

# BRISTOL COURT

## CONDOMINIUM ASSOCIATION

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2300 Windsor Mall · Park Ridge, IL 60068 · Phone 847-698-3313 · Fax 847-655-6030  
E-mail: [office@bristolcourt.org](mailto:office@bristolcourt.org) · Website: [BRISTOLCOURT.ORG](http://BRISTOLCOURT.ORG)

### **BUILDING FIRE SAFETY**

- Don't prop open exit or stairway doors. These are installed to slow the spread of heat and smoke if there is a fire.
- Speak to your property manager if you see a damaged smoke alarm, fire extinguisher or an emergency light that has burned out.
- Make sure your apartment has a working smoke alarm. Tell your property manager if you think there is a problem with one of your smoke alarms.
- Count the number of doors there are between your apartment and the nearest fire exit. Memorize the number in case you must find the exit in the dark.
- Know where all the exit doors and stairs are on your floor.
- Do not place items in the hallway outside your unit as it becomes a tripping hazard in case of smoke in the hallway.
- Create and practice an escape plan for your own apartment.
- Keep a Fire Extinguisher in your unit, preferably under your kitchen sink for easy reach.
- There are YouTube videos available for Fire Extinguisher usage. (Search: [How To Use a Fire Extinguisher](#)).

### **STAY CALM**

- In the event of a fire, stay calm. Move to the exit as you have practiced. PULL the fire alarm on your way out to notify the fire department and your neighbors. Call the fire department once you are outside and give them the fire location in the building.
- If your apartment door is cool to the touch, open it slowly. Close the door behind you. Stay low and check for smoke or fire in the hallway. If the hallway is safe, follow your building's evacuation plan.
- If your door feels warm to the touch, do not attempt to open it. Call 9-1-1 and tell the dispatcher your apartment number and that you can't open your door. Stay on the phone with the fire department to help them locate you.
- Stuff the cracks around the door with towels, rags, bedding, or tape.
- Wait at a window and signal for help with a flashlight or by waving a white cloth.
- USE the stairs to get out. Do not use the elevator unless directed by the fire department.

### **WAIT OUTSIDE FOR THE FIRE DEPARTMENT**

- Once you are outside, move away from the building. Give firefighters and fire trucks plenty of space.
- Stay outside. Do not go back inside for any reason.
- If you think someone is still inside, tell firefighters where you think they are.
- Wait until firefighters tell you it's safe to go back inside.

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### **FIRE SAFETY CHECKLIST FOR HOMEOWNERS AND RENTERS**

#### **COOKING SAFETY**

- The cooking area should have no items that can burn, such as oven mitts, towels, potholders, etc.
- Stay in the kitchen when you are cooking.
- Pot handles should be turned toward the side of the burner.

#### **ELECTRICAL AND APPLIANCE SAFETY**

- All electrical cords are in good condition and not broken, spliced or cut.
- All plug outlets are safe and do not feel warm when you touch them. (If they are warm, call an electrician.)

#### **CANDLE SAFETY**

- Candles are in sturdy fire-proof containers that won't be tipped over.
- Blow out all candles when leaving the room or going to bed.
- Candles are kept out of reach from children and pets.
- Never carry a lit candle or any other lit container (such as sterno or other gel container).

#### **CHILDREN ARE SOMETIMES CURIOUS ABOUT FIRE.**

- If you have children in your home, lock up any items that can start a fire (matches, lighters, cigarettes, etc.) and make sure children cannot reach candles.

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### **GENERAL SAFETY GUIDELINES FOR HOMEOWNERS AND RENTERS**

#### **KNOW WHO YOU ARE LETTING IN.**

- Sometimes we just want to be good neighbors and hold the doors open. However, make sure you know who you are letting in the building.
- Don't "buzz" anyone into the building without knowing who it is.

#### **GET TO KNOW YOUR NEIGHBORS.**

- It is important to get to know your neighbors so you all can work together to make sure everyone is keeping an eye out for what is happening around your home for everyone's safety.

#### **BE AWARE OF SUSPICIOUS BEHAVIOR.**

- Notify the Association Office AFTER you have called 9-1-1 to report any suspicious behavior.

#### **KNOW YOUR EXITS.**

- In case of an emergency, it is very important to know what the evacuation plan is. Emergencies are unpredictable- so be prepared!

#### **USE YOUR PEEPHOLE.**

- Even if you are expecting someone over, it doesn't hurt to take a peep at who is at your door before opening it. If you don't have a peephole, contact the Association Office.

#### **CHANGE YOUR LOCK.**

- If you are new to a building, ensure that you change your lock just in case the previous tenant still has a copy of the key.
- Have a spare key in the Association Office in case of a lockout or other emergency.

#### **MAKE SURE LIGHTS ARE REPLACED.**

- If you ever see burnt out lights in hallways, stairwells, the parking garage etc. notify your Association Office about it. Lighting is a way to help in the prevention of crime and increase the safety in and around the building.

Association Office  
February 28, 2023