



Sable Points Lighthouse Keepers Association (SPLKA) Volunteer Keepers' Handbook



Mission: The mission of SPLKA is to “Preserve, promote and educate the public and make our lighthouses accessible to all.”

Introduction



With our four lights, Big Sable Point Lighthouse, Little Sable Point Lighthouse, Ludington North Breakwater Light, and White River Light Station, SPLKA is able to have these lights open to promote them and to educate the public. Together, these lights span a fifty mile stretch of Lake Michigan coastline.



Both Big Sable and Little Sable are operated by SPLKA under a lease agreement with the State of Michigan. SPLKA has partnered with the City of Ludington to open the Ludington North Breakwater Light to the public. Also in 2012, SPLKA partnered with Fruitland Township and a concession agreement was reached and now SPLKA operates White River Light Station.

This handbook addresses keepers' duties at all four lights. General policies and procedures appear at the beginning of the handbook. Following that is information specific to each light. Please refer to the table of contents on page three.

The board and staff of SPLKA want to thank you for volunteering to be a keeper at one of our lights and we hope you enjoy your experience.

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GENERAL POLICIES AND PROCEDURES

Resident Keepers and Day Keepers

SPLKA offers two unique keeping experiences for volunteers. Resident keepers stay at the light (BSP) or in a house in the state park (LNBL or LSP). Day keepers usually are individuals who live close enough to our lights to be able to stay at their home yet volunteer as a keeper. Day keepers also help with Bus Days and special evening events at our lights.

Both resident and day keepers are assigned their duties after a thorough screening and training process. A keeper may not work at any of the lights until they are properly trained.

The Lighthouse Keeper's Image

Keepers serve as our lights' voices and are expected to have an accurate knowledge of the history of the lights at which they volunteer. Please review the historical information provided by SPLKA and be ready to share it with our guests.

Keeper clothing should be casual and comfortable, but suitable for greeting visitors. Shorts and t-shirts are appropriate, but must be neat and hole-free. Tank tops, bare feet, flip-flops, and bathing suits are not allowed.

Keepers will be given name tags to wear which identify them as volunteer lighthouse keepers. Please wear the name tag at all times when on duty.

General Keeper Conduct

NO smoking is permitted inside any SPLKA building. Smoking outside must be done well away from the building, and all waste materials must be picked up and disposed of properly.

NO alcoholic beverages are allowed in any of SPLKA's towers and should not be consumed during hours of operation.

NO pets belonging to keepers or guests are permitted inside any lighthouse (except service dogs). This is a state law.

NO candles or open flames are permitted inside any towers or premises.

Keeper Illness or Emergency Absence

If, for any reason, a keeper— either resident or day— is unable to serve an assigned shift, it is imperative that SPLKA's Operations Manager be contacted immediately. If the Operations Manager is unavailable, please follow up with the Executive Director.

Keepers and Their Guests

While you are working at our lights your friends and/or family may want to visit you. We welcome your friends and relatives as visitors to our lights but we ask that you keep these guidelines in mind:

- You will be busy during work hours and have limited time to visit with family and friends
- Your first responsibility is to the work of being a volunteer keeper
- Your family and friends may not help at the tower or in the gift shop
- No overnight guests are allowed at the residence houses

We ask that you schedule your visits after the light has closed for the day so that you are not interfering with your work as a volunteer keeper. We ask that you respect the privacy needs of your fellow resident keepers at the houses and coordinate your guest's visits with them.

Keeper s' Days Off

Keepers will be scheduled for certain days off, as noted in each light's individual section in this handbook. It is important for volunteers to take advantage of this break from their responsibilities.

Visit the following Internet sites for tourism information:

- www.visitludington.com — a Ludington Area Guide
- www.downtownludington.org — Downtown Ludington merchants and events
- www.ludington.org — the Ludington/Scottville Chamber of Commerce/Convention and Visitor's Bureau website
- www.thinkdunes.com — Silver Lake Sand Dunes Area Chamber Of Commerce, serving Silver Lake, Hart, Mears, and Pentwater
- www.pentwater.org — Village of Pentwater merchants and events

Keepers' Gift Shop Discounts

In appreciation of the time and effort invested by our volunteers, all keepers are given a **30% discount on purchases only during their tour of duty, not for the whole season** — excluding snacks and pop/water. The discount is for personal use only and shall not be extended to friends or relatives who might visit during your stay, as SPLKA relies strongly on merchandise revenue to support our mission. If an item is already discounted, keepers receive the greater discount of the two, without an additional 30% off.

Resident Keeper Household Duties

Please keep the tower, gift shop (if applicable), and living quarters as neat and clean as possible during your stay. On the day that you are scheduled to leave, please give your quarters a thorough cleaning and leave them in —move-in condition for the volunteers who follow you.

Please remove all food that you brought but did not use, including dry foods (coffee, sugar, etc.) and condiments (ketchup, mustard, etc.). These items tend to accumulate throughout the season and do not get used, so please take them home with you. Please do not post any signs. Please let the Operations Manager know if you feel any signs should be added or changed. Email him/her at: splkaoperations@gmail.com

Keepers are encouraged to plan simple meals. Often, there is not enough time or space for elaborate food preparation. Some groups of keepers plan meals in advance and some share food preparation responsibilities during their stay. These approaches to meal planning can make everyone's stay more pleasant and reduce the confusion of several volunteers trying to prepare meals simultaneously.

