/her employer.

3 Communications with the Finnish diplomatic mission

According to the Consular Services Act, the Finnish diplomatic mission assists Finns in crisis situations abroad. The Consulate General can speed up rescue actions if it has updated contact information for the Finns who live in its consular district and for those Finns who plan to travel to its consular district.

The Consulate General recommends that all Finns living in or visiting the United States notify and keep their personal data up-to-date at the travel notification website www.matkusilmoitus.fi

3.1 Registering personal data in case of and during a crisis

Registering personal data in advance is easiest with the internet based service www.matkusilmoitus.fi

During a crisis, the Consulate General recommends that all Finns in the crisis area - if possible - notify their whereabouts and their situation to their relatives and to the Consulate General, the Honorary Consulate of the area or the emergency telephone hotline of the Ministry for Foreign Affairs.

The personal data are always handled confidentially according to the privacy provisions and the Consular Services Act. Please let the Finnish mission of your area know your contact information. Below are geographical consular districts of the Embassy in Washington DC, the Consulate General in Los Angeles, and The Consulate General in New York.
Consular districts:

<table>
<thead>
<tr>
<th>Consulate General of Finland in Los Angeles</th>
<th>Consulate General of Finland in New York</th>
<th>Embassy of Finland in Washington DC</th>
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<tbody>
<tr>
<td>Alaska AK</td>
<td>Alabama AL</td>
<td>Washington D.C., Maryland MD</td>
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<td>Arizona AZ</td>
<td>Arkansas AR</td>
<td>Virginia VA</td>
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<td>California CA</td>
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<td>Delaware DE</td>
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<td>Hawaii HI</td>
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<td>Montana MT</td>
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<td>Oregon OR</td>
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<td>Vermont VT</td>
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<td>West Virginia WV</td>
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<td>Wisconsin WI</td>
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The Ministry for Foreign Affairs has two cell phone services that offer information regarding traveling both in Finnish and Swedish. One service operates by sending text messages (http://formin.finland.fi/doc/mobiili/) and the other brings internet based information to the browser (address for the mobile page: wap.formin.fi). Additional information can be found from the website of the Ministry for Foreign Affairs http://formin.finland.fi.

3.2 Inquiries about persons and reporting a missing person during a crisis

During a serious crisis, the Ministry for Foreign Affairs may establish an emergency telephone hotline to which relatives can report their next of kin who are missing in the crisis area or make an inquiry regarding a person. It is also possible to do the notification using the Internet form on the Ministry for Foreign Affairs web site http://formin.finland.fi.

There will be information about the telephone hotline, the Internet form, and other possible emergency numbers on the Ministry’s website, as well as on the Consulate General’s home page http://www.finland.org and the “Consulate General of Finland in Los Angeles” Facebook page.

Relatives may also report their next of kin who are missing in the crisis area by email to the address (sanomat.los@formin.fi) or by phone +1-310-203-9903. The Consulate General will announce the activation of the specific crisis hotline number on its web site. During disaster and crisis situations the telephone lines may be overloaded which may make contacting the Consulate General more difficult.

4 General instructions for action in exceptional circumstances

The Consulate General of Finland in Los Angeles has in collaboration with the EU/Schengen Consulates decided to be prepared to three primary threats; pandemic, earthquakes and a threat or major disaster caused by man. Other threats are also possible.

4.1 Pandemic

Pandemic is an epidemic occurring over an especially wide geographic area, usually across multiple continents. Many people become quickly ill, and sickness spreads to different countries and continents. Pandemics are unusual events and their timing cannot be predicted. The H1N1-virus is a good example of a quickly spreading pandemic influenza.

Finns living permanently in the jurisdiction of the Consulate General of Finland in Los Angeles belong to the jurisdiction of the US health care system. The Consulate cannot provide medicine or vaccines for Finns living abroad. In case of a pandemic crisis, evacuations of patients to Finland are unlikely.

The Consulate General’s primary role is to give advice and recommendations and, if needed, assist with obtaining essential medical care.
The Consulate General recommends following the instructions below:

1. **Report your current personal data** to the Consulate General of Finland at www.matkustusilmoitus.fi. Your contact information will not be given further. In case of a pandemic threat the Consulate strives to keep in touch and inform Finns of any health care services available from the US government or of travel arrangements availability.

