AU CHÂTEAU

FIRE PLAN

FIRE PLAN

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1. *GENERAL PROCEDURES TO FOLLOW IN CASE OF FIRE*

All employees will also follow the procedures outlined in their department.

a) UPON DISCOVERING A FIRE

01. Providing assistance to anyone in immediate danger from the fire has first priority. If, for example, a resident is involved in fire (clothing or bedding is on fire) extinguish the fire immediately and rescue the resident. Assure yourself that the room has been completely evacuated. Checking bathroom, behind bathroom door, clothes closet, sink cabinets, under bed, behind curtains, generally precedes turning on the alarm.

02. Pull the alarm (if necessary).

03. Attend to resident(s) and visitor(s) immediately and remove them from fire area.

04. Use the Fire Extinguisher **if possible**, do this **ONLY** if the fire is very small and you know you can put it out.

05. Notify the Command Post to give exact location and describe the fire condition.

Weekdays:	Main Office – extension **2000**
Evenings, nights, weekends:	Nursing Station 1st floor – ext. **2101** (alternate command post nursing station)

06. Confine the fire – close the doors and windows and do not re-enter the room

07. If necessary, evacuate residents from adjoining rooms and rooms directly across hallway and bring them across to nearest fire doors.

08. Close all windows and doors in all other rooms to prevent heat or smoke from getting into rooms or hallways, and to prevent draft.

09. Turn on lights (if necessary).

10. Do not use elevators.

11. To prevent doorways from being blocked, remove all equipment from hallway and store in any unoccupied room.

12. Re-assure residents and visitors. Visitors are to remain with the residents they are visiting.

13. Shut off all electrical equipment unless such action would be hazardous.

14. Carry on emergency fire procedures as outlined in the departmental instructions.

15. Do not run.

16. Be prepared to evacuate.

17. Account for all residents.

b) UPON HEARING A FIRE ALARM:

01. Proceed to your designated staff pool area and await instructions.

02. If fire is in your area, you may be required to respond to the alarm. WHEN RESPONDING TO THE ALARM, VERIFY IF SMOKE DETECTOR LIGHT IS ON. IT IS ALSO IMPORTANT TO VERIFY THE PULL STATIONS ON THE WALLS IN THE AREA OF THE FIRE.

03. Personnel who have residents with them in other departments will remain with the resident until CODE RED is cancelled or further instructions are issued.

04. All other personnel will follow their specific departmental instructions.

05. Close all doors and windows to prevent heat or smoke from getting into rooms or hallways and to prevent draft.

06. Reassure residents and visitors. Visitors are to remain with the residents they are visiting.

07. To prevent doorways from being blocked, remove all equipment from hallway and store in any unoccupied room..

08. Turn lights on (if necessary).

09. Prepare for possible evacuation.

10. Standby for further instructions.

c) FIRE ALARM PROCEDURES FOR EVACUATION:

In Case of an evacuation, the Fire Marker that is hung behind the resident's door **MUST** be placed around the door handle and **MUST** be leaning on the door frame. This means that the room has been evacuated. If the door is opened, the Marker will swing down. The room must then be re-checked.

d) APARTMENTS:

Please note that the Apartment Units are part of Au Château and the Fire and disaster procedures apply to the apartment units.

2. *DEPARTMENTAL PROCEDURES TO BE FOLLOWED IN CASE OF FIRE*

a) NURSING DEPARTMENT:

01. NURSING PROCEDURES FOR *EVERY SHIFT*:

If you DISCOVER a FIRE:

01. In any area of the Home, follow the **General Procedures** outlined on pages 2-3-4 of this manual

02. Upon hearing the fire alarm all nursing personnel must return to their work station.

If FIRE is in YOUR AREA:

01. **All residents in the area of the fire have to be accounted for.**

Use Red clip board in that section.

If FIRE is ELSEWHERE in the HOME:

01. Report to your designated staff pool, and await instructions.

Your Staff Pool Area is the Nursing Station 1st Floor unless otherwise specified.