General Exterior Maintenance & Appearance

A complete list of the keepers' daily duties is posted on the refrigerator at each residence. The outdoor duties focus on keeping the exterior of the light station clean and attractive, including sweeping/blowing/shoveling sand from the sidewalks, watering flowers, picking up and disposing of all trash, and, at Big Sable, cleaning/re-stocking the outdoor bathrooms.

Because the light stations are registered historic sites, the use of campers and tents is not permitted. This rule extends to the keepers' residences,

And also means that there is no parking of RVs or campers at residence. Keepers' vehicles must always be parked in the area provided.

Lighthouse Restoration

SPLKA has ongoing restoration projects. All alterations to the lighthouse must be compatible with the restoration plans and in compliance with the regulations for registered historic sites. No alterations to any facility are permitted without prior approval of the board of directors and the Executive Director.

Crowd Management & Safety

While it is not a requirement for volunteer keepers to be certified in First Aid and CPR, we encourage it if at all possible. Contact the Red Cross or the American Heart Association in your area to inquire about training.

If a situation arises that requires immediate attention (e.g., a person becomes belligerent or threatening to anybody on the premises), contact 911. Use the first aid handout that you received with this handbook. You will also find it posted or in the three-ring binder at each site.

While it is the volunteer's job to be a good host and amiable to our guests, one also must be prepared to enforce the rules of safety to visitors, especially at the tops of the towers. If a visitor breaks the rules— leans over the railing on the gallery walk, picks up their child, engages in horseplay, or spits or throws anything over the side of the gallery— your first action should be to remind the visitor of the rules. Then, if they still do not follow your directives, ask them to please return to the ground.

If they do not comply, express yourself firmly saying you will have to take further action if they don't leave the tower at once. It's better to be seen as mean than to have an accident happen on your watch.

Inclement Weather & Tower Closings

While our mission is to keep the lights shining and open to visitors, there will be times when it is not safe to do so. As our eyes and ears, you will be the person to decide if the weather looks ominous enough to evacuate the tower and close down for the day. Please do not feel pressured to keep the tower open just to be friendly to the public; their safety, and yours, as well, is our utmost concern.

If you do decide to close the tower, please follow the procedures for the end of the day, and then contact the Operations Manager. The inclement weather might pass quickly so we ask that you stay close by to reopen the tower when it's passed. Please contact the Operations Manager when it is clear enough to reopen. We advertise to be open 10-5 daily so we try to post the hours we close due to weather for anyone traveling to see our lights and it's important to keep that updated.

Promoting SPLKA

Frequently, visitors will ask you about the lighthouse keepers program, and how to participate. In fact, referrals from our current volunteers make up the majority of new volunteers each season. They see you having fun and want to join in! While the ideal response would be to put them in direct contact with a staff member, that's not always possible.

Informational membership brochures are available online at splka.org and will be available at all four lighthouses to hand out to interested parties. When you see that the brochures are running out, please contact the Operations Manager so they can restock the supply.

If representatives of any media organization (radio, television, print media) ask for information about SPLKA or its lighthouses, please direct them to the SPLKA office. Do not, in any way, appear to represent SPLKA without permission from the Executive Director. Do not take messages to relay to SPLKA direct them to our office contact info and let them call us.

SPLKA is committed to providing an environment for our volunteers and staff that is free from inappropriate or offensive behavior including discriminatory statements and harassment of any form. While resident keepers are living together for one or two weeks with other adult volunteer keepers we ask that you refrain from behavior or discussions that are offensive to those you are sharing the residence house with. It is SPLKA's desire that all volunteer keepers have an enjoyable experience while working our lights.

Guidelines for Lighthouse Towers

Each lighthouse has a tower that visitors are able to climb not just to learn the history but also to see a beautiful view of the area. Below are things that should be noted while providing tours to visitors:

- Persons wanting to climb must be at least 1 meter tall
- Parents can-not carry anybody up to the top and when they are at the top, everyone climbs and stands on own two feet

- food, beverages, backpacks, and purses are not allowed to be carried to the top, inform the visitor that their items will be watched as they climb the tower
- No spitting or throwing things off the top of the tower, cameras may go up but inform the visitor to have it secure. SPLKA is not liable if anything drops and breaks. Visitors are to not lean over the railing
- No one can climb the tower unless there is someone at the top

While at the top, volunteers are to supervise the tower, keep everyone organized and make sure no one touches items they are not supposed to touch (i.e. lens). Volunteers may need to restrict the number of people that go out on the gallery at any given time to avoid overcrowding (BSP and LSP). While at the top volunteers are to greet visitors and share information and answer any questions they may have. One last thing volunteers are to do while at the top is HAVE FUN!

