

EMBASSY OF FINLAND IN WASHINGTON DC PREPAREDNESS PLAN

Period of validity

Starting September 1, 2011

Target group

Citizens of Finland and foreign citizens with permanent residence in Finland within the consular district of the Embassy

Consular District

Washington DC, Virginia and Maryland

Embassy of Finland Washington

3301 Massachusetts Avenue, N.W.

Washington DC 20008

Tel. +1-202 298 5800

Fax. +1-202 298 6030

Email: sanomat.was@formin.fi

www.finland.org

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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 a) Finnish citizens and b) foreign citizens residing permanently in Finland, who are present in the Embassy'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.

The Finnish Embassy is, according to the Consular Services Act, obligated to assist Finns in crisis situations abroad. Situations requiring assistance must also be assessed from the premise, what are the actual capabilities of the Finnish embassies to help.

- The measures of assistance by the Embassy 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 Embassy.
- The Embassy 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 or from his/her employer.
- The Embassy has the duty to further assist in communications and in the transmission of information during the crisis situation.

The emergency preparedness plan has been divided into three levels: basic preparedness, elevated preparedness 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 Embassy and honorary consuls, important emergency telephone numbers, as well as instructions for action during certain exceptional conditions have been appended to the plan.

The Embassy 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.

Washington DC, September 1, 2011

Minister
Responsible for preparedness at the Embassy of Finland Anne Vasara

2. Levels of preparedness

2.1 Basic preparedness

One should be prepared for possible crisis situations ahead of time. Make sure that your contact information is up to date and recorded at the Embassy. (Refer to instructions on registering personal data in section 3.1.) The level of preparedness depends on the circumstances. Survival in a disaster or crisis situation can be increased by ensuring that the following items are always up-to-date.

Keep close by:

PERSONAL BELONGINGS	<input type="checkbox"/>	(check when verified)
1. driver's license		
2. passport	<input type="checkbox"/>	
3. vaccination record	<input type="checkbox"/>	
4. medicines	<input type="checkbox"/>	
5. cellphone and battery charger	<input type="checkbox"/>	

Purchase and keep in good order:

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

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

A PACKED BACKPACK OR A DUFFEL BAG	<input type="checkbox"/>
1. change of clothes (underwear, track suit, windbreaker or equivalent)	<input type="checkbox"/>
2. footwear	<input type="checkbox"/>
3. a blanket, etc.	<input type="checkbox"/>
4. drinking water	<input type="checkbox"/>
5. toilet paper, tissues etc.	<input type="checkbox"/>
6. matches	<input type="checkbox"/>
7. flashlight with battery	<input type="checkbox"/>
8. necessary medicines	<input type="checkbox"/>
9. toiletries	<input type="checkbox"/>

Keep your vehicle in good running order and take care that:

VEHICLE	<input type="checkbox"/>
1. there is enough fuel (a spare can)	<input type="checkbox"/>
2. the spare tire is good	<input type="checkbox"/>
3. documents for the vehicle are in order	<input type="checkbox"/>
4. there is a map of the area in the vehicle	<input type="checkbox"/>
5. there is a first aid kit in the vehicle	<input type="checkbox"/>
6. there is drinking water in the vehicle	<input type="checkbox"/>

Take care of the security arrangements of your residence:

RESIDENCE	<input type="checkbox"/>
1. check the fences, bars, locking systems, lighting	<input type="checkbox"/>
2. security	<input type="checkbox"/>
3. know your neighbors and your staff	<input type="checkbox"/>
4. fire extinguisher and clearing equipment	<input type="checkbox"/>

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

For example, useful information may be found on the following Internet sites:

Homeland Security and Emergency Management Agency:	http://www.dcema.dc.gov
The Federal Emergency Management Agency:	http://www.fema.gov
U.S. Fire Administration:	http://www.usfa.dhs.gov
American Red Cross:	http://www.redcross.org
Citizen Corps:	http://www.CitizenCorps.gov
U.S. Government avian and pandemic flu information:	http://www.pandemicflu.gov
National Hurricane Center	http://www.nhc.noaa.gov
Emergency Information Center For D.C.:	http://emergencycenter.dc.gov/eic/site/default.asp
	http://www.makeaplan.org/
	http://www.ready.gov

2.2 Elevated preparedness

Should the safety situation within the Embassy's consular district worsen or it is presumed to get markedly worse, the Embassy 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:

- limit your movements outside your home and place of employment
- follow the media at home, especially listen to the radio and abide by the instructions of the United States' authorities or the instructions given by the Embassy.
- restock emergency stock, make especially sure that there is enough drinking water
- e.g., fill the bath tub with water for washing up
- move your belongings into a shelter and check that the safety arrangements of your residence are functional
- if possible, send your family members out of the crisis area
- leave the crisis area unless your presence is absolutely necessary due to duties at work
- let the Embassy know you are leaving the crisis area and travels you are undertaking
- check the location of the closest shelter or the responsible emergency response authority

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, therefore the responsibility for leaving is personal.

