



# Vantaan Kivivuorentie 8 C As Oy Rescue Plan



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## Contents

1	Introduction . . . . .	5
2	Basic property information . . . . .	7
2.1	Basic information . . . . .	7
2.2	Organisation . . . . .	8
2.3	Other information . . . . .	8
3	Important phone numbers . . . . .	10
3.1	Important numbers of the property . . . . .	10
3.2	Other important numbers . . . . .	10
4	Risks . . . . .	11
4.1	Accidents . . . . .	11
4.2	Fire hazards . . . . .	13
4.3	Water damage . . . . .	14
4.4	Cases of illness . . . . .	15
4.5	Radiation or gas hazard . . . . .	16
4.6	Storm damage . . . . .	17
4.7	Criminal activity . . . . .	17
5	Safety procedures . . . . .	19
5.1	Extinguishing equipment . . . . .	19
5.2	Safety equipment . . . . .	20
5.3	Fire safety . . . . .	23
6	Other arrangements . . . . .	26
6.1	Lift . . . . .	26
6.2	Ventilation device . . . . .	26
6.3	Overhead door . . . . .	26
6.4	Waste disposal . . . . .	27
7	Action guidelines . . . . .	28
7.1	Alerting help . . . . .	28
7.2	Sudden illness or accident . . . . .	29
7.3	Fire . . . . .	29
7.4	Fire action guide, when safe exits are blocked . . . . .	30
7.5	Action in a fire alarm situation . . . . .	31
7.6	Action in the gathering area . . . . .	32
7.7	Assisting people with reduced mobility in emergency situations . . . . .	33
7.8	Water damage . . . . .	33
7.9	Under threat of violence . . . . .	33

7.10	Public warning signal . . . . .	34
7.11	Gas hazard . . . . .	35
7.12	Säteilyvaara . . . . .	36
7.13	Blackouts . . . . .	37
8	Civil defence . . . . .	38
8.1	Renovating the civil defence shelter . . . . .	39
9	Safeguard evasion . . . . .	41
10	Storing in the property . . . . .	42
11	Attachments . . . . .	44
	Appendix A How to use a small fire extinguisher . . . . .	45
A.1	Extinguishers . . . . .	45
A.2	Extinguishing blankets . . . . .	45
	Appendix B Car shelter . . . . .	46
	Appendix C Fire alarm caretaker's tasks . . . . .	47
C.1	Actions during a fire alarm . . . . .	47
C.2	Actions in a fault notification . . . . .	47
C.3	To avoid false notices . . . . .	48
C.4	Disconnections . . . . .	48
C.5	Hot work . . . . .	48
C.6	Monthly testing . . . . .	48
C.7	Hälyttimet . . . . .	49
C.8	The fire alarm's journal . . . . .	49
	Appendix D Home storage supplies . . . . .	50

# 1 Introduction

The drafting, upkeep and communication of the rescue plan are based on the requirement of the Rescue Act (379/2011). In this rescue plan, there is an account:

1. for the conclusions of the assessment of hazards and risks;
2. for the safety arrangements of the building and the premises used in the operations;
3. regarding the instructions to be given to people for the prevention of accidents and acting in accident and danger situations;
4. other possible actions for independent preparation at the location. (Rescue Act 379/2011, Section 15))

The rescue plan must be kept up to date and it must be communicated in the necessary way to the persons in the relevant building or other site. (Government Decree on Rescue Action 407/2011, Section 2.)

There are also other requirements for safety in the Rescue Act; the most important of these are: The owner and holder of the building and the operator must, for their part take care that the building, structure and its surroundings are kept in such condition that:

1. the risk of the starting, intentional starting and spreading of a fire is slight;
2. the people in the building can vacate the building in the event of fire or other sudden danger situation or they can be rescued in another way;
3. rescue operations are possible in the event of fire or another accident;
4. the safety of rescue personnel has been taken into account. (Rescue Act 379/2011, Section 9))

The following equipment and devices must be kept in working order and serviced and inspected appropriately:

1. extinguishing, rescue and prevention equipment;
2. devices that facilitate extinguishing and rescue work;
3. fire detection, alarm and other devices signalling the risk of an accident;
4. the lighting and signs of the exit routes;
5. the equipment and devices of the civil defence shelters (Rescue Act 379/2011, Section 12))

The owner and holder of the building and the operator must, for their part:

1. the starting of fires is to be prevented, as well as the arising of other hazardous situations;
2. the protection of persons, property and the surroundings in danger situations is to be prepared for;
3. the extinguishing of fires, and other such rescue measures that they are able to do independently, are to be prepared for;
4. start action for securing safe exit from fires and other danger situations, as well as action for

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making rescue operations easier. (Rescue Act 379/2011, Section 14))

## 2 Basic property information

### 2.1 Basic information

<b>Property name</b>	Vantaan Kivivuorentie 8 C As Oy
<b>Building address</b>	Kivivuorentie 8 C 01620 VANTAA
<b>Number of apartments</b>	39
<b>Building type</b>	Apartment building
<b>Number of floors</b>	6
<b>Property owner</b>	Vantaan Kivivuorentie 8 C As Oy



Area map

## 2.2 Organisation

<b>Service manager</b>	Janne Hassinen SATO janne.hassinen@sato.fi
<b>Customer service</b>	Asiakaspalvelu SATO phone 020 334443 asiakaspalvelu@sato.fi
<b>Talomestari</b>	Juha Siniranta SATO juha.siniranta@sato.fi

## 2.3 Other information

The site falls within the area of the following rescue service: Central Uusimaa.