IMPORTANT TELEPHONE NUMBERS		
FIRE/POLICE EMERGENCY	911	REMEMBER TO FOLLOW SAFETY PROCEDURE
FIRE/POLICE (NON-EMERGENCY)	231.869.5858	MASON COUNTY CENTRAL DISPATCH (MASON COUNTY SHERIFF DEPT, LUDINGTON CITY POLICE, AND OCEANA COUNTY SHERIFF DEPT)
EMERGENCY SITUATIONS, GENERAL QUESTIONS Executive Director	Email	splkadirector@gmail.com
	Office	231.845.7417
	Mail	PO Box 673 Ludington, MI 49431
ALL VOLUNTEER RELATIONS Operations Manager	Email	splkaoperations@gmail.com
	Office	231.845.7417
ALL GIFT SHOP QUESTIONS Gift Shop Manager	Email	splkagiftshop@gmail.com
RESTORATION MAINTENANCE SUPERVISOR	Email	splkarestoration@gmail.com
KEEPERS' RESIDENCES		
LUDINGTON NORTH BREAKWATER LIGHT	231.843.8260	9028 W. Park Road, Ludington, MI 49431
LITTLE SABLE POINT LIGHTHOUSE	231.873.1631	384 18th Ave. (B-15 South), Mears, MI 49436
BIG SABLE POINT LIGHTHOUSE	231.845.7343	ALL MAIL SHOULD GO TO- P.O. BOX 673, LUDINGTON, MI 49431

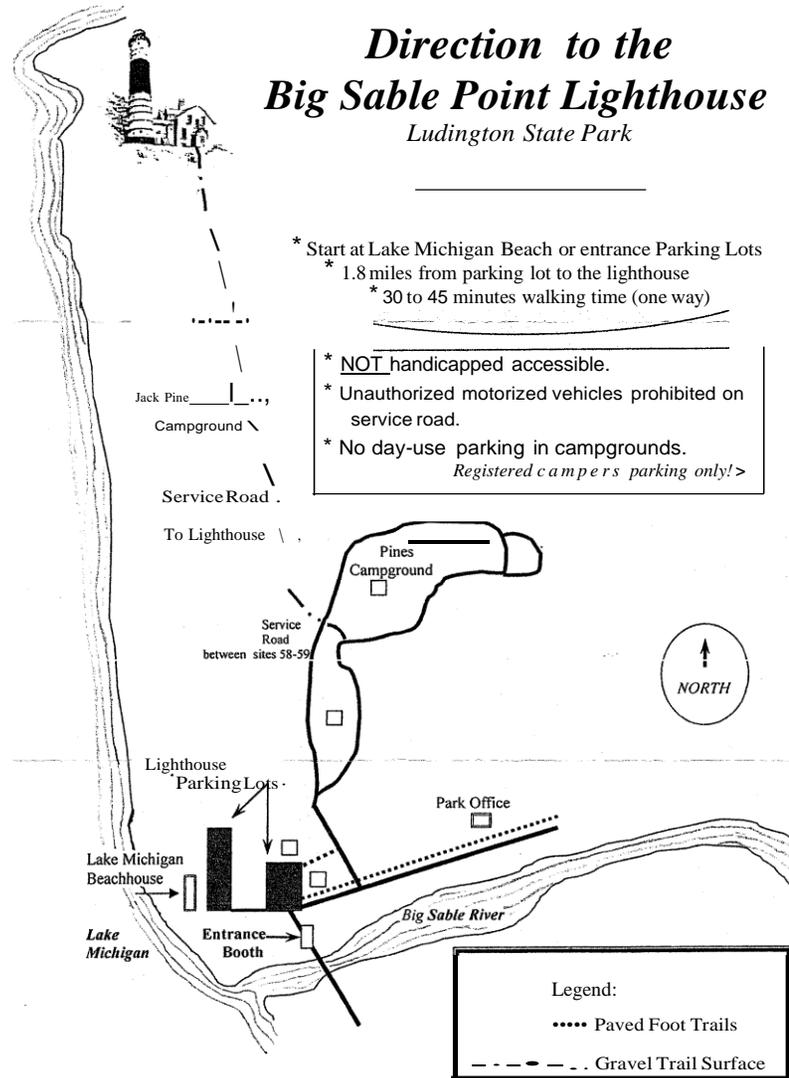
BIG SABLE POINT LIGHTHOUSE

Direction to the Big Sable Point Lighthouse

Ludington State Park

- * Start at Lake Michigan Beach or entrance Parking Lots
- * 1.8 miles from parking lot to the lighthouse
- * 30 to 45 minutes walking time (one way)

- * **NOT** handicapped accessible.
- * Unauthorized motorized vehicles prohibited on service road.
- * No day-use parking in campgrounds.
Registered campers parking only!>



Arrival and Departure for BSP

Keepers are scheduled for two-week tours of duty. On Sundays and Mondays, keepers move in after 5 p.m. and move out after 5 p.m., in staggered shifts as previously assigned by the Operations Manager.

On the day you move out, please be packed, have your room cleaned, and be ready to leave by 5:00 p.m. Incoming volunteers must be ready to begin working by 10:00 a.m. the following day.

Ludington State Park Regulations

The only access to the lighthouse is through Ludington State Park. You will need to purchase a Michigan Recreation Passport. The cost of an annual season Michigan State Park Passport. Any guests who plan to visit you at the light station must also purchase these Recreation Passport permits.

To reach the lighthouse, it is necessary to drive through the Pines Campground. Please use **caution** when driving through this busy area, and observe the speed limit of **ONLY 5 mph**. The state park closes at 10:00 p.m. Keepers are asked to comply with this curfew. Please make every effort to enter or exit the park before 10:00 p.m.

Entering the Premises

You may arrive any time after 5:00 p.m. on your scheduled arrival date. Your first stop will be the Ludington North Breakwater Light keepers' residence in the Ludington State Park to obtain a key to the green gate which secures the access road to the Big Sable Lighthouse. Please follow the instructions you were provided with your tour information.