2.3 Evacuation

If the security situation within the Embassy's consular district worsens further or it is expected to worsen, the evacuation of Finns will be considered. It is voluntary to take part in evacuation.

It is possible to implement the evacuation only if the transportation is available and there is considerable increase in risk by not evacuating.

The Embassy will disseminate information about the evacuation arrangements and meeting places on its Internet site (<http://www.finland.org>), through local authorities, through honorary consuls as well as with press releases.

The Embassy strives to organize the evacuation to the next safe area within its consular area. If it is assumed that the crisis will be prolonged, the Embassy will consider organizing an evacuation to Finland.

The aim of the evacuations is to assure personal safety, thus it is not possible to take many belongings along. Every evacuee is responsible for his/her own property and the care of it. 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.

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

3. Communications with the Embassy

According to the Consular Services Act, the Finnish Embassy is required to assist Finns in crisis situations abroad. The Embassy 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.

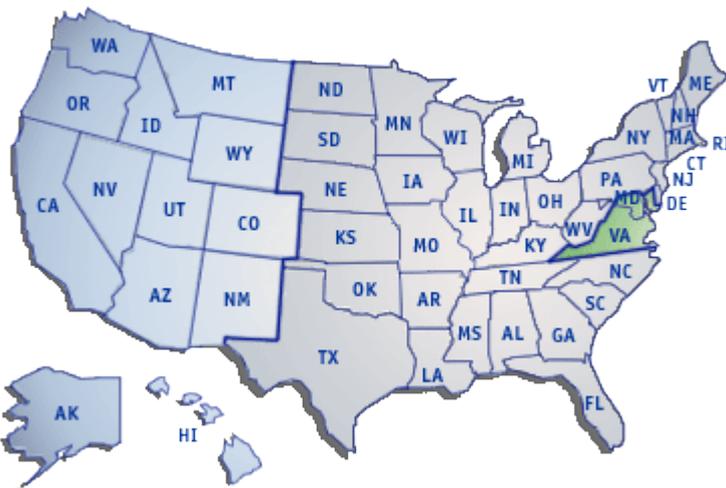
The Embassy recommends that all Finns living or vesting the United States notify and keep their personal data up-to-date in the crisis registry of the Embassy.

3.1 Registering personal data in case of a crisis

It is easiest to register the personal data with the form designed for that purpose. The form is located on the Internet at the following URL: <http://formin.finland.fi/> → Services → Forms → Form to register personal data. The form to register the personal data is also attached to this preparedness plan: enclosures 1 and 2

You can send the form to the Embassy either by mail (3301 Massachusetts Ave., NW, Washington DC, 20007) or by email (passi.was@formin.fi).

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:

Consulate General of Finland in Los Angeles	Consulate General of Finland in New York	Embassy of Finland in Washington DC
AK, AZ, CA, CO, HI, ID, NM, NV, MT, OR, UT, WA, WY	AL, AR, CT, DE, FL, GA, IL, IN, IA, KS, KY, LA, ME, MA, MI, MN, MS, MO, NC, ND, NE, NH, NJ, NY, OH, OK, PA, PR, RI, SC, SD, TN, TX, VT, WV, WI	Washington D.C., MD, VA

3.2 Inquiries about persons and reporting a disappearance during a crisis

During a serious crisis, the Ministry for Foreign Affairs establishes an emergency telephone hotline to which the relatives can report next of kin who are missing in the crisis area or make an inquiry regarding a person.

It is 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 Embassy's home page <http://www.finland.org>.

Relatives may also report their next of kin who are missing in the crisis area by email to the address (sanomat.was@formin.fi) or by phone +1-202-298 5800. The Embassy 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 Embassy more difficult.

4. General instructions for action in exceptional circumstances

4.1. Security threats within the consular district of the Finnish Embassy in Washington

The most threatening safety risks within the consular district of the Finnish Embassy in Washington include natural disasters, catastrophic events, and the threat of terrorism. The main personal risks are crime and traffic. Information regarding a state of emergency may come over public warning systems, television, radio or the Internet. It is advisable to avoid unnecessarily approaching the scene of the incident.

