

Resident Meeting: Fire Safety Focus
October 1, 2021 1:00pm

Agendas were passed out to those who wanted one (a copy will be attached to this write up). Seats were pre-spaced due to Covid-19, and we have continued with daily checking of Marquette County transmission rates (currently “high”), and the CDC site to post every new development.

Introduction: The purpose of this meeting is to review our fire safety protocol, as well as the other points outlined in the Meeting Agenda (please see attached copy).

Meeting Notes:

Fire Alarms and Fire Safety:

- There are two white smoke detectors in each apartment. If these go off, please do not open your door. Open your windows, turn the fan on, and try to waft out the smoke.
- IF YOU OPEN YOUR DOOR WHEN THE WHITE SMOKE DETECTORS GO OFF, YOU WILL SET OFF THE BUILDING’S FIRE ALARMS, AND THE ENTIRE BUILDING WILL HAVE TO EVACUATE.
- There are red fire alarms each apartment and in various locations in the common areas of the building. These will go off when the main system is activated.
- IF THE RED ALARMS GO OFF, GET OUT!
 - o React IMMEDIATELY!
 - o You MUST leave the building.
 - o Learn your evacuation route; fire doors will close automatically, so use the marked “exit” doors.
 - o NEVER use an elevator during a fire!
 - o Do not lock your apartment before you evacuate- the fire department will need access to it while checking the building for people.
 - o DO NOT re-enter the building until Marcia Waters, a fire fighter, or a police officer tells you it has been FULLY CLEARED and you are safe to re-enter. (Even in winter!)
 - o Your fire plan is YOUR responsibility: MAKE SURE YOU ARE PREPARED!
 - o MAKE SURE YOU LET US KNOW OF ANY OVERNIGHT GUESTS IN CASE OF A FIRE!
 - o To prevent smoke inhalation, place a rag over your mouth; ANY liquid that is non-flammable can be poured on this fabric to protect your lungs from smoke

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inhalation. Be sure to cover your nose and mouth and STAY LOW, smoke rises!
Smoke is the main killer in fires, and it works quickly.

- At this point, a video demonstrating the dangers of house fires was shown to those in attendance. [Video Description: A fire fighter places a match in a waste paper basket next to a chair in a living room containing the chair, basket, couch, bookcase, and a coffee table with papers. The basket begins smoking as the match embers ignite its contents. Within one minute, the flames are larger than the chair and couch. Within two minutes, the fire reaches the ceiling and the heat causes the coffee table and bookcase to begin lighting. At two minutes and thirty seconds, the flashpoint is reached, and the room is entirely engulfed in flames.]
- There have only been two fires here since Marcia Waters began working at the NHC, both were able to be contained.
 - o Both fires were the result of carelessness or accident caused by a resident.

Disabled Safety Stickers for Fire Rescue:

- Please come to the office if you are disabled and require "Fire Rescue/ Save Me" or "Hard of Hearing" signs above your door (these signs are specially made to be visible in smoke and in the dark). This will alert firefighters that you must be rescued from your apartment in the event of a fire.
- We will also add your name to a list of those who need extra help getting out in event of a fire.
- If you are Hard of Hearing, please come to the office for a HOH sign for above your door.
- At this point, resident questions regarding fire safety were answered:
 - o Art Howard, 119: Which doors lock in event of a fire?
 - All fire doors will shut; use the marked "exit" doors.
 - Fire doors do not lock.
 - o Mary Lamb, 135: can you use the elevator?
 - NO! Never use ANY elevator in the event of a fire.
 - o Lisa Weinfurter, 263: Should my sticker be on the bottom of the door as well?
 - No, the stickers are smoke and dark visible.

Capital Fund Work:

- Projects currently finished or being finished:
 - o Office renovations
 - o Heated sidewalk on the far entrance
 - o Replaced other sidewalks
 - o Sealed cracks on front heated sidewalk

- Additional cameras, which have been very helpful
- Automatic openers (still working with Stanley to fix broken door near smokers hut)
- Removal of dead trees
- There have been difficulties getting materials due to COVID; ex: windows for apt. 230 will not arrive until February, 2022, minimum.
- Here there was a question from a resident:
 - Todd Morgan, 260: Will the windows be a danger in winter?
 - No, they were triple paned, so they shouldn't cause any issues. We also have glycol in the pipes to protect them.

Resident Vehicles:

- For your own safety, please stay out of the way of the plow when they are working.
- No overnight parking in front lot (no parking in front after 9:00pm). Only park in front of the building if plowing has already been done.
- Try making your appointments later in the day in the winter, that way there will be no issues with the plowing schedule. This is also due to the busses running later in the winter.
 - Connie Beck, 113: When should we schedule our appointments for?
 - After 12:00 pm would be best.
- Do not take out garbage when maintenance is plowing.
- Residents are responsible for ALL snow around or on their vehicle.
- If you are storing a vehicle for the winter, please let us know.
- If you have a visitor overnight, let the office know and we will assign them a temporary parking place.