2. Finns living abroad might consider **obtaining antiviral drugs** for the personal reserve supply. Once the pandemic threat occurs, medicine might not be available anymore. More information can be found on the website of the National Institute for Health and Welfare http://www.ktl.fi/portal/english/ or WHO http://www.who.org.

3. Finns living aboard might also consider **obtaining protective equipment or accessories**. Surgical masks are useful for someone infected to avoid infecting others. Use of actual respiration masks is not recommended. Other things to consider adding to the personal emergency supply are, protective gloves, disinfectant for hands or surfaces, water, gas, food, personal medicine and cash reserve (upon own discretion).

4. Finnish diplomatic missions cannot provide, obtain or store medicine, vaccines or protective equipment for Finns living abroad. In case of a pandemic threat, primary consular services are offered and the Consulate strives to assist Finns. **Finns however are liable of their own provisions and own health.** The diplomatic missions strive to keep in touch with Finns living in their jurisdictions. Therefore it is very important, that Finns living or visiting the United States inform the appropriate Consulate or Embassy their contact information.

5. It is prudent to follow the developments of a pandemic threat in the media (TV, radio, internet) and in the bulletins of the local authorities. Those Finns, who wish to move to Finland, should **plan, if possible, ahead of time the method and date of travel.** If the local public healthcare is in order, it might not be necessary to travel to Finland. The Finnish healthcare system will at that time most likely be also burdened. In case one wishes to travel, this should be done in time. Travelling from or to an infected area can be impossible in the WHO phase 4 or 5.

6. **Finns travelling abroad without a tour operator** are urged to follow the development of the pandemic threat in the local media. Using the mobile service (www.formin.fi/palvelut/mobiili) of the Ministry for Foreign Affairs and keeping abreast of the information on the Consulate General's Internet site is advisable. The storage of antiviral drugs or other equipment is very difficult when travelling; therefore the transport of such is not advisable.

### 4.2 Earthquake

Over 10000 earthquakes are registered in California per year. Most of them are small, and cannot be felt on the earth's surface. Only a few dozen earthquakes are over 4.0 of the Richter scale. During the past years the most destructive was the Northridge earthquake in 1994 which claimed 57 lives and wounded over 9000.

An earthquake over the 4.0 Richter scale can cause minor damage to the infrastructure or large-scale destruction in the area.

In the event of an earthquake, whether at home or at the office, Los Angeles Fire Department Emergency Preparedness procedures should be followed: [http://www.cert-ia.com/EmergPrepBooklet.pdf](http://www.cert-ia.com/EmergPrepBooklet.pdf)
INSTRUCTIONS FOR ACTION DURING AN EARTHQUAKE

1. **Stay calm and don't panic.** Acting in a rational manner increases the possibility for you to survive without major injuries.

2. **If you are inside a building during an earthquake, stay inside.** Relocate to a safe place (the strongest features in the building) or if you do not have time for that, find the safest place in the room you are in. Usually the safest places are close to strong door arches, inside walls or the areas in the room that you know are reinforced with steel girders. Avoid windows and glass walls. Staying under a table located close to the corner of the room protects you from blocks falling from the ceiling.

3. Avoid using candles and matches during and after an earthquake due to possible gas leaks. **A flashlight is the best option.** Keep it in hand and in good working order. Avoid using electoral lighting and telephone as the possibility of a short-circuit is considerable during an earthquake.

4. If you are outside when the earthquake strikes stay away from the close proximity of buildings and powerlines. Bricks and other objects can fall from the roofs and upper floors even after the earthquake has passed. Be careful when moving out from buildings or entering them.

5. If you are in a car when the earthquake strikes stay inside the car and find a place to park. Try to find an area clear from powerlines and make sure you are not close to any powerlines or buildings that might cause danger.

6. **Never underestimate an earthquake.** The final intensity of the earthquake cannot be evaluated at when the earthquake begins.

After the earthquake:

**If the earthquake was serious:**

After a serious earthquake **exit the building** as soon as possible. Do not panic! Always use the stairs and never the elevator. Stay away from crowds that can be even more dangerous than an earthquake.