The Washington Metropolitan Area is within the margins of the hurricane zone. It is possible for a storm or a hurricane to hit the area. During the hurricane season, between June and end of November, it is recommended to follow the public advisory announcements of the media regarding the hurricane movement. It is prudent to follow the instructions and ordinances of the authorities closely. In the hurricane area, it is wise to find shelter as the authorities in each case instruct.

A major catastrophic event may be, for example, an aviation accident, a bomb attack, or a hotel fire with several casualties. The reason for a catastrophe may well be human error, but it may also be a terrorist attack. An aviation accident at an international airport would cause widespread traffic gridlock. A bomb attack within the Washington metro area, depending on the strength of the bomb or bombs, may make buildings, roads and bridges collapse and cause loss of human life. The consequences of the catastrophe may resemble a natural disaster.

The authorities of the United States consider a major terrorist attack a real threat. Risk areas are mainly the large cities on the east and west coast. It is advisable to take the possible terror alerts by the authorities seriously and follow their instructions. Should a terrorist attack happen, there is cause to be prepared for new attacks.

Regarding crime, the safety situation around the capital area varies widely. It may not always be safe, especially to walk during the night, even in areas which have a good safety reputation. Certain areas, such a known gang territory, should be avoided if possible.

4.2. RECOMMENDATIONS FOR ACTION FOR FINNS ABROAD

1. **Report your current personal data** to the Embassy of Finland or to a Consulate General of Finland. Your contact information will not be given further. Depending on the situation, the Embassy strives to stay in touch with Finns living and visiting its consular district during a state of emergency. Using the mobile service (www.formin.fi/Services/Mobile) of the Ministry for Foreign Affairs and keeping abreast of the information on the Embassy's Internet site is advisable.
2. It is prudent to follow the developments of an emergency situation in the media 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.**

INSTRUCTIONS FOR ACTION DURING A STATE OF EMERGENCY

1. Protect yourself and find shelter.
2. Inform the Embassy, 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.
3. Follow television or radio – adhere to the instructions of the authorities.

5. Contact information

Embassy of Finland and the Finnish Consulates General

Embassy of Finland 3301 Massachusetts Avenue, N.W. Washington DC 20008	Telephone	(202)298-5800
	Fax	(202)298-6030
	Email	sanomat.was@formin.fi
	Home page	www.finland.org
Consulate General of Finland in New York 866 United Nations Plaza, Suite 250 New York, N.Y. 10017	Telephone	(212)750-4400
	Fax	(212)750-4418
	Email	consulate.nyc@formin.fi
	Home page	www.finland.org
Consulate General of Finland in Los Angeles 1801 Century Park East, Suite 2100 Los Angeles, CA 90067	Telephone	(310)203-9903
	Fax	(310)203-9186
	Email	sanomat.los@formin.fi
	Home page	www.finland.org

The honorary consulates of Finland

Please contact primarily the Embassy or the Consulate General of your area (see their consular districts under 3.1.)

There are no honorary consulates within the consular district of the Embassy. The honorary consulates of Virginia and Maryland fall within the consular district of the Consulate General in New York.

The ability of an honorary consulate to operate within the crisis area depends on the nature and extent of the crisis. The honorary consuls may instruct and assist the missions in staying in touch with the local authorities, transmit information on the situation, as well as locate Finns, and deliver consular help. The ability to provide assistance by the honorary consuls is, however, limited, for example they cannot issue a passport.

The Honorary Consulates of Finland

Separate attachment 3

The 24 hour telephone number of the Ministry for Foreign Affairs

Communications center	Telephone	+358 9 1605 5551
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Important emergency numbers**GENERAL EMERGENCY NUMBER****911****POLICE - FIRE DEPARTMENT - AMBULANCE****Write here the important telephone numbers of your area in case of disaster or crisis situation:**

POLICE DEPARTMENT

FIRE DEPARTMENT

AMERICAN RED CROSS

FEMA

Police stationsLocations for the police department districts of **Washington DC** at <http://mpdc.dc.gov>Locations for the police department districts of **the State of Maryland** at <http://www.mdsp.org>Locations for the police department districts of **the State of Virginia** at <http://www.vsp.state.va.us>**Radio channels that broadcast information when there is a state of emergency:****WTOP 103,5 FM or WTOP 1500 AM (DC ja MD) WTOP 107,7 FM (Northern VA)**

4. Contact information of next of kin The Consular Services Act Chapter 4 Section 18 the mission will assist whenever possible in necessary contacts between the affected person and one of his/her next of kin in his/her home country. Please write at least the contact information of two next of kin to ensure the contact	1. Name			
	Address			
	Telephone	Cellular phone number	Fax	Email

	2. Name			
	Address			
	Telephone	Cellular phone number	Fax	Email
	3. Name			
	Address			
Telephone				
Cellular phone				
Fax				
Email				