Gates & Access Trail Use

The green gate at the entrance to the access trail in the Pines Campground is locked at all times. When entering the trail, check to be sure that no other vehicles follow you through the gate.

Be certain to re-lock the green gate once you are through it. On rare occasions, you may find the green gate left unlocked by park personnel. If this occurs, leave the gate the way you found it. They will lock it as they go.

The speed limit on the access trail is 10 m.p.h. Be especially careful when passing bicycles and please stop to let on-coming bikes pass.

If anyone inquires about driving to the lighthouse, politely explain that you are a volunteer at the lighthouse and that the access trail is not a public road. The State Park does not want us giving rides on the access road and we do not want to jeopardize our agreement with them and lose our privilege to use the access road.

Vehicles may be parked in the driveway next to the BSP lighthouse for loading and unloading before 10am or after 5pm, but should be moved to the designated parking area as soon as possible.

Keepers are asked to limit their use of the access trail to the hours prior to 10:00 a.m. and after 5:00 p.m. Excessive and/or unnecessary use of the trail is not permitted in our use agreement with the state and may result in limited accessibility for staff and volunteers in the future.

In addition, use of the trail during visitors' hours creates safety hazards and public relations problems. Keepers are allowed to use the access trail only during their tour of duty– if during other times of the season there is need for use of the access trail, contact the Operations Manager for permission.

Tour of Duty and Schedule

Big Sable Point Lighthouse will be open 10:00 a.m. to 5:00 p.m. every day. Plan to be at the gift shop and tower no later than 9:30 a.m.

If you cannot make your scheduled shift, report to the Operations Manager as soon as possible so a replacement can be arranged. If the Operations Manager is unavailable, please follow up with the Executive Director.

Keeper s' Quarters

You will find the keepers' quarters to be cozy and comfortable during your stay. Resident keepers share the second floor of the lighthouse, which includes one kitchen, two living rooms, two bathrooms and four bedrooms. (Both bathrooms are to be utilized by all guest. The bathroom

near the Gagnon room is not specific to that room.) You will be notified of your bedroom assignment prior to your tour of duty. The following are the keepers' rooms (and corresponding bed/sheet sizes):

- Gagnon Room: Queen Bed and Twin Bed
- Caswell Room: Full Bed
- Blake Room: Full Bed
- Hyde Room: Queen Bed

Please do not leave personal items such as beach towels, chairs, shoes, rafts, and grills on the porches and sidewalks or in other outdoor areas of the light station. We want to ensure that our visitors have a clean, uncluttered view of the lighthouse in their photographs.

Campfires are permitted in the area provided on the north side of the building, but only by keepers— do not allow visitors to build campfires at any time. Do not leave campfires unattended and be sure they are completely extinguished before you leave. Do not build fires if there are strong winds. Please keep the campfire site cleared of trash and personal items.

What's Here and What To Bring

In the upstairs keepers' quarters, there is a central kitchen that is well equipped with a gas range/oven, refrigerator, microwave, George Foreman grill, electric frying pan, waffle maker, toaster, coffee maker, crock pot, dishes, utensils, and pots and pans. SPLKA provides paper towels, bathroom tissue and cleaning supplies. (SPLKA does not provide sandwich baggies, saran wrap or foil.) A second refrigerator for additional food storage is located in the basement along with a washer, dryer, and laundry detergent/dryer sheets.

Keepers provide all their own food and personal items. You will need to bring sheets, towels, blankets, and pillows.

Recycling is part of the routine at Big Sable. The state park provides containers for plastic, glass, and metal by the store at the Cedar Campground.

Please help SPLKA to do our part for the environment by recycling!

Resident Keepers' Days Off

Big Sable Point Lighthouse keepers will have one day off each week, and are encouraged to take the time off to enjoy themselves. Explore the area! Visit BSP's sister towers! Enjoy the Lake Michigan shoreline and our towns!

Lighthouse Security

All exterior doors must remain locked at all times. Visitors to the lighthouse will inadvertently enter any unlocked door and explore the areas behind them! The only exterior door of the lighthouse that is ever left unlocked is the gift shop entrance during the hours the shop is open to the public (10:00 a.m. to 5:00 p.m.). Please check all windows and doors on the first floor before you leave the premises (after business hours) and/or at night before bedtime.

All volunteers should be in possession of a set of keys at all times to avoid being accidentally locked out of the building. Keys are also needed for numerous tasks throughout the day.

There are closets in the keepers' quarters that can be locked and can be used by keepers who are concerned about the safety of their personal property. SPLKA cannot be responsible for items that may be lost or stolen.

Gift Shop Duties

Another of our keepers' primary duties is to operate the gift shop. During the season, both the lighthouse and gift shop are open every day from 10:00 a.m. to 5:00 p.m. During hours of operation, at least two volunteers must always be in the shop, unless SPLKA staff is filling one of those slots.

Only trained volunteers may operate the computer system. Keepers are asked to close out the gift shop cash register at the end of each day. Detailed instructions and training will be provided by the Gift Shop Manager. Bank deposits will be picked up by SPLKA's staff.

Before opening daily, please be sure the gift shop floors are thoroughly swept and the inventory is restocked and organized. Refolding clothing is required many times each day.

