

Information Sheet Tenants of Lions Manor

Security in the Building

- The main doors are locked at all times. Visitors to the building must enter your suite number in the security panel at one of the front entrances; this will cause your telephone to ring. After you have identified the caller you press number nine (9) on your phone to open the door. The door will remain unlocked for approx. 30 seconds.

Alarms The building is equipped with three types of alarm systems for your safety. These alarms are as follows:

1. Smoke Alarm

- The smoke alarm in your suite is the round white sensor that is located in the hallway of your suite.
- The sensor detects smoke in your suite and will be activated when smoke is present.
- When the alarm sounds it is only in your suite. No other tenant will be notified of the problem.
- To cancel the alarm the smoke must be removed from the room. Open a window and wave a towel under the sensor to move the air and the alarm should stop.

2. Emergency Pull Cord

- Each suite has two emergency pull cords. These are located in the master bedroom and bathroom.
- If the cord is pulled an alarm sounds in the hallway of the building to alert the other tenants that you need assistance.
- There are panels on each floor, by the elevator, that indicate which tenant requires the assistance.
- To cancel the alarm the button on the pull station needs to be returned to the off position.

3. Fire Alarm

- The fire alarm is set off by a sensor in each suite and hallway or by pulling one of the alarm stations in the hallway.
- This is a monitored alarm system but if a fire is noticed a call must also be made to 911 to indicate that there is a fire.
- The alarm will sound in the hallways as well as from the red speaker located in each suite.
- The hallway doors will close automatically when the alarm is triggered.
- An employee of the Manor can only shut off this alarm.

In Suite Maintenance The suite does require some periodic maintenance on the part of the tenant. This is as follows:

1. Dryer Vent

- The vent is located above the dryer. The vent door must be removed and the lint taken out of the lint screen.

2. Stove Vent

- Only the suites in Phase 1 have vents in the wall above the stove. These vents need to be opened and the filter cleaned.
- Suites in Phase 2 & 3 have hood ranges with a filter in the hood. This filter must be removed & cleaned on a regular bases.

3. Floor Drain

- The floor drain is located in front of the washing machine, in your suite.
- Two cups of water should be poured down the drain on a monthly base.

Common Rooms/Guest Suites

The manor has a number of common areas that are available for tenant usage and two guest suites that can be rented. 1st Phase

- The multi-purpose room on the main floor with a full kitchen.
 - This room provides noon meals, 5 days per week at a reduced cost.

Information on meals is available from the meal coordinator.

- Coffee each morning from 8:00 to 10:30 and again in the afternoon at approx. 2:30.
 - The tenants of Lions Manor can reserve the multi-purpose room for family parties. There is no charge for this use but a donation would be accepted to help off set expenses. It will not be booked for any function that is advertised to the public where the front door is required to be left open for people to come and go-i.e. Public Showers. The Lions Community Center can be rented for these types of events.

2nd Phase

- There is a library and a pool table room located on the second floor, adjacent to the elevator. The room contains books, and VCR tapes for the tenants to borrow.
- Guest Suite #1 is located on the third floor next to the elevator. The suite contains one queen size bed, TV, Fridge and full shower & bath facilities. Tenants may rent this suite at \$30.00/night and dates should be booked in advance at the office.

3rd Phase

- Exercise room located on the first floor near the hallway going to the Lions Community Centre (HALL). The room is open daily from 7am to 9pm.
- There is a multi-purpose room located on the 2nd floor across from the elevator. Twice a week we have local hairdressers attend to provide hairdressing service and a foot care is provided once per week.
- Guest Suite #2 is located on the main floor adjacent to the lobby. It contains two double beds, TV, and fridge and is also available to the tenants at \$30.00/day. Contact the office to reserve.

INSTRUCTIONS ON FIRE PROCEDURES

IN THE EVENT YOU DISCOVER A FIRE:

Leave the fire area immediately and move to safety. Go to the farthest wing of the building not affected by the fire.

Do not open doors that are hot.

If there is smoke stay low and crawl to safety.

Activate the fire alarm by using a pull station.

Dial 911 (never assume this has been done). Know and give correct address and location of fire in the building, (Stonewall Lions Manor – 622 Centre Ave. Stonewall MB)

Do not use elevators unless permitted by fire department.

Do not return until it is declared safe to do so by the fire department.

IF YOU ARE IN A SUITE AND HEAR A FIRE ALARM:

Stay in your suite and make sure your door is **unlocked**.

The alarm is your warning to **get ready to evacuate**. Pay attention and wait for further instructions as you may be asked to move immediately to a safer area.

If smoke begins entering your suite place a wet towel across the bottom of the base of the door and seal all cracks where smoke can get in. A roll of wide, strong masking tape is useful in sealing cracks.

If smoke continues to enter the suite stay low and move to the balcony and wait for the fire department. We recommend that the area around balcony doors be kept clear of snow and items so the balcony can act as an “area of refuge”.

A bell or whistle can be used for noise to help give firefighters your location.

Items you should have near your bed at night: keys, walker, eyeglasses, flashlight, hearing aids, bell or whistle, telephone, and phone lists

EVACUATION:

All tenants must register during an evacuation. Tenants will be directed to the registration location. For updates family can contact the evacuation control center at 467-7979.