



Fire Safety

The Manor ONLY

IF THERE IS NOT A FIRE WITHIN YOUR APARTMENT, STAY IN YOUR APARTMENT IF THE BUILDING ALARMS GO OFF & FOLLOW THESE INSTRUCTIONS.

The Manor has a sprinkler system throughout the building. It is recommended by the Ludington Fire Department that if the BUILDING alarms go off, you should stay in your apartment and do the following:

- Push your Lifeline or call 911 to report.
- Unlock your door - but **DO NOT** open it.
- Place a WET towel under your door if possible.
- Go to your balcony or patio for assistance.

- Treat every alarm like it is a real fire. Don't assume it is a false alarm.
- If you are sleeping when an alarm sounds, get out of bed and stay as low to the floor as possible.
- Do not stop to collect valuables or pets. Most pets find their own way out.
- Do NOT use the elevator.

**THE
FIRE DEPARTMENT
WILL
RESCUE YOU FROM
YOUR BALCONY.**

**#1 cause of home/apartment fires:
Unattended Cooking**

**#1 cause of fire death in a home/apartment:
Smoking**

Smoking Safety:

The Manor is a non-smoking facility. If you or a guest smokes outdoors:

- Use large deep ashtrays.
- Never leave smoking materials unattended.
- Wet the contents of the tray before throwing it away.
- Never toss butts onto the ground.



Kitchen Fire Safety

We reserve the right to disconnect apartment stoves IF the tenant can't operate it in a safe manner. All food items can be cooked in our kitchen or within an apartment microwave.

Kitchen Safety: Cooking fires are the leading cause of fire injuries among older adults. Follow these safety instructions to avoid an emergency:

- Never leave your stove unattended! Always be sure to closely watch what you are cooking. Do not walk away to answer the phone.
- Keep your pot or pan handles turned inward.
- Do not reach above the stove for anything while cooking. This may require reorganizing your things in your cupboards so the items you need for cooking are not stored directly above the stove.
- Keep your oven mitts, pot holders, and towels away from the stove and keep your counter clear of clutter.
- If you have an oven fire, turn off the oven and keep the door closed.
- If you need your oven cleaned due to buildup, please contact the housekeeping department at 845-0572. Grease and food buildup can cause a fire.
- Do not wear loose or frilly clothing while cooking.
- Never use water on a grease fire. Smother the fire with a lid or baking soda. (Do NOT use flour or salt.)
- Never use your stove as a heating device. Turn up your furnace instead.
- Always turn your stove off when you are finished cooking.
- Make sure you know which dishes, pots, or pans can be used within your oven, on your stove or in your microwave. If they are not approved for use they can explode and cause you injury or catch something on fire.

For some people it is difficult to use the kitchen safely. When this happens, it is best to use your microwave only for minor cooking and rely on our cooks for your meals. This is a plan that can help keep residents and the property safe. Thank you.



Fire Safety For The Manor

IF THERE IS A FIRE WITHIN YOUR APARTMENT *Get Out Fast!*

The goal is to get you to a safe spot quickly and into fresh air. If a fire starts within your apartment, you will have to choose the best course of action based on the fire's location: either leave by your balcony/patio door or your apartment door.

- Leave your apartment immediately. Close your door behind you as you leave but do NOT lock it.
- Do not stop to collect valuables or pets. Most pets find their own way out.
- Call for help. Push your Lifeline button or call 911 from a safe location. Pull the fire alarm in the building if you leave down the hallway to warn other residents and the fire department.
- Do NOT use the elevator! If you have trouble walking, have a plan to use the staircase. Seek help if possible but slide along the steps either on your side or bottom or crawl if necessary.
- Stay low to the floor if there is smoke in the building.
- If a fire is within your apartment, your plan is to get out fast. Other residents will follow the instructions to not leave their apartments found on Page 1, so don't be alarmed if you are the only one departing the building.
- Once you are heading out of the building, look around for staff or emergency responders who can assist you. They will direct you on where to go.

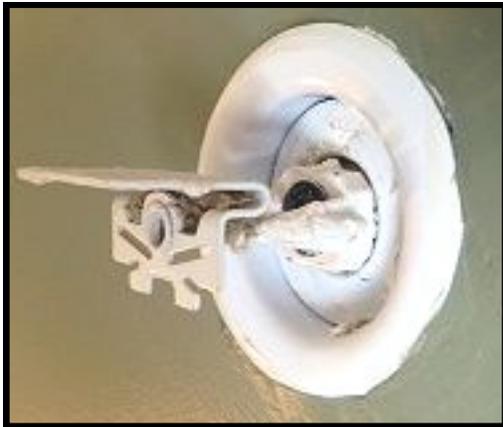
Residents must help by avoiding clutter in the apartment.

EVERY APARTMENT MUST HAVE WORKING SMOKE DETECTORS

Notify the Office of the Following:

- Oxygen tanks
- Disabilities or health issues that may require additional assistance during an emergency
- When you are away, even if only for a day or two, so we know your whereabouts in case of a fire & please let us know when you return.

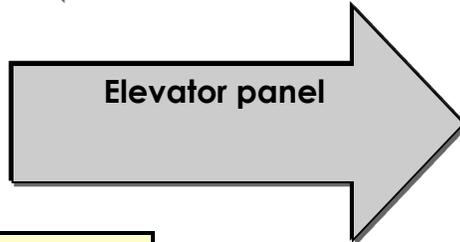
Fire Safety For The



Sprinkler Heads & System:

- Located throughout The Manor
- NEVER TOUCH!
- Please do not place tall furniture in front of these or bump them with tall items.
- They will go off IF they are bumped or IF there is a fire.

Elevator:



If you are in the elevator when electricity goes out it will go to the bottom floor and open.