Please be sure to greet each visitor and encourage visitors to watch the five minute videotape even if they do not wish to climb the tower. There is no charge for non-climbers to watch the video.

Crowd Management

During June, July, and August, the number of visitors at Big Sable can be overwhelming. The following procedures may be implemented when lines begin to form and/or the gift shop becomes overly congested.

Before you become stressed or overwhelmed, please ask SPLKA's staff for help. SPLKA wants this to be a fun experience for its keepers.

Tower:

- Open the Coast Guard door that provides direct access to the tower from the outside. The key is in the cash register drawer.

Station a volunteer at this door, with a money apron, located in the file

- cabinet in the gift shop, to collect entrance fees (or gift shop receipts) and control the number of people inside.
- Allow 15 people in to view the videotape. Give a BRIEF introduction and start the tape.
- Go back to the door and collect fees (or receipts) from the next 15 people in line.
- When the videotape ends, BRIEFLY answer questions then send this group into the tower (after tower group exits).
- Let the next 15 people in to watch the video.

Use the intercom to communicate with the volunteer at the top of the

- tower to be sure that previous groups are down or starting down before sending more people up.

Gift Shop:

- Close the door between the hallway and video room.
- Station a volunteer outside the front entrance to the gift shop to control

the number of people in the shop. Limit the number to 15. As people exit, allow the same number of people to enter.

- If people pay for admittance to the tower along with purchases, be sure to tell them they need their receipt to show at the tower door.

Keeper Positioning:

Keepers should be positioned as follows:

- 1 keeper at the top of the tower
- 1 keeper in the video room
- 1 keeper outside at the Coast Guard entrance
- 2 keepers in the gift shop (during busy times, one of these positions will often be filled by SPLKA's staff).
- 1 keeper to circulate and help where needed

Computer & Telephone Use

Keepers are welcome to use the telephone for local or long-distance calls. Cell phones rarely work at the lighthouse. Please do not accept collect calls, except in an emergency. The Big Sable lighthouse number is **231-845-7343**. The lighthouse office and gift shop computers are for lighthouse business use only. There is WiFi available for your personal use after 5pm.

Emergency Procedures

Medical: At orientation, volunteers will sign a sheet that indicates what they are responsible for when there is a medical emergency. When an emergency arises, please pick up the emergency plan/report. Follow the instructions that are on the document and make sure to fill out the report portion of the document once emergency personnel have arrived. When there is a medical emergency call **911** and then state park office (231-843-7183) to inform them of the emergency. A defibrillator unit is always on site and stored in the hallway leading to tower.

Fire: In case of fire inside the tower or gift shop or resident quarters, inform everyone to evacuate the tower and building

immediately because there is a fire. Move everyone away from the lighthouse to where the outhouses are located and make sure everyone is accounted for. Call 911 and inform them that there is a fire; also let them know that you are located at the lighthouse inside Ludington State Park. Then call the state park office (231-843-7183) to inform them of the fire. After making those two phone calls please call the Operations Manager/Executive Director.

Electricity goes out: Cash sales could be made. If it is too dark to safely see the gift shop should be evacuated and the building door locked. There is a backup generator outside the north side of the residence. Instructions for operating the generator are in the house upstairs in the kitchen. The generator will provide power for the refrigerator for a period of time. If you have a power failure, call the state park to determine if they are experiencing a power failure. If they are not call (Power Company) and then report to the Operations Manager.

LITTLE SABLE POINT LIGHTHOUSE

Reference Map of Silver Lake Area



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Arrival and Departure

Resident keepers are scheduled for one-week tours of duty and may arrive after noon on Monday. Departing keepers must have their rooms cleaned and ready for the new keepers' arrival by noon on Monday. Please contact the Operations Manager if you plan to arrive on Sunday— some keepers leave at the end of the day on Sunday and there might be a room available for you to sleep in that evening.

Tour of Duty & Schedule

Little Sable will be open 10:00 a.m. to 5:00 p.m. every day during the season. Volunteers will be assigned to each daily shift at the tower and it is critical that volunteers be punctual in showing up for their scheduled time slot.

If you cannot make your scheduled shift, report to the Operations Manager as soon as possible so a replacement can be arranged. If the Operations Manager is unavailable, please follow up with the Executive Director.

Housing Accommodations

Little Sable resident keepers stay at a house which previously served as a residence for Silver Lake State Park employees. The house is located in a beautiful wooded setting at 384 18th Ave. (B-15 South), Mears, MI, about two road miles from the Little Sable Point Lighthouse. The house is ¼ mile south on the left of the intersection where Mac Woods Dune rides originate. See map on page 20.

The house easily accommodates five-six keepers at a time. It includes a kitchen, living room, two bathrooms, three bedrooms, and a large backyard with a fire pit. You will be notified of your bedroom assignment prior to your tour of duty.

What's Here and What To Bring

The kitchen is well equipped with an electric oven, refrigerator, dishwasher, microwave, toaster, coffee maker, crock pot, dishes, utensils, and pots and pans. SPLKA provides some household items such as paper towels, bathroom tissue, and cleaning supplies. SPLKA does not provide saran wrap, baggies, or foil. The house also includes a laundry area with a washer, dryer, and laundry detergent/dryer sheets.