Disclosing the information for other use at the mission	I give my consent that the mission may give my name and contact information (i.e. address, telephone number, cellular phone number, fax and email) to a Finnish citizen or other person named by me living in this country for sending information bulletins.		
	I consent	I do not consent	

Date and signature According to the Consular Services Act, Section 37, Paragraph 2, a consent is to be obtained unless it is impossible or it would cause unreasonable inconvenience.	Place and date	Signature and print name
	If the personal data has been received by phone or in other way so that the form has not been filled in or the information has been obtained according to Chapter 11, Section 37, Paragraph 2, of the Consular Services Act, without the consent of the person registered, the form is to be signed by a staff member of the mission. The information was received (by phone, by fax or some other way): The reason for obtaining the information without consent	
	Place and date	Signature and name in print of a staff member of the mission

	I forbid the management of my personal data
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Prohibition of the management of personal data	Place and date	Signature and print name
	<input type="checkbox"/> The mission has received a notification that the registered person forbids the management of his/her personal data. Notification was received by (phone, fax/some other way): Place and date Signature and print name	

The collection of personal data into a register and its management:

The collection and other management of personal data is based on Chapters 4 and 11 of the Consular Services Act. The mission has the right to maintain a personal data register, if it is necessary for the protection of personal safety of the person in question during a crisis situation. Such crisis situations can consist of war, environmental disaster, a major accident, or other incidents. With the help of a personal data register the mission has a better chance to assist Finnish citizens and other persons entitled to assistance and who are staying in the crisis area. If the mission does not have personal data (due to prohibition of data management or other reason) assistance may become difficult or impossible. The foundation for the management of data is the consent of the person to be registered. Obtaining information for the register is, however, possible without the consent of the person in question if obtaining of the consent is impossible or causes unreasonable inconvenience (such as when telecommunications do not function). The person registered may prohibit the management of information concerning him or her.

Only such Information is collected to the register that the mission absolutely needs for the purpose of performing its duties during a crisis situation according to the provisions of the Consular Services Act related to the protection of vital interest to the person registered.

Disclosure of the information from the register:

Information is disclosed from the personal data register to the Ministry for Foreign Affairs, which assists the mission during crisis situations or the threat of them.

Information is also disclosed to the authorities of the crisis area or to the missions of the EU or Nordic countries when these assist in the protection of the personal safety of the registered person. It is permissible to disclose information from the personal data register to an authority of a foreign State on the consent of the registered person or where it is necessary for protecting a vital interest of the registered person.

Deletion and preservation of information:

An unnecessary personal data register shall be destroyed, unless there are special provisions for preservation or filing of the registered information in accordance with the provisions concerning the filing of documents relating to foreign affairs administration. The grounds for the preservation of the personal data register and the need for the management of the information shall be assessed at least every five years.

File description:

A file description can be obtained from the mission mentioned above and as an attachment to this form.

The right of inspection and the claim to rectify incorrect information:

In accordance with the Personal Data Act Section 26, a written and signed request to inspect his or her personal data shall be sent to the mission's address mentioned above. It is also possible to present the request in person at the mission. The claim for correction of an error shall be presented either in writing or in person at the mission mentioned above.

ATTACHMENT 2



MISSION:

PERSONAL DATA OF A MINOR CHILD FOR CRISIS SITUATIONS

Personal data Consular Services Act Chapter 1 Section 2 has provisions for foreign nationals' right to obtain consular services.	Name		
	Number of passport, date and place where issued and period of validity		
	Citizenship	Finland	<input type="checkbox"/> Other, which?
	If other than a Finnish citizen, please give an account for reasons to receive consular services in crisis situations		
Estimated period of stay	Other information (such as the blood group, health information and additional information that is needed to protect personal safety) Note: Also contact information if different from the guardian's.		
Data and signature (to be filled in by the guardian)	Date and signature		
	Place and date	Signature and print name	
For other use of the mission	If the personal data has been received by phone or in another way so that the form has not been filled in or the information has been obtained according to Chapter 11, Section 37, Paragraph 2, of the Consular Services Act, without the consent of the person registered, the form is to be signed by a staff member of the mission. The reason for obtaining the information without the guardian's consent		
	Place and date	Signature and name in print of a staff member of the mission	
	Notification was received by (phone, fax/some other way):		
Prohibition of the management (to be filled in by the guardian)	I forbid the management of personal data		
	Place and date	Signature and print name	
For the use of the mission	<input type="checkbox"/> The mission has received a notification that the guardian forbids the management of the personal data.		
	Place and date	Signature and name in print of a staff member of the mission	