<b>Heating type</b>	District heating
<b>Main water shutoff</b>	Along the basement corridor of staircase C, heat distribution room
<b>Heat distribution room</b>	Along the basement corridor of staircase C
<b>Electricity switchboard</b>	Along the basement corridor of staircase C
<b>Ventilation device</b>	On the roof
<b>Air ventilation emergency stop</b>	In conjunction with the entrance on the side of the inner courtyard
<b>Fire alarm manager</b>	Paratec phone 0405311897
<b>Location of the fire alarm</b>	Basement floor 8B, next to the lift.
<b>Maintenance</b>	Tapiolan Lämpö Oy phone 0207505360 service 0207505360
<b>Gathering area</b>	Parking spaces



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<b>Back-up gathering area</b>	The neighbouring property
<b>Key storage lock box</b>	Next to the refuse room
<b>Number of civil defence shelters</b>	1
<b>Location of civil defence shelter VSS1</b>	The basement floor of stairway C

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*Electricity switchboard*



*Heat distribution room.*



*The main water stopcock*

## 3 Important phone numbers

### 3.1 Important numbers of the property

Task	Name	Telephone number	Service phone number
Maintenance company	Tapiolan Lämpö Oy	0207505360	0207505360
Lift maintenance	KONE Hissit Oy (2)		0800 15063

#### Maintenance

	Name	Telephone number
Fire alarm: Attendant	Paratec	0405311897
Fire extinguisher: Service person		0207480701

### 3.2 Other important numbers

Operator	Telephone number	Duty hours
Public emergency numbers	112	24 h
Poison information centre	0800 147 111	24 h

## 4 Risks

From the point of view of safety and security, a risk is the combination of the probability of an accident happening and the possible consequences. Recognising risks in any property is an important part of safety and security. In the following pages, risks related to individuals, property, and environment are recognised. For all recognised risks, there are suggestions on how to act accordingly to eliminate, diminish, and manage risks. Only a recognised risk can be controlled.

Risk classifications concerning the property and people:

- Accidents
- Fire hazards
- Water damage
- Cases of illness
- Radiation or gas hazard
- Storm damage
- Break-ins, vandalism, etc.

### 4.1 Accidents

#### Risks

- falling down
- slipping
- tripping
- snow or ice falling down on people or property
- traffic accidents

## Consequences

- damage to property
- personal injuries
- death

## Actions and safety and security preparations

- The company has delegated sanding, the monitoring of necessary snow and ice dropping and snow clearing to a property services company.
  - The company actively monitors the operations and actively intervenes in shortcomings.
  - The company can forbid self-initiated snow dropping and intervene in it if necessary.
- The build-up of snow and ice on roofs must be monitored in the winter.
  - Hazard spots are to be reported immediately to property maintenance company.
  - In hazardous situations traffic or parking must be prevented in the area where ice or snow can fall down.
- The yard area is to be kept neat and in good condition. Vegetation is tended to regularly.
  - Leaves are raked when necessary.
  - Shrubs and bushes must be maintained neat to avoid traffic accidents.
  - Driving directions and guest parking spaces are to be marked clearly in the parking area with appropriate signs.
  - Winter upkeep will be taken care of.
- Close call -situations are intervened with immediately. Close call -situations are investigated and necessary measures are taken to counteract the situation to prepare for and prevent similar situations.
- Everyone must familiarise themselves with the general first aid instructions.

## 4.2 Fire hazards

### Risks

- short circuits
- fire caused by a broken electronic appliance
- grease or other fire in the kitchen
- careless smoking
- arson
- a fire caused by children playing
- fire alarm device fault
- inspection of extinguishers not done
- lack of indicator light centre maintenance

Fire-hazardous locations are, for example the kitchen of the apartments, sauna and storage space, the public sauna, the drying room, club facilities, technical areas and other equivalent property areas.

### Consequences

- damage to property
- smoke damage
- personal injuries
- death

### Actions and safety and security preparations

- Independent fire inspections are performed yearly within the property
- It is important to take care of exiting safety:
  - exits are to be clear
  - possible installation of exit route signs
  - installing phosphorescent floor numbers in the staircase
  - overseeing the obstacle-free walkways in the basement areas
  - active intervention in defects.
- The property has a smoke extraction system which is inspected, serviced and tested as per the device manufacturer's service programme.
- Should fire detecting devices not be installed in all apartments, every resident must make sure their own smoke detector(s) are operational (one smoke detector per 60 square metres on each floor). Every resident must make sure their own smoke detector(s) are operational (one smoke detector per 60 square meters in each floor). Additionally, it is recommended to get a fire blanket for every kitchen.
- The location has an automatic fire alarm system.
- The testing and maintenance of fire alarm equipment are carried out in accordance with the maintenance programme.

- The fire alarm is tested monthly.
- The property has initial extinguishing devices.
- Initial extinguishing equipment is inspected in accordance with directives.
- An additional fire load is not accumulated.
- The rescue plan is kept up to date and studied.
- Flammable substances are not to be stored in the basement or attic. Flammable substances must be stored in the spaces reserved for them.
- Electrical repairs and installations are contracted to TUKES-registered professionals. The contractor must have sufficient installation certificates and experience from similar work.
- Lighting and general cleanliness in the property is important.
  - Inspecting the adequacy of the lighting and performing necessary actions to fix the situation.
- Additionally, Close Call situations need to be intervened in immediately, investigated, and necessary actions must be taken to prevent similar occurrences.
- Electrical switchboards are marked and materials are not kept in front of them.
- The location has a sprinkler system.
- Escape routes are marked with signs.
- Ventilation and sweeping
  - The time period between cleaning AC ducts is usually 10 years.
  - Technical property manager is responsible for cleaning and sweeping of the AC ducts.
- The resident is responsible for acquiring smoke detectors and fire blankets.

### 4.3 Water damage

#### Risks

- flood
- heavy rain
- waterproofing failure of structures
- an accident caused by structural and material errors
- washing machines and refrigerators breaking down
- vandalism
- broken pipes
- sprinkler activation

## Consequences

- damage to property

## Actions and safety and security preparations

- The location of the main water stopcocks is marked.
- HWA works, inspections, and installations are contracted only to professionals.
  - An HWA contractor must possess sufficient installation certificates and the contractor must have done similar work before.
  - HWA inspections are carried out in accordance with the service programme.
- An assessment of the state of the plumbing is carried out regularly.
- Independent change construction and other building work must be supervised and defects concerning the building must be intervened in immediately.
- Supervised use of household appliances and emphasising the importance of their maintenance.
  - The filters and lint strainer in the dish washer and the laundry machine must be cleaned once a month.
  - It is recommended to vacuum behind the fridge once a month, or at least once a year. When you do this, it is recommended to have a quick look at the compressor and drain pan as well.
  - A drain pan should be installed under every larger kitchen appliance (e.g. fridge, freezer, dishwasher, and sometimes laundry machine), which will make the detection of water damage faster and easier.
- Leaves on the roof and in the gutters should be removed in late autumn.