Keepers provide all their own food and personal items. You will need to bring sheets, towels, blankets, and pillows. You may also wish to bring throw rugs to use next to the beds and bath mats for the bathroom.

Please note that parking of RVs and/or campers is not allowed at the LSP residence, through our lease with the State of Michigan. Contact the Operations Manager in advance if this should pose a problem.

Lighthouse Security

During orientation at the beginning of your tour, resident keepers will be issued a set of keys to the residence and to the lighthouse tower. Always secure the tower and lock all doors at the residence any time you leave either site. For personal safety, keepers are also advised to keep all exterior doors locked while they are inside the house. SPLKA is not responsible for personal possessions of volunteers that may be lost or stolen.

Resident Keepers' Days Off

Little Sable Point Lighthouse is staffed by day keepers on Mondays. Resident keepers staff the light Tuesday through Sunday, and have Mondays and (hopefully Thursday) as their scheduled days off.

SPLKA encourages keepers to take full advantage of these days off. Explore the area! Visit LSP's sister towers! Enjoy the Lake Michigan shoreline and our small towns!

Parking at the Tower & What to Bring for Your Tour of Duty

Keepers at Little Sable will park in the main lot leaving the spaces closest

to the light open to visiting guest. You will need to purchase a Michigan Recreation Passport. Any guests who plan to visit you at the light station must also purchase these Recreation Passport permits. The parking lot is often full in summer months and keepers are encouraged to carpool.

Keepers should bring the following suggested items to the tower daily: water, lunch/snacks, sunscreen, sunglasses, a brimmed hat, clothing appropriate for a variety of weather conditions, and comfortable shoes. The sun can be intense at Little Sable Point, and temperatures can change quickly. Also, be aware that it's much colder at the top of the tower. Items can be stored at the base of the tower for pick-up after climbing.

Opening & Closing Duties

Keepers should arrive at Little Sable Lighthouse 1/2 hour before the lighthouse opens. Opening duties include: opening the tower, putting out the signage, benches & umbrella, sweeping walkways and picking up litter, preparing change/back-up bank, turning on and testing the intercom, cleaning up overnight seagull excrement from upper and lower platforms.

Closing duties include: balancing day sheet, taking tower tour money back to the residence to be counted and readied for deposit, putting benches/umbrella away, sweeping the tower steps from top to bottom, and putting away signage. The day sheet must be signed by unrelated people.

Crowd Management

For the most efficient flow of visitors into and out of the lighthouse, volunteers should be positioned as follows:

- 1 outside the tower door selling the tickets
- 1 outside talking with people in line and giving lighthouse history and information
- 1 inside the tower door regulating the traffic flow of guests climbing up/down the stairway
- 1 at the top of the tower stairs (in the Watch Room) greeting people and explaining the workings of the lamp
- 1 outside on the gallery deck monitoring guest activity and answering questions

Emergency Procedures (for incidents at the tower)

Medical: Located in the tower in a folder is the emergency plan/report, pull that out and follow the instructions. When there is a medical emergency call 911, inform them of the emergency and let them know you are located at the lighthouse located inside the Silver Lake State Park. When able to call the state park office (231-873-3083) and inform them of the emergency. Once you are clear from the operator to hang out, call the SPLKA office (231-845-7417) and inform them of the emergency and if no one answers call Operations Manager/Executive Director. As the emergency is being addressed, evacuate the lighthouse and make sure everyone is accounted for. Make sure to fill out the report portion of the emergency plan/report. A defibrillator unit is always on site and stored behind the stairs.

Fire: When a fire has been started inside the tower, evacuate the tower as safely as possible. Also inform those standing outside the lighthouse that there is a fire and move everyone away from the tower to the parking lot. Call 911 and inform them there is a fire at the lighthouse located in Silver Lake State Park. Once off the phone with the operator call the state park office (231-873-3083) and inform them of the fire. Then call the SPLKA office (231-845-7417) and if no answer call Operations Manager/Executive Director to inform them.

LUDINGTON NORTH BREAKWATER

Keepers' residence is located here, near the Ludington State Park Office — see page 12 for a more detailed map of the Ludington State Park.

Follow Lakeshore Drive (M116) north to Ludington State Park (8 miles)



- Legend**
- Parking
 - Parks
 - Playground
 - Public Beach
 - Restrooms
 - Waterfront Walk

MAP IS NOT TO SCALE

Art & Antiques

- 10** Artists Market
- 1** Cole's Antiques Villa
- 3** Todd & Brad Reed Photo Gallery