Maintenance Problems:

- Please DO NOT use any containers without lids! We have had a large number of spills recently.
- DO NOT drag your garbage bags, this stains the carpeted floors in the hallway and is a health hazard!!
- Please remember that this is your home, and we would like to keep it nice. In order to do so, we need residents to report spills, stains, wall damage, and issues with their apartments IMMEDIATELY. The sooner you report things; the sooner maintenance will be able to help you!
 - Comment from Stuart Dulany: treat it like it is your own property; it's your home.

Energy Conservation:

- Please remember to conserve energy!
- If you leave a room, turn the light off.
- If you aren't using something, turn it off or unplug it.
- Make sure you're turning off your fans, lights, and TVs before you leave your apartment!

Candles and Incense:

- BOTH of these are NOT ALLOWED at the Negaunee Housing Commission, Lakeview Apartments. They are SERIOUS FIRE HAZARDS!!
- We recommend using wax melts, powered by a lightbulb, if you would like a nice-smelling alternative.
 - o Todd Morgan, 260: Can we use portable heaters?
 - NO. Please DO NOT use portable heaters! They are also very dangerous and are likely to cause fires.

Ranges:

- NEVER place anything on your range for storage purposes. Make sure your range is CLEAR unless you are actively cooking.
- Ranges are fire hazards, and it is NEVER SAFE to have pots, covers, or papers on top of them.

Emergency Pull-Cords:

- The emergency pull cords are in your Bathroom and your Bedroom.
- They only create an alarm in the hallway outside of YOUR apartment.
- Always keep the cords ACCESSABLE to yourself;
 - o Do NOT tie the cord up.
 - o Do NOT block access to the cord with furniture.
- If you hear someone's pull-cord alarm going off, you are not responsible for them...
 - o However, you may check on them and/ or call 911 (specify: emergency alarm for resident is currently going off). This does not make you responsible for their health or safety.

File of Life:

- A File of Life provides the most up-to-date information to EMS when they help you.
- It allows EMS to work quickly, and to give you the right treatment that won't interfere with any conditions or medications you currently take.

- If you would like to fill out a File of Life, please come to the office and Marcia or Chloe will help you.
 - o One copy is a magnet which goes on your fridge; the second is smaller, and should be carried in your wallet, purse, car, or on your person at all times.
 - o Files of Life MUST be updated regularly by yourself with any new conditions or medications you have.
 - o The File of Life is free to fill out, and is for YOUR benefit.

Stat Checks:

- Must be done between 6:30am and 11:30am EVERYDAY.
- Please do not do them the night before, in case there is an emergency at night and you are unable to be checked on due to a moved stat.
- Make sure the red is no longer visible when you move your stat.
- Stats are easy to do and IMPORTANT to your health and safety!

Halloween Candy/ Parade:

- Unfortunately, we will be unable to hold a Halloween parade this year, due to COVID-19. Please be safe and wash your hands, social distance, and mask at your own discretion. Thank You.

Additional Resident Questions:

- Todd Morgan, 260: Cable?
 - o You have until the 15th of October to change to a cable provider of your choosing.
 - Many residents are switching to internet for their TV.
 - o Please TURN IN your cable boxes, any cables attached to them, and remote. See Marcia or Chloe in the office if you need help to identify them.
 - o Stuart Dulany, 124 has provided the number for Spectrum/Charter which helped him to set up new services with them: 1-844-639-9043. This will be posted on the bulletin boards.

Meeting Adjourned.



Negaunee Housing Commission



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RESIDENT MEETING FRIDAY, OCTOBER 1, 2021 1:00 P.M.

1. WELCOME
2. COVID-19 AND OTHER VIRUSES
3. FIRE ALARM /FIRE SAFETY
 - 3.1 Emergency Alert Symbols (for above doors)
4. CAPITAL FUND WORK
5. RESIDENT VEHICLES - WINTER PROCEDURE
 - 5.1 Snow Removal Equipment
 - 5.2 Visitor Parking & Over Night Parking – Front Lot Snow Removal – Check With Maintenance
 - 5.3 Make Appointments Later
 - 5.4 Garbage – Wait Until Snow And Ice Are Cleared
 - 5.5 Resident Vehicles – Resident's Are Responsible For Their
 - 5.6 Residents Winter Vehicle Storage
6. MAINTENANCE PROBLEMS
 - 6.1 Report All Problems As Soon As Possible
 - 6.2 Report any accidents or damage in common areas
7. ENERGY CONSERVATION
8. CANDLES, INCENSES
9. PORTABLE HEATERS
10. RANGES
11. PULL CORDS – Bedroom & Bathroom
12. FILE OF LIFE – UPDATE
13. STAT CHECKS
14. HALLOWEEN CANDY/PARADE
15. RESIDENTS QUESTIONS
16. ADJOURNMENT

RESPECTIVELY SUBMITTED

MARCIA M. WATERS

EXECUTIVE DIRECTOR