## 4.4 Cases of illness

### Risks

- heart failure
- diabetic shock
- stroke
- cerebral haemorrhage
- epilepsy
- fainting

## Consequences

- personal injuries
- death

## Actions and safety and security preparations

- Guaranteeing speedy access to help within the property.
- Everyone should familiarise themselves with the first aid guidelines attached to the rescue plan and giving first aid should be rehearsed.
- Listing individuals skilled in first-aid is recommended.
- The stopping of rescue vehicles outside the exterior doors is to be made possible.

## 4.5 Radiation or gas hazard

### Risks

- radioactive substances or dangerous gases getting into the environment
- an explosion caused by a nuclear weapon or containing nuclear material
- an accident while transporting a dangerous substance
- war
- an accident in a nuclear plant
- an accident on a nuclear-powered vessel
- an accident in a nuclear waste-processing facility
- radioactive material ending up in the wrong hands

### Consequences

- radiation sicknesses
- death

### Actions and safety and security preparations

- Acquiring iodine pills as needed (2 tablets per person).
- Stocking up on home storage supplies.
- The air ventilation emergency stop is marked with signs.
- The safety and security organisation must be aware of the air ventilation emergency stop's location.
- Making a guide in case of accidents involving dangerous substances.
- The property has a civil defence shelter that can be used for shelter in the event of a radiation hazard.
- The operating condition of the civil defence shelter is maintained.
- Possibility of taking shelter in the civil defence shelter.
- There are instructions for different situations in the rescue plan.
- Everyone must familiarise themselves with the operating instructions.



## 4.6 Storm damage

### Risks

- various natural phenomena

### Consequences

- blackouts
- damage to property
- personal injuries
- death

### Actions and safety and security preparations

- A knowledgeable maintenance company will check roofs and gutters, and fix deficiencies.
- Checking the trees on the property.
- Removal of dangerous branches.
- General maintenance of the yard.
- The curfew set by the authorities must be respected.
- When taking shelter indoors, you must stay away from windows and glass doors.
- Prepare yourself independently for long power blackouts by, for example:
  - home storage supplies
  - a lamp and batteries
  - candles and fire-making tools
  - a battery-operated radio

## 4.7 Criminal activity

### Risks

- apartment break-in
- basement break-in
- graffiti
- ruining and destruction of property

### Consequences

- damage to property

### Actions and safety and security preparations

- Supervising general cleanliness and order, and intervening actively in shortcomings.
  - Cleanliness and order are a part of safety.
- Inspecting the adequacy of the lighting and performing necessary actions to fix the situation.
- Entrance doors should be maintained and systems limiting access should be installed.
- Marking and photographing of valuables.
- Graffiti and other smudges and smears should be cleaned without delay.

## 5 Safety procedures

### 5.1 Extinguishing equipment

Location	Extinguishing equipment
Garage	Fire extinguisher



*Initial extinguisher*

#### **Hand-held fire extinguishers should be inspected:**

- at least yearly when the extinguisher is subjected to factors affecting its operational ability, such as moisture, vibration or fluctuations in temperature (outdoor areas)
- at least once every two years (indoor areas)

## 5.2 Safety equipment

### Sprinkler equipment

The sprinkler system is an automatic fire extinguishing system which starts extinguishing a fire by spraying water at the location of the fire and, at the same time, passes on a fire alert to the emergency centre. The functioning of the equipment is based on the principle that when the temperature exceeds a certain level, the capsule of the sprinkler breaks and water is released to flow through the sprinkler.

The sprinkler equipment is maintained according to the maintenance plan. The equipment is tested monthly and inspected every other year.

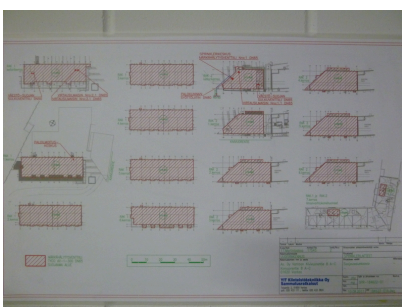
### Sprinkler equipment service

The sprinkler system must always be assigned a nominated person or company, who will service the equipment in accordance with maintenance instructions. Persons carrying out servicing must have the appropriate expertise and information required for the servicing.

Maintenance work that is comparable in technical complexity to the installation of new equipment may only be carried out by a shop specialised in the installation and maintenance of sprinkler equipment and listed by the Finnish Safety and Chemicals Agency. The person responsible for ordering maintenance must be named if maintenance is obtained as a purchased service. There must be a written contract for the purchased maintenance service.

### Sprinkler system

Location	Common spaces
Location of centre	Along the basement corridor of staircase C, heat distribution room
Coverage	Common spaces



*Protection diagram*

## Smoke extraction

The purpose of smoke ventilation is to remove fire gases, smoke and heat from the premises. The smoke ventilation equipment must be maintained and tested regularly according to the user maintenance instructions. The smoke ventilation equipment may only be used by the rescue services.

### Smoke removal machine #1

Location of smoke extraction hatches	The smoke extraction window on the top floor
Location of centre	Electricity switchboard
Smoke removal activation	In conjunction with the entrance on the side of the inner courtyard



*Manual smoke extraction activation*



*Smoke extraction panel*

### Smoke removal machine #2

Location of smoke extraction hatches	In the inner courtyard and against the walls of the buildings
Description	The smoke extraction hatches of the parking garage
Smoke removal activation	In conjunction with the smoke extraction hatches



*Smoke extraction hatch 1  
(parking garage)*



*Smoke extraction hatch 2  
(parking garage)*



*Smoke extraction hatch 3  
(parking garage)*

### Exit guide, security or signal light

Emergency exit signs show how to exit the building. Any faulty or incomplete signs must be reported to property maintenance services.

#### Exit guide, security or signal light

Location	Above the exit routes
Description	Specter EWK safety light panel.
Location of centre	The basement corridor between staircases A and B, main electrical switchboard.
Coverage	Basement floor



*Safety light panel*

### Ventilation emergency stop

If the building is subjected to an external danger, such as fire gases from an adjacent building, the ventilation must be shut off. In such a case, the rescue authorities usually issue an emergency warning, providing additional instructions, such as to turn off ventilation systems.

**Air ventilation can be stopped by anyone.**

Ventilation emergency stop: In conjunction with the entrance on the side of the inner courtyard



*Air-conditioning emergency  
stop*

## 5.3 Fire safety

### Fire alarm

The purpose of the automatic fire alarm system is to warn people in the property about an imminent fire. The system detects fires quickly as sensors react to the fire and the alarm bells start ringing. The system will alert the emergency response centre automatically.