Boating

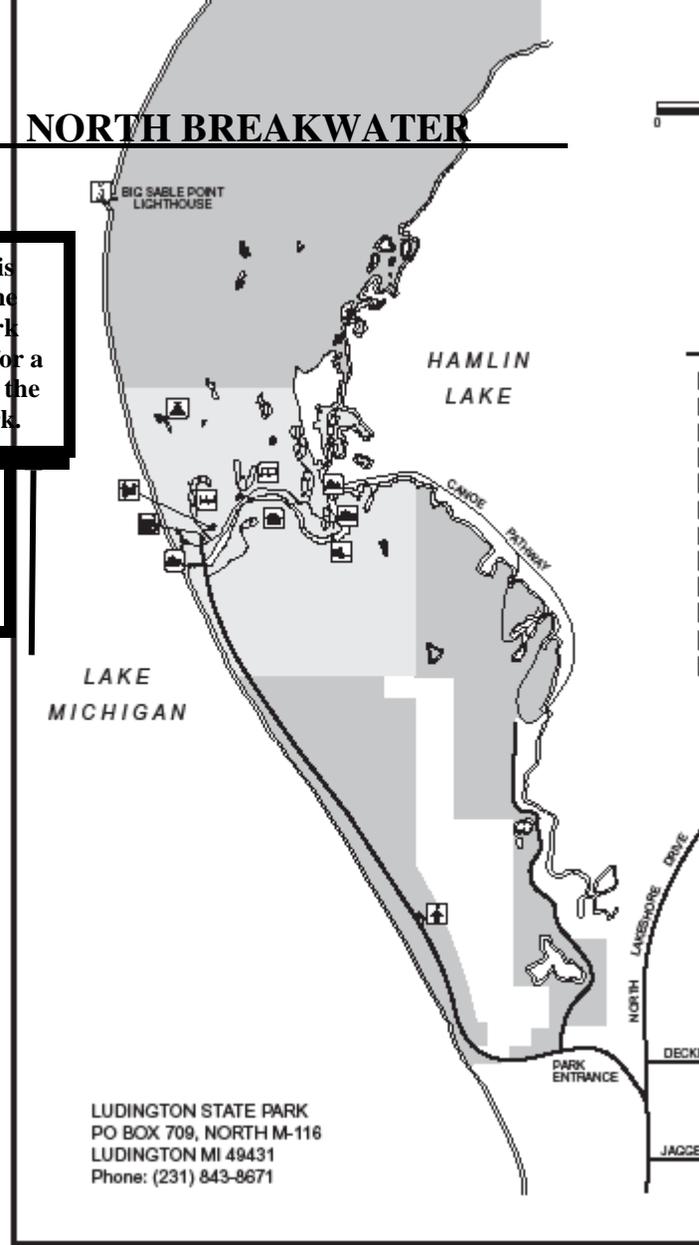
- 4** Harbor View Marina
- 5** Lake Michigan Carferry
- 6** Ludington Municipal Marina

Coffee Shops & Bakeries

- 8** Bookmark - Espresso Cup Coffee Shop
- 9** Chef John's Bakery & Café
- 26** McDonald's Bakery

Dining & Delicatessens

- 10** Best Choice Market
- 9** Chef John's Bakery & Café
- 12** Jamesport Brewing Company
- 13** Luciano's Ristoranti & Deli
- 14** Old Hamlin Restaurant
- 15** PM Steamers



LUDINGTON STATE PARK
PO BOX 709, NORTH M-116
LUDINGTON MI 49431
Phone: (231) 843-8671

- 18** Stearns Motor Inn

- 27** 108 Threads
- 8** Bookmark - Espresso Cup Coffee Shop
- 7** Dean's 4 in 1
- 1** Cole's Antiques Villa
- 3** Todd & Brad Reed Photo Gallery

LUDINGTON NORTH BREAKWATER LIGHT

Arrival and Departure

Resident keepers are scheduled for one week tours of duty at LNBL. Keepers should plan to move into the LNBL house on Monday after 12:00p.m. and move out prior to noon on the following Monday morning.

Please contact the Operations Manager if you plan to arrive on Sunday—some keepers leave at the end of the day on Sunday and there might be a room available for you to sleep in that evening.

Tour of Duty & Schedule

The Ludington light will be open 10:00 a.m. to 5:00 p.m. seven days a week, with assistance from local keepers on Mondays. When you work, plan to be at the tower no later than 9:30 a.m. Volunteers will be assigned to each daily shift at the tower.

Housing Accommodations

LNBL resident keepers stay at a spacious house which previously served as a residence for Ludington State Park employees. The house is located at 9028 W. Park Road, Ludington, MI, about eight miles from the Ludington North Breakwater Lighthouse.

You will need to purchase a Michigan Recreation Passport. Any guests who plan to visit you at the light station must also purchase these Recreation Passport permits.

As you enter the Pines Campground, turn right into the park service area. The road where you turn is directly opposite the dumpsters, which will be on your left. As you enter the service area, the first building on your right is the keeper's residence.

The house easily accommodates five to six keepers. It includes a kitchen, living room/dining room, 2 bathrooms, three bedrooms, and a small backyard with a deck. You will be notified of your bedroom assignment prior to your tour of duty. One bedroom has a queen bed, the second has a double bed, and the third has two twin beds.

What's Here and What To Bring

The kitchen is well equipped with an electric oven, refrigerator, microwave, toaster, coffee maker, crock pot, dishes, utensils, and pots and pans.

SPLKA provides some household items such as paper towels, bathroom tissue, and cleaning supplies. The house also includes a laundry area with a washer, dryer, and laundry detergent/dryer sheets.

Keepers provide all their own food and personal items. You will need to bring sheets, towels, blankets, and pillows. You may also wish to bring throw rugs to use next to the beds and bath mats for the bathroom, though the bedroom floors are carpeted.

Resident Keepers' Days Off

The Ludington North Breakwater Light will be open 7 days a week for the season. Resident keepers will have Monday (and hopefully Thursdays) off depending on arrangements made with the local Breakers group.

SPLKA encourages keepers to take full advantage of their day(s) off. Explore the area! Visit LNBL's sister towers! Enjoy the Lake Michigan shoreline!