02. Nursing - *WEEKDAYS*:

If FIRE is in YOUR AREA

01. Director of Care

Report to the scene of the fire in your department. Take charge of your department. Assure yourself that procedures are being carried out.

02. Head Nurse:

If fire is in your area you must account for all residents in your section, using red clip board. Station yourself at the Nursing Station. If you are missing some residents report to

the Command Post to require assistance. (Weekdays – Main Office – extension 0).

You must go to the Nursing Station in your section and direct the personnel to the area that they have to verify. You must remain at your station until further notice and must be readily available to answer the telephone. Notify Command Post of area of fire when advised.

03. Medication RPN – 1st Floor

You are in charge of the Staff Pool under the direction of the supervisor. Keep record of the number of employees in the staff pool and give report to the Head Nurse. Delegate one employee to the Command Post stating number of employees in Staff Pool Nursing 1st Floor. Give report of activities to the Head Nurse.

04. All other Nursing Staff

Follow **General Procedures outlined on pages 2-3-4** of this manual. If fire is in your area assist in the accounting of residents in your section. Report names of residents to the head nurse.

If FIRE is ELSEWHERE in the HOME:

01. Assure yourself that procedures are being carried out in your department.

02. Medication R.P.N.

You must go to the Nursing Station in your section and direct the personnel to the area that they have to verify. You must remain at your station until further notice and must be readily available to answer the telephone.

03. Medication R.P.N. – 1st Floor

You are in charge of the Staff Pool under the direction of the supervisor. Keep a record of the number of employees in the Staff Pool and give report to the Head Nurse. Delegate one employee to the Command Post stating number of employees in Staff Pool Nursing 1st Floor. Give report of activities to the Head Nurse.

04. HCA 1

Remain on your floor.

05. All other Nursing Staff

Follow **General Procedures** outlined on page 2-3-4 of this manual. Report to your Head Nurse and proceed to Nursing Staff Pool on 1st floor.

Your Staff Pool area is the Nursing Station 1st Floor.

03. Nursing – *EVENINGS, NIGHTS AND WEEKENDS*

03.1. PROCEDURES for *COMMAND POST – NURSING – EVENING-WEEKENDS*

Follow **General Procedures** on pages 2-3-4 of this manual.

The RPN on 1st Floor establishes the Command Post:

PROCEDURES:

01. Upon hearing the fire alarm, check annunciator panel for area of fire.

02. Announce CODE RED loud and clear on the P.A. three (3) times identifying the area of the fire or department.

03. Contact the Fire Department - **753-1170**

04. Keep the telephone line open with the Fire Department.

05. Set Walkie Talkie to Channel 1 and await instructions from fire area (RN).

06. Advise non-emergency calls from outside the Home to call back at a later time.

07. Keep written record of the time and sequence of events. Give documentation to the Supervisor.

08. Keep record of number of employees in Staff Pool Nursing 1st Floor.

You are in charge of Staff Pool under the direction of the Supervisor.

09. **If fire is in your area** you must assure yourself that all residents in that section are accounted for, using red clip board.

10. Cancel CODE RED when advised by Supervisor.

11. On evening or night shift, on weekends or holidays, if it is decided that **assistance** is required, notify the **Emergency call list**:

Administrator - Jacques Dupuis 753-6343
497-4169 (cell)

Environmental
Services Mgr. – Marcel Bergeron 753-3022
840-8337 (cell)

Director of Care- Cindy Brouillette 845-1656 (cell)

They will contact the initial Emergency Call list

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03.2. PROCEDURES FOR *RN SUPERVISOR – EVENINGS, NIGHTS AND WEEKENDS*

WHEN YOU HEAR THE FIRE ALARM:

01. Report to the scene of the fire.

02. Assess the severity of the fire.

03. Contact Command Post Nurse – Utilizing Walkie Talkie

04. Determine the need to evacuate.

05. Direct staff in the evacuation and fire fighting procedures.

06. Assure yourself that all residents are accounted for in the area of the fire.

07. The Supervisor will assure herself that the following information is collected and documented:

> the information received and the time.
> the orders given.
> the staff sent from the staff pools to perform certain tasks.
> the name of the person in charge of the Staff Pools and the number of people present.