#### Fire alarm

Location	The whole building and the parking garage
Description	Control panel in conjunction with the entrance of 8B
Location of centre	Basement floor 8B, next to the lift.
Coverage	The whole building and the parking garage
Type of centre	Delta Compact
Attendant	Paratec phone 0405311897



*Fire alarm button*



*Fire alarm centre*

#### **Securing the functionality of the notification transfer connection**

- Periodic maintenance and malfunction repairs
- Monthly testing of the notification transfer connection
- Periodic inspections



### Actions in the event of malfunction of the notification transfer connection

In the event that a malfunction is detected in the notification transfer connection, an enhanced surveillance is performed on the premises with the help of personnel.

- Connection to the emergency centre
- An on-call person to supervise the fire alarm centre
- An on-call person makes the emergency notification if needed and guides the rescue department to the site of fire

### Emergency exit routes

The principle of exit safety is that all spaces of the building must have at least two exit routes at all times, which do not require keys or other tools to open the doors. Exiting must also be possible to do in the dark, which is why the exit routes must be clear at all times. Because the property has 6 floors, the window or apartment-specific balcony shall serve as an emergency exit. In this event, the rescue department shall assist in evacuating the building in case of emergency. Objects are not to be stored in front of the exits. (Environment Ministry's regulation of fire safety of buildings.)

Exit ways and doors leading to them must be easily accessible and openable in emergency situations from the inside.

A door can be locked, for example, to prevent trespassing from the outside, but must it must be possible to open it from the inside without a key during the normal use of the building.

**Never exit into a smoky stairway.**

### Hot work

Hot work is defined as work in which sparks arise or in which naked flames or other heat sources are used and may cause a fire hazard. Such work includes e.g. oxyacetylene and arc welding, flame and arc cutting, disc cutting and metal grinding, which create sparks, as well as work involving the use of gas burners, other open fire or combustion air blowers.

Performing hot work at a temporary hot work site always requires a permission granted by a person responsible for the hot work. The hot work permission ensures the actions of the different parties regarding safety and fire protection. The person conducting the hot work must have a hot work licence.

The property manager office grants the hot work permissions.

## 6 Other arrangements

### 6.1 Lift

#### Lift

Location	Stairway
Maintenance company	KONE Hissit Oy (2)

### 6.2 Ventilation device

#### Ventilation device

Location	On the roof
Description	Ilmanvaihtokoneen tyyppi: Koneellinen poisto
Emergency stop switch location	In conjunction with the entrance on the side of the inner courtyard



*Air-conditioning emergency stop*

### 6.3 Overhead door

#### Overhead door

Location	Garage
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## 6.4 Waste disposal

### Waste disposal

Location	Refuse room in the end of the building on the side of Laajaniitynaukio
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## 7 Action guidelines

The following pages contain a guide on accident prevention and on how to act in accident and danger situations. **Read the action guide carefully!**

The correct actions, solutions, and choices prevent and limit accidents. This way accidents can be minimised or they can be prevented altogether.

**Safety and security are our shared concern!**

### 7.1 Alerting help

In all urgent emergency situations, whether it be a police, fire department, paramedic, or a social worker case involving an urgent need for help **CALL THE EMERGENCY NUMBER: 112**

#### **Call the emergency number yourself if you can**

It is important to make the emergency call yourself, if the matter concerns you. The victim has more knowledge on the situation, based on which the dispatcher can send help accordingly. Using middle-men to make the call can delay getting the right kind of help on site.

#### **Tell what happened**

The emergency centre dispatcher will ask the caller about what happened so that they can send the appropriate assistance.

#### **Give the exact address and municipality**

The emergency centre might have several same addresses in different municipalities/cities in its service area. Therefore it is also important to know the name of the town/city/municipality where the accident has taken place.

#### **Answer the questions that are asked of you**

The questions asked by the dispatcher are important. They do not delay alarming for help. In urgent cases the dispatcher already alerts the authorities and other partners during the call, and gives them more information on what has happened.

#### **Act according to the information given to you**

The dispatcher is trained to give instructions in various types of situations. It is important to follow the given instructions. Correct initial actions often play an important role in the end result.

#### **End the call only after you're given permission to do so.**

Ending the call too soon may delay the help from arriving. After you are given the permission to end the call, end it. Keep the phone line open. The dispatcher or the help on its way may need additional information on what has happened.

## 7.2 Sudden illness or accident

### **Find out what happened**

- Has the person fallen or fainted?
- Are there possibly eye witnesses, that can tell you better about what has happened?

### **Check the person's condition**

- Can you wake the person up by talking or shaking?

### **Check breathing**

- If the person doesn't wake up, check breathing: place the back of your hand in front of the patient's mouth and feel if there is air flow.

### **Make an emergency call.**

- Call the number **112**.
- Tell where you are calling from.
- Tell what happened
- Act according to directions.

### **Give first aid if needed.**

- If the person is not breathing, start with first aid.

### **Turn an unconscious but breathing patient into the recovery position on their side.**

### **Observe the patient.**

- If there are changes in the patient's condition before the rescue department arrives, notify them by calling the emergency number **112**, so that the emergency centre can re-evaluate your situation.

### **Guide the professional help quickly to the patient**

- Tell the professional help what has happened and what has been done.

## 7.3 Fire

### **Save**

- Make an assessment of the situation. Rescue those in immediate danger.
- Be careful not to breathe smoke! Smoke is highly toxic and you can lose consciousness quickly if you breathe it.

### **Warn**

- Warn others in the building about the fire and the threatening danger.
- Direct people to the gathering area.

### **Alert**

- Call the emergency number **112** from a safe location.
- Tell who you are, where the fire is (address and floor), what is on fire, and if there are people

in danger.

- Do not hang up the phone until you are given permission to do so.

### **Extinguish**

- Perform initial extinguishing measures, where possible.
- A grease fire is extinguished by suffocating it with a fire blanket.
- When an electrical appliance is on fire, disconnect power and begin extinguishing the fire.

### **Limit**

- Remove fire sensitive items and flammable liquids.
- Contain the spread of fire and smoke by closing windows and the door as you exit.

### **Guide**

- Direct the rescue personnel to the location or arrange guidance. For example: one person stays to guide on the side of the parking lot and another next to the building.

### **Using the lift in the event of a fire is strictly forbidden!**

In evacuation situations the gathering area is: Parking spaces

Back-up gathering area: The neighbouring property

## **7.4 Fire action guide, when safe exits are blocked**

Sometimes a fire in another location prevents safe exit from the building. In these cases it is smartest to stay in a smokeless space and keep all doors and other openings closed.