Lighthouse Security

During orientation at the beginning of your tour, resident keepers will be issued a set of keys to the residence and to the lighthouse tower. Always secure the tower and lock all doors at the residence any time you leave either site. For personal safety, keepers are also advised to keep all exterior doors locked while they are inside the house. SPLKA is not responsible for personal possessions of volunteers that may be lost or stolen.

Opening & Closing Duties

Keepers should bring the following suggested items to the tower daily: water, lunch/snacks, sunscreen, sunglasses, a brimmed hat, clothing appropriate for a variety of weather conditions, and comfortable shoes. The sun can be intense on the breakwater, and temperatures can change quickly. Also, be aware that it's much colder or hotter at the top of the tower. Items can be stored at the base of the tower.

Keepers should arrive at LNBL 1/2 hour before the lighthouse opens. Opening duties include: opening the tower, putting out the signage, sweeping walkways and picking up litter, preparing change/back-up bank, turning on and testing the walkie-talkies, and folding and arranging merchandise.

Closing duties include: entering the closing count numbers on day sheet,

taking tower tour money and merchandise revenues back to the residence to be counted and readied for deposit, putting benches away, storing merchandise boxes or taking them back to the LNBL residence for restocking, sweeping the tower steps from top to bottom, and putting away signage. The day sheet must be signed by unrelated people.

Crowd Management

For the most efficient flow of visitors into and out of the lighthouse, keepers should be positioned as follows:

- 1 inside the tower selling tickets and helping with merchandise.
- 1 inside talking with people waiting and giving lighthouse history and information.
- 1 on the second or third level regulating visitor flow and providing information.
- 1 at the top of the tower stairs (in the lantern room) greeting people and explaining the workings of the lamp.
- 1 dedicated solely to gift shop/merchandise duties.

Emergency Procedures (for incidents at the tower)

Medical: Located in the tower in a folder in a drawer behind the stairs, is the emergency plan/report, pull that out and follow the instructions. When there is a medical emergency call 911, inform them of the emergency and let them know you are located at the lighthouse located at Sterns Park at the end of the North Breakwater. Once you are clear from the operator to hang up, call the SPLKA office (231-845-7417) and if no one answers call the Operations Manager/Executive Director. As the emergency is being addressed, evacuate the tower and make sure everyone is accounted for. Make sure to fill out the report portion of the emergency plan/report. A defibrillator unit is always on site and stored in a drawer behind the stairs.

Fire: If a fire has been started inside the tower, evacuate the tower as safely as possible. Also inform those standing outside the lighthouse that there is a fire and move everyone down the breakwater to the concession. Call 911 and inform them there is a fire at the lighthouse located in Sterns Park at the end of the north breakwater. Once off the phone with the operator call the SPLKA office (231-845-7417) and if no answer call the Operations Manager/Executive Director and inform whomever you get a hold of the incident.



White River Light Station

Day keepers for White River Light Station can either tour on a Saturday, Sunday, or both. White River Light Station is located in Whitehall, MI at 6199 Murray Rd (see map on previous page). It will be up to you and the WRLS Curator, to schedule and set up a time for orientation.

The White River Light Station is open from 10-5 Tuesday-Sunday, closed on Monday

Lodging is not provided here but one can find many Bed & Breakfasts, Hotels, and Campgrounds in the area to help accommodate living arrangements while being on tour.

Daily Tasks: Open the museum/tower at 10:00am; arrive about a half hour early to get started. You will welcome visitors as they make their way into the gift shop. You will handle money and use a cash register (training provided) that is either for museum tours, gift shop sales, donations, or all of the above. As a keeper you will share information with the visitors and answer any questions they have to the best of your ability. Keeping the museum and gift shop clean is also a necessity. The museum closes at 5pm and an end of the day sheet will be filled out indicating gift shop sales, donations, and museum tours for the day.

Emergency Procedures:

Medical: Located in the gift shop in a folder is the emergency plan/report, pull that out and follow the instructions. When there is a medical emergency call **911**, inform them of the emergency and let them know you are located at the White River Light Station. Once you are clear from the operator to hang out, call the Curator if they are not already there and then SPLKA office (231-845-7417) and inform them of the emergency. If no one answers at the office contact the Executive Director/Operations Manager. As the emergency is being addressed, evacuate the lighthouse and make sure everyone is accounted for. Make sure to fill out the report portion of the emergency plan/report. A defibrillator unit is always on site and stored in the gift shop.

Fire: When a fire has been started inside the lighthouse, evacuate the lighthouse as safely as possible. Also inform those standing outside the lighthouse that there is a fire and move everyone away from the tower to the parking lot.

Call **911** and inform them there is a fire at the lighthouse located at the White River Light Station. Once off the phone with the operator, call the Curator and inform him/her of the fire and then call the SPLKA

office (231-845-7417) and if no answer call the Operations Manager/Executive Director and inform whomever you get a hold of the incident as well.

Light goes out: If power goes out, please contact the Curator unless already there, about the situation.

Sable Points Lighthouse Keepers Association



Our Mission:

To preserve, promote and educate the public and make our lighthouses accessible to all.

Please inquire if you'd like to learn ways that you can help!

Donations and Memberships can be sent to:

P.O. Box 673, Ludington, MI 49431

www.splka.org

**** Thank you for your support of Michigan's Maritime History !!!***