**If the earthquake was milder:**

1. **Check the water- and gas pipes and the electric lines.** Do not switch the power on if you suspect a leakage or a short-circuit. If they seem likely switch off the main power.

2. **Inform your location and condition** to your relatives and to the Consulate General (by phone/email) or to the honorary consulate or the telephone hotline of the ministry of Foreign Affairs.

3. **Listen to the radio** for instructions. Have a battery operated radio always at hand.

4. **Inform your boss and other colleagues of the damages** as soon as possible.

5. Use your phone as little as possible and keep the calls short.

6. **Stay away** from any damaged buildings as aftershocks can cause additional damage.
After a very powerful earthquake in a water based area a tsunami can rise. If you notice the ocean to withdraw clearly further than during normal tide water or if you see a wave clearly bigger than normally approaching the shore with great speed relocate yourself immediately away from the shore and to a higher land. This is the way to act also if the local authorities give a tsunami warning. The first floors of the buildings located close to the shoreline do not necessarily provide enough shelter. After a tsunami it is not advisable to immediately return to the shore area as there may be multiple waves with a longer time in between. Follow the directions given by the local authorities and only locate yourself back to your home/office/hotel or a possible evacuation place announced by the authorities when the situation allows you to do so.

**During a tsunami and after it:**

1. **Protect yourself** and find shelter.
2. Follow the television or radio – **follow the instructions given by the local authorities**
3. **Inform your location and condition** to your relatives, the Consulate General (by phone/email), the local Honorary Consulate or the the telephone hotline of the ministry of Foreign Affairs

### 4.3 Major threat or disaster

The Consulate General of Finland in Los Angeles has in collaboration with the EU/Schengen Consulates prepared for major threat or disaster with numerable human victims and Finns among them. The cause of the disaster may be human error but it may also be caused by terrorism.

According to the US authorities the threat of terrorism is still possible in the United States. The authorities closely follow the safety situation and inform of the possible threats on their websites. The major targets in the United States are the big cities and especially their symbolic subjects and public transport. In Los Angeles possible targets for terrorist attacks are for example: LAX airport, Port of Long Beach, Disneyland, Downtown Library Tower. The attacks can be in large-scale or consist of many smaller attacks.

Other major disasters may be, for example, an aviation accident, a bomb attack, or a hotel fire with several casualties

*In case you are in the vicinity of a disaster, the following procedures should be followed:*

### INSTRUCTIONS FOR ACTION DURING A MAJOR THREAT OR DISASTER

1. **Protect yourself** and find shelter.
2. Follow television or radio – **adhere to the instructions of the authorities**.
3. **Inform the consulate**, the honorary consulate of your area or the telephone hotline of Ministry for Foreign Affairs where you are and what your situation is, as well as the tour operator if known, your travel partners, and other close **friends or relatives**.
ENCLOSURE  

Contact information for crisis situations

Consulate General of Finland / Suomen Los Angelesin pääkonsulaatti
11900 W Olympic Boulevard, Suite 580
Los Angeles, CA 90064
Tel +1 310 203 9903
Fax +1 310 481 8981
Email sanomat.los@formin.fi
Website https://finlandabroad.fi/web/usa/etusivu
Facebook https://www.facebook.com/ConsulateGeneralFinlandLosAngeles/
Twitter https://twitter.com/finlandla
Satellite phone 1 (used in crisis situations) +8816 214 17023
Satellite phone 2 (used in crisis situations) +8816 314 47957
Emergency number in the US 911
Ministry for Foreign Affairs communications center (24h) 011 358 9 1605 5555 (24/7)

Finnish honorary consulates within the consular district of the Consulate General of Finland in Los Angeles

<table>
<thead>
<tr>
<th>State</th>
<th>Honorary Consul Name</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
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| COLORADO  | Juha- Veikko Mäkikalli                   | Honorary Consulate of Finland


Important emergency numbers

<table>
<thead>
<tr>
<th>GENERAL EMERGENCY NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>911</td>
</tr>
<tr>
<td>POLICE – FIRE DEPARTMENT – AMBULANCE</td>
</tr>
</tbody>
</table>

Write here the important emergency numbers of your area:

POLICE DEPARTMENT
FIRE DEPARTMENT
RED CROSS
FEMA