### **Stay in the apartment and remain calm.**

- In apartment buildings, each apartment is its own fire compartment, and the spreading of fire from one apartment into the others has been prevented by structural measures.
- Jumping from a height has fatal consequences, remaining in the apartment doesn't.

### **Go to a balcony or to a window and attract attention.**

- by shouting
- by flashing lights
- by waving something visible
- you can also call 112 and tell the exact address of where you are.

### **Prepare for the spreading of the fire.**

- As a precaution, fill the bathtub and sink with water.
- If smoke starts to get in to the apartment from cracks in the door, the postbox, or through air ventilation, air out the apartment with fresh air and seal the leaking cracks and openings with wet textiles.
- If the apartment door starts heating up, cool it down with water.
- If flames start hitting the apartment windows, move easily flammable items away from the window.

**Follow directions from the authorities.**

## **7.5 Action in a fire alarm situation**

The building has an automatic fire alarm system, which sends an alert to the rescue department. Everyone must vacate the building immediately when they hear the fire alarm.

- Bring outdoor clothes with you if they are nearby.
- Close doors and windows
- Use the nearest escape route to exit the building.
- Direct customers and guests.
- Call the number **112** from a safe location and provide further information about the situation. At the same time, you will make sure that the emergency center has been notified about the fire.
- Move to the gathering area; do not stay in front of the entrances.
- No-one may leave the gathering area without permission.

### **Gathering area: Parking spaces**

The danger is only over when the rescue department gives permission to return to the building. The safety personnel of the property passes on the announcement concerning moving back inside to the personnel.

## 7.6 Action in the gathering area

### **Gathering area: Parking spaces**

When people have left the building and proceeded to the gathering area, one person must be appointed to take responsibility for the activities at the gathering area. Based on the situation at hand, it is necessary to consider whether it is safe to remain in the designated gathering area or if people should be directed elsewhere, for example into a pre-arranged interior area or to a property in the vicinity (the back-up gathering area).

Do not leave the gathering area without the permission of the rescue authorities.

Factors to bear in mind in the gathering area:

- taking care of any possible injured parties
- looking after people with reduced mobility or otherwise poor physical condition
- if one is aware of someone having remained inside, this is to be reported

### **Back-up gathering area**

#### **Back-up gathering area: The neighbouring property**

In severe winter conditions or other situations, an additional gathering area may be needed. Authorities will also provide instructions about shelter locations for long-term shelter.



## 7.7 Assisting people with reduced mobility in emergency situations

In an emergency situation, the movement of people with reduced mobility out of the building may be difficult and slow. If you know there is a neighbour with reduced mobility, for example handicapped, blind, or elderly, try to secure their safe exit in emergency situations. If you know your neighbour is at home, but you are not able to assist in moving them out, notify the rescue authorities about the situation as fast as possible.

Work in cooperation with the other residents.

### Things to consider when helping people with reduced mobility

- Help a person with reduced mobility to exit, within the limits of your own capabilities.
- Listen to the person you're helping.
- Take care of the person you helped also after getting out.

## 7.8 Water damage

### Action guide

- Disconnect power from where the leak is and from its proximity.
- Stop the water from flowing, from i.e. the water mains, if possible.
- Notify of the situation immediately:
  - to the maintenance personnel: Tapiolan Lämpö Oy, phone 0207505360, service 0207505360
- Contact the emergency number if needed **112**.
- Main water shutoff: Along the basement corridor of staircase C, heat distribution room
- Heat distribution room: Along the basement corridor of staircase C
- Electricity switchboard: Along the basement corridor of staircase C

### Should there be threat of water outside the building

- Find out what is causing the water threat.
- If there is a leak, try to block it.
- Try to prevent the water from getting into the building.
  - by baggings
  - by using plastic covers
  - by directing the water away from the building
- Call for additional help if needed.

## 7.9 Under threat of violence

**In an unarmed threatening situation, act in the following way.**

- Act calmly and try to calm the person with your behaviour.
- Make sure you do not turn your back or let yourself be cornered, so that you will always have an escape route when a threatening person comes close.
- Call for help depending on the circumstances.
- Escape and help others escape.

Take care of your own safety. Seek to direct the threatening person to a place where they cannot harm others. After the event, contact the police about the incident if required.

**If the threatening person is armed, act in the following way.**

- Do not resist.
- Do whatever the person threatening you tells you to do.
- As the situation permits, try to warn others.
- By closing doors, you can limit a person's movement within the property.
- After the situation, call **112** to get professional help on site as fast as possible. Listen to directions and act accordingly.

Every threat and sighting of a possibly threatening situation must be taken seriously and the police must be informed immediately. Through your own behaviour, you can affect the progress of the situation, and thus you should take all threatening situations seriously and try to calm down already begun situations.

## 7.10 Public warning signal

**The public warning signal** is a one-minute-long ascending and descending tone or a warning announcement by the authorities. The length of the ascending tone is 7 seconds.

The public warning signal means an immediate danger threatening the public. The warning is given in population centres with an outdoor alarm system and with an alarm attached to a vehicle in rural areas.

**The All Clear signal** is a one-minute-long monotonous signal. It is an announcement of the threat or danger having passed.

**Act in the following way after you've heard the public warning signal**

- Proceed indoors.
- Stay indoors.
- Close doors, windows, ventilation holes, and air conditioning devices.
- Turn on the radio and wait for instructions.
- Avoid using the phone to prevent telephone lines from getting jammed.
- Do not leave the areas unless urged to do so by the authorities, so as not to endanger yourself on the way.

## 7.11 Gas hazard

### **Public warning signal in danger situations concerning gas**

Additional information on the type of danger can be got from radio and television. The following are usually connected with a gas hazard.

- If you are indoors and can smell gas:
  - stay indoors
  - the top floors make the best shelter
  - place a wet cloth over your mouth and breathe through it
  - stay on the upper floors until the danger is over
  - do not go into the basement.
- If you are outside when you smell gas but are not able to get indoors:
  - hurry into side wind from underneath the gas cloud
  - try to get as high as possible, for example to the top of a hill
  - press a wet cloth, tuft of grass, turf, or moss in front of your mouth and breathe through it.

