

# GRACE-BANKVIEW HOUSE SENIOR CITIZENS RESIDENCE SOCIETY

## **\*\*\*FIRE PROCEDURES FOR TENANTS\*\*\***

### **If You Have An Uncontrollable Fire In Your Suite**

Leave your suite immediately. Close the suite door. (Do not lock it)  
Activate the nearest Fire Alarm Box (Pull down lever on red fire box located at the nearest exit).  
Exit the building (DO NOT USE THE ELEVATOR)  
Proceed outside to the Muster Point for roll call.  
Do not return to your suite until the Fire Official has declared the situation safe.

### **If You Hear A Fire Alarm**

Before opening the door, feel the knob for heat. If it is not hot, open the door slightly – if you feel a hot draft close the door. Stay in your suite.  
If there is no fire or smoke in the hallway, leave your suite taking your medications, keys, purse or wallet, and cell phone with you.  
Close your suite door. (Do not lock it)  
Leave by the nearest exit using the stairs – DO NOT USE THE ELEVATOR  
Proceed to the Muster Point for roll call.

### **If You Are Trapped in Your Suite**

If your entry door is hot DO NOT open it.  
If the hallway is full of smoke or fire: Return to your suite, close the door (do NOT lock it).  
Call 911 with your location. Signal the firefighters by waving a sheet out your window  
Fill the bathtub with water to wet towels or sheets and place them over the cracks under the door.  
If smoke comes in the room crouch low on the floor, move to an open window (close it if smoke is coming in)

### **If You Are Disabled**

Leave your suite if the hallway is clear of smoke and fire.  
Ask for assistance (if at all possible, exit the building).  
If the hallway is full of smoke or fire, stay in your suite and call 911 to let the fire department know your location.

### **Muster Point (Insert the relevant location)**

Grace Lutheran Manor: Parking lot at the north entrance to Grace Lutheran Church.  
Bankview House: On the boulevard on the east side of the Circle K Convenience Store which is located at the north end of the same block.

**KEEP THESE INSTRUCTIONS ON THE BACK OF YOUR SUITE ENTRY DOOR**

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