### **Additional information on taking cover from gas**

- Switch off air conditioning devices and close doors and windows tightly. The more airtight you can make the building, the slower the gas can get inside.
- You can also close or tape inside doors and stay in upwind areas. If you smell gas you can breathe through a moist and spongy cloth.
- The authorities will announce on radio or with vehicles with loudspeakers when the gas cloud has dispersed. Ventilate indoors well after the event.

## 7.12 Säteilyvaara

Säteilytilannetta valvotaan jatkuvasti koko maassa mittareilla. Pienetkin muutokset huomataan heti ja niistä tiedotetaan viipymättä. Säteilyvaarasta annetaan yleinen vaaramerkki.

### Mene sisälle

Sisälle suojaautuminen on säteilyvaaratilanteessa ensisijainen suojelutoimenpide.

Sulje tiiviisti ovet, ikkunat, tuuletusaukot ja ilmanvaihto, jotta radioaktiiviset aineet eivät pääsisi sisään. Talon keskiosissa on paras suoja.

### Joditabletit

Joditablettien ottaminen on toissijainen tukitoimi, jota suositellaan enintään 40-vuotiaille ja raskaana oleville tai imettäville.

Ota joditabletti vasta viranomaisten kehotuksesta, jonka kuulet radiosta tai televisiosta. Joditabletit ehkäisevät radioaktiivisen jodin kertymistä kilpirauhaseen, mutta eivät anna muuta suojaa. Tabletteja ei pidä lähteä vaaratilanteesta noutamaan rakennuksen ulkopuolelta. Jodeja voi hankkia etukäteen apteekista. Joditabletteja tulisi olla 2 per henkilö. Sosiaali- ja terveysministeriö suosittelee joditablettien ottamista ydinonnettomuudesta johtuvissa säteilyvaaratilanteissa enintään 40-vuotiaille ja raskaana oleville tai imettäville..

### Suojaa ruokasi ja juomavesi

Laita esillä olevat elintarvikkeet muovipusseihin tai tiiviisiin astioihin. Jääkaappi, pakastin ja tiiviit pakkaukset suojaavat radioaktiiviselta pölyltä.

### Ulkona liikkuminen

Jos on pakko mennä ulos, käytä tiivistä, ihon peittävää asua, esimerkiksi sadevaatteita. Riisu vaatteet sisälle tullessasi eteiseen ja peseydy huolella. Käytä hengityssuojainta, pyyhettä tai talouspaperia estämään radioaktiivisten hiukkasten pääsy keuhkoihin.

### Lisäohjeet

Lisäohjeita saat kaupunkisi pelastusviranomaisilta, tiedotusvälineistä sekä Yleisradion teksti-TV:n sivulta 867. Tietoa saat myös Säteilyturvakeskuksen Internet-sivuilta osoitteesta [www.stuk.fi](http://www.stuk.fi) ja pelastustoimen sivuilta [www.pelastustoimi.fi](http://www.pelastustoimi.fi).

## 7.13 Blackouts

How to act during a power cut:

- First check the fuses. If they are intact, find out whether the electricity of your neighbour or neighbouring houses is working.
- If the electricity is out from a larger area, the problem is already known and actions to fix it have started. Most electricity suppliers have a taped recording of the malfunction on its fault service number, which will give information on the blackout situation in your area.
- When the electricity comes back but acts unusually, for example the lights burn brighter or dimmer than usual, the reason might a break in the electricity network's neutral wire. This can result in equipment damage, fire and, in the worst case, the risk of electric shock. In such situations, switch off the electricity from the main switch and call your electricity supplier's fault emergency number.
- When a power cut lasts longer, prepare yourself with warm clothes, especially in the winter, and home storage supplies. Instructions regarding home storage supplies can be found in the appendices.

In the event of a power cut, lifts will stop working. Should you be stuck on a lift due to a power cut or other failure, act as follows:

Contact the lift maintenance emergency line:

- by mobile phone - (KONE Hissit Oy (2), 0800 15063)

When necessary, you can call the general emergency number 112.

## 8 Civil defence

The purpose of the civil defence shelter is to protect people from collapses, explosion pressure waves and fragments, gases, radiation and fire. This property has a civil defence shelter. It is recommended that a civil defence shelter have an elected manager and deputy. It is good for the property's shelter's manager to learn how to use the equipment and how to prepare the shelter for use.

In Finland there are enough civil defence shelters for approximately 3.8 million people. Civil defence shelters are found both in domestic and other properties. In addition to shelters in properties, there are also public ones, such as rock shelters. Such civil defence shelters are public, usually the responsibility of the cities and only located in major cities.

Under normal circumstances the shelters are used for various activities, such as sports or storage, or other kinds of useful purposes. A civil defence shelter must however be ready for use within 72 hours should the authorities give an order to prepare it.

With civil defence shelters it is important to protect metal parts from rusting, insulation staying intact, machinery remaining functional, and equipment kept safe in stock.

This property has a civil defence shelter:

Location	Protection grade	Location of equipment
The basement floor of stairway C	S1	Civil defence shelter, the cage of the machine

The civil defence shelter is in class S1. The civil defence shelter in protection class S1 is a newer shelter, built after 1971. It is possible to stay in this shelter model for long time periods. The shelter has a manually operated or mechanical air intake machinery, equipped with a pre-filter and an activated carbon particle filter.

The authorities provide instructions by radio if it is necessary to move to civil defence shelters and information on which of the public shelters people are to move to. Moving into the civil defence shelters therefore always happens as a result of direction by the authorities. Accidents occurring in normal times do not generally ever require taking cover in civil defence shelters, with taking cover indoors being sufficient. There are 110,000 spaces altogether in the civil defence shelters of Finland.

## 8.1 Renovating the civil defence shelter

### When proceeding to an improved level of protection

- A civil defence shelter is assigned a care person, who is in charge of renovation. S/He must know the machinery in the shelter as well as know how to use it. Additionally, the shelter's care person is responsible for the general order and cleanliness, as well as discipline, in the shelter.
- The shelter is emptied of the goods stored in it, or that have otherwise collected there, in accordance with the clearing plan.
- All temporary structures are taken down and taken out of the shelter.
- Hinges, latches, etc. from doors and hatches are inspected, lubricated, and serviced.
- Door insulations are inspected and put in place according to instructions.
- Inspection of the emergency exit hallway and hatch for functionality and use.
- Dry toilets (15 plastic bags per toilet) are distributed into the dry toilet spaces. The toilet spaces are partitioned off with curtains or boards. There is to be one toilet space per every 20 m<sup>2</sup>.
- All vents (HWA) are checked for functionality by turning them from one extreme setting to another.
- Spare water containers are cleaned and filled up. The filling hose and other equipment are checked at the same time. The showers for the decontamination tent are installed and tested out. There should be 50 litres of water per square metre in the shelter, meaning 50 x 80 = 4,000 litres (or 30 litres/person).
- Floor drains are cleaned and their functionality is tested by pouring water into them. Attention! The floor drain has a closing valve.
- Air pressure valves are checked and joints are lubricated.
- Air ventilation openings used in normal conditions are blocked off by installing dust covers with insulation.
- The condition of the pressure valves is checked from outside the shelter.
- Air ventilation shafts and filters are cleaned.
- All pipes, connections, and machinery connected with air ventilation are checked. Special filters are installed according to the machine's installation guide.
- The functioning of exit valves is checked by turning them from one extreme setting to another.
- Check overpressure indicator for: fluid, the pipes opening, that the meter reads 0, and the spare fluid (dyed fuel oil).
- The balometer sensitivity is tested with a test use.
- Pressurisation of the shelter is to be checked; the pressure test is conducted according to the machine manufacturer's instructions. The aim is to verify that there is enough overpressure, and that the shelter doesn't leak too much air out.
- Examine and inspect the functionality of the shelter's phone, antenna, appliance fuses, lighting, backup batteries, spare lightbulbs and spare fuses, switches and power outlets, etc.
- Equip the shelter with appropriate gear (attachment) in accordance with regulations.
- The spaces in the shelter are divided according to the plan made beforehand into general li-

ving and activity spaces (men/women, protection personnel, staff, customers). Each sheltered person has their own personal living space containing personal items, medication, and long-life provisions.

- The shelter contains enough seats, tables, and bunkbeds for approximately one third of the people coming into the shelter.
- For exceptional circumstances, there should also be equipment and goods that will make a longer stay possible (e.g. entertainment).
- Check functionality of spare lighting.
- Signs guiding the way to the shelter must be installed in passages and corridors.



## 9 Safeguard evasion

Safeguard evasion means controlled relocations of members of the population from a danger zone in a situation where this is considered less risky than taking cover indoors. Such situations are for example fast-developing dangerous substance accidents, extensive harm caused by exhaust fumes, danger of explosion, and radiation situations.

Safeguard evasion is always done on a special order from the authorities. The authorities have planned in advance to perform a safeguard evasion from the area and reserved the necessary transportation equipment for it.

## 10 Storing in the property

Storage of different kinds of objects may lead to a hazard of fire starting or spreading, the prevention of safe exit in an emergency situation and increased difficulty in extinguishing the fire. It is easier to prevent a fire pre-emptively than to extinguish it. For this reason it is necessary to know what causes fires and to recognise the hazardous factors in one's own immediate environment. Rescue law contains directives on, for example, the storage of easily flammable materials and other objects within buildings. Legislation on chemicals contains restrictions on storage of flammable liquids and other dangerous chemicals in spaces where they can cause an exceptional hazard. Many substances which are kept at home also generate explosive gases that ignite from a spark, for example the spark caused by a light switch - so fire is not even needed for ignition. Therefore always handle fire- hazardous substances in accordance with instructions. **Storing fire hazardous substances in apartment-specific storage rooms is strictly forbidden.** Storing them in apartments and garages is limited.

**The building's exit hallways and staircase areas must be kept walkable and clear of any obstacles.**

### **Apartments and the balconies, terraces or equivalent areas belonging to them**

- If storage is possible without endangering safety, the following can be stored:
  - flammable liquids and aerosols containing flammable liquids or flammable gases, up to a maximum amount of 25 litres
  - up to 25 kg of liquid gas
  - fireworks, up to 5 kg (net weight), must be stored in a locked closet accordingly with no heat sources or handling of fire, which could cause the fireworks to explode
- **Flammable gases, other than the aforementioned, must not be stored in the apartment.**
- **Storing of unnecessary items in the apartments should be avoided.**

### **Exit corridors, staircases, inside hallways, basement and storage area passages**

- It is not permitted to store any items.

### **Loose fittings storage units**

- Do not store easily flammable material.
- Liquefied petroleum gas is not to be stored in loose fittings storage units.
- No storing of petrol, gas bottles, or other flammable fluids.
- Firework devices are not to be stored in the apartment-specific storage spaces of the loose fittings storage units or in public spaces in common use.

### **Under or near buildings**

- It is not permitted to store flammable material or other goods by the walls of the building, e.g. garbage containers, piles of cardboard, or transportation trays
- Refuse containers outside, as well as refuse shelters, are to be positioned at least 8 metres

away from the building

**A separate storage space belonging to the residential building residential building)**

- It can store:
  - flammable liquids and aerosols containing flammable liquids or flammable gases, up to a maximum total amount of 50 litres
  - up to 50 kg of liquid gas

**Attention!**

- The rescue authorities can permit single case exceptions, for example for storing a larger amount or allowing storage in a different place or limit storing, if safety requires that

## 11 Attachments

This rescue plan has the following attachments:

- How to use a small fire extinguisher
- Car shelter
- Fire alarm caretaker's tasks
- Home storage supplies

## Appendix A How to use a small fire extinguisher

The resident is responsible for acquiring extinguishing equipment for the apartment.

### A.1 Extinguishers

- Turn the extinguisher upside down and shake the extinguisher to ensure the powder's running.
- Remove the safety pin.
- Approach the fire from the direction of the wind.
- If you are indoors, approach low on the floor, as this will improve the visibility.
- Take a hold of the extinguisher's hose from the end and direct the extinguishing substance at the base of the flames, don't cut through them.
- Start extinguishing from the front and continue towards the back, or from bottom to top.
- Extinguishing can be improved with a back and forth motion.
- The whole area that is burning must be covered in the extinguisher cloud.
- After the flames are extinguished the extinguishing can be stopped.
- Observe the burnt object and make sure that the fire is out.
- If the target catches fire again, repeat the extinguishing.

### A.2 Extinguishing blankets

- Take a hold of the corners of the blanket and protect your hands by placing them inside the blanket.
- Step on the blanket with your foot; this will prevent the flames from getting to your face.
- If you are outside, approach the fire from the direction of the wind.
- Extend your arms straight.
- Spread the blanket over the fire.
- Hold the blanket tightly over the fire and make sure that the fire is extinguished.
- Protect yourself while lifting the blanket as the fire can re-ignite.
- Make sure once more that the fire is extinguished.

## Appendix B Car shelter

The vehicle shelter is intended only for the storage of motor vehicles. The intended use is mentioned in the up-to-date construction permit.

The fire safety requirements of the construction of a vehicle shelter are specified in class E of Finland's national building code. The requirements have some differences in relation to other usage purposes in terms of, for example, the fire resistance and evacuation safety of structures.

The car shelter may not be used in contravention of the building permit except with the permission of the building monitor. The purpose of use is a parking area for motor vehicles, i.e. not a car wash, loading area, refuse room, storeroom, shop, flea market, car repair garage, tire store etc.

Keeping other loose equipment in vehicle shelters is more limited due to greater risks to personal property and people. In addition to motor vehicles, the following objects may be stored:

- mopeds, motorcycles, snowmobiles and other motor vehicles in the Finnish Transport Safety Agency's vehicle registry
- bicycles
- a small trailer if empty
- vehicles intended for the care of the property.

In addition to the list above it is not permitted to store other property, such as:

- additional appliances attachable to the vehicles intended for the care of the property
- working machines, such as excavators, vibrators, driven cranes, etc.

### **Parking garage**

Location	Under the building
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## Appendix C Fire alarm caretaker's tasks

### C.1 Actions during a fire alarm

When a fire alarm is sounded the alarm caretaker goes to the fire alarm centre. They check from a navigation chart which area the alarm has come from. Leaves the navigation chart at the centre for the rescue department. Remains waiting for the rescue department's arrival to the fire alarm centre.

If it is known that the alarm is false, this is reported to the emergency centre. Do not sign off the fire alarm before the fire department arrives!

In the event of a fire, make a confirmation call to the public emergency number **112**. The loop which made the alarm is not to be signed off until the reason for the alarm has been found.

If it is a false alarm, you must always find out:

- which detector has sounded the alarm
- why the detector has sounded the alarm

If a false alarm goes off repeatedly:

- order maintenance from the fire alarm company
- negotiate a possible change to the detector brand.

Events are noted in the log.

### C.2 Actions in a fault notification

Upon fault notification it is the fire alarm's caretaker's responsibility to make sure that it is indeed a fault and not a fire. A nurse will report the situation to the emergency services. A fault report must not be registered until the fault has been located.

The fire alarm caretaker must make sure that the faults are repaired immediately. If the fault is not immediately fixed, the site must be disconnected. This way the rest of the property remains under supervision.

Events are marked into the journal.

### C.3 To avoid false notices

Whenever construction, maintenance, or other work is done in the property, causing dust, smoke, etc. you must contact the fire alarm caretaker. The caretaker's task is to perform the necessary actions to avoid false fire alarms. For example, with dirty or dusty work the detectors must be protected.

If normal use, e.g. cooking, steam, etc. causes unnecessary fire alarms, they can be avoided by changing the brand of detectors. This should be negotiated with the fire alarm company.

### C.4 Disconnections

Disconnections and reconnections are usually the responsibility of the fire alarm's caretaker.

Disconnections are made when detectors are faulty or when hot work or other jobs causing dust or dirt are done. The disconnection time and area should be kept as small as possible.

The area being disconnected must be supervised in some other way. The person requesting the disconnection is responsible for the supervision of the area together with the fire alarm's caretaker. If disconnections are used outside normal working hours or if the disconnection is prolonged, alternative actions must be negotiated with the fire officer on duty.

### C.5 Hot work

The person ordering the work must find out if the work involves doing hot work. Before performing the job, it must be ensured that the person doing it follows hot work procedures. When performing hot work, the hot work standard and the insurance company's hot work occupational health and safety guidelines must be followed. When performing hot work, false alarms are prevented by following the procedures outlined in the previous points.

### C.6 Monthly testing

The purpose of monthly testing is to ensure that the fire alarm is working correctly and that contact details are up to date. The equipment is tested in accordance with the instructions of the emergency centre and the centre's testing guidelines.

In monthly testing, the following is tested, for example:

- the functioning of loops and fire groups
- the functioning of measuring and supervision circuits
- the alarm's functioning
- connection testing (emergency centre connection)
- Monthly tests are recorded in a log.



## C.7 Hälyttimet

Hälyttimet on valittava ja sijoitettava siten, että ne kuuluvat kaikkialla kiinteistössä ja herättävät/havahduttavat kiinteistössä olevat hälyttäessään. Kaikkien rakennuksessa olevien akustisten hälyttimien on oltava samanäänisiä.

Kerran vuodessa tulee suorittaa hälytinkokeilu, jotta hälyttimien ääni tulee tutuksi. Kokeilupäivä ja ajankohta on tiedotettava etukäteen kiinteistön käyttäjille.

## C.8 The fire alarm's journal

The following is marked in the journal (time and reason as detailed as possible):

- Monthly tests
- Maintenance
- By the authorities tekemät tarkastukset
- By the inspection department tarkastukset
- Fire alarms
- Fault reports
- Faulty hälytykset
- Operation disruptions
- Disconnections

## Appendix D Home storage supplies

Home storage supplies are a part of a housing company's residents' independent protection. Surprising circumstances are easier to overcome when you have a home storage supply at home. Home storage supply means those food and other daily goods that are stocked up on more than normally needed in weekly/monthly use. The home storage supply should last for several days, even a week. The home storage supply consists of everyday groceries and items, which are stocked up on as they are used up. This way the groceries and other items stay fresh and usable.

A situation where you cannot get to the store can surprise you for many reasons. A person living alone can get sick and is not able to go shopping or a member of the family can fall sick. The wider society is vulnerable as well; there can be a strike, traffic connections may break down, or there might be a wider disturbance in the electricity grid. There can be an accident which closes the stores or prevents you from going outside. Additionally, distribution disturbances can prevent goods from getting to the stores as well as getting items from the store.

Each family has their own kind of home reserves consisting of usual groceries. The contents of the home reserves can differ based on the household's food preferences and also include containers for storing water, medicine, iodine tablets, as well as household-specific necessities. The home reserves should last at least a week, preferably two – home reserves are continuously used and restocked continuously.

The home reserves also include essential supplies, of which there must be a supply for the same period as in the case of food. These are, amongst others, personal medication, hygiene products, nappies, a battery-powered radio, an electric flashlight and batteries.