Staff pool areas – Nursing 1st Floor – Ext. 2101
Dining Lounge – Dietary Dept – Ext. 2031

NOTE: After 4:00 p.m., the staff pool for ALL EMPLOYEES is the Nursing Station 1st Floor.

08. R.N. Supervisor will ensure that maintenance or Security Guard has reset the alarm.

N.B. You must remain at the scene of the fire until the arrival of the **Firefighters.**

You are responsible for filling of Fire Incident Report Form.

03.3 PROCEDURES FOR *ALL OTHER NURSING STAFF - EVENING, AND WEEKENDS*

Follow the **General Procedures** on pages 2-3-4 of this manual

01. **Medication Nurse:** (Nursing Sections 2-3-A)

Your Staff Pool area is your Nursing Station. You must remain in your section and wait for instructions. Give report of activities to evening and weekend supervisor. If fire is in your area, using red clipboard, assure yourself that all residents in your section are accounted for.

If fire is somewhere else in the Home you must remain at your Station until further notice and must be readily available to answer the telephone.

02. **HCA – 3rd Floor**

Nurse's Aide Assignment A – Supervise the exit door at the far end of the hallway (Northwest door) until alarm has been reset and door is secure.

HCA - Assignment B – Supervise the exit door near the Nursing Station as well as the door to the elevator until the alarm has been reset and the door is secure.

03. **All Other HCA's**

Follow **General Procedures** outlined on pages 2-3-4.

NIGHTS

Follow the **General Procedures outlined on pages 2-3-4** of this manual.

01. **HCA's:**

HCA's – 1st Floor- Establish Command Post.

HCA's 2nd and section A – follow general and Nursing procedures outlined on pages 8-9-10. Remain on your floor unless assistance is required.

HCA's 3rd Floor – Report to your floor and supervise the exit door near the Nursing Station as well as the door to the elevator, until alarm has been reset and door is secure.

02. **RPN':**

RPN – 2nd Floor & Section A - Upon hearing the fire alarm, report to the area of fire to assist RN in locating fire.

03. RPN - 1st Floor & 3rd Floor- Upon hearing fire alarm, report to the 3rd Floor and supervise the exit door at the far end of the hallway (Northwest door) until alarm has been reset and door is secure.

b) Administration

During Business Hours - MONDAY TO FRIDAY – 8:00 AM TO 4:00 PM

When a fire is discovered, it is the responsibility of the Administrator or his delegate to assess its severity in collaboration with maintenance staff and the fire department if available, and to determine if there is need of assistance from any of the staff pools or if partial or global evacuation should commence. He/She will then decide if the alarm is to go to the 2nd stage. He/She will then instruct the switchboard as to when to announce the cancellation of CODE RED and see that the alarm is reset.

DUTIES of the *ADMINISTRATOR OR HIS DELEGATE*:

Procedures when you hear the fire alarm:

01. Establish the COMMAND POST.

02. Delegate a responsible person to the area of the fire to assess its severity.

03. The Administrator or his delegate will assure himself that the following information is collected and documented:
(Administration Fire Checklist): - time of fire and person reporting it.
- orders given and delegate's name.
- number of persons in staff pools with signatures and name of person in charge.

04. Stand by to receive information from fire scene delegate.

05. Determine the need for evacuation (partial or global).

THE COMMAND POST (Administration and Office Personnel)

The Command Post will be located in the Main Office. It controls all staff pool areas and all requests for additional personnel. It is also the collecting and disseminating centre for all reports to all concerned (news media, etc.). The alternate command post is the Nursing Station – 1st Floor.

This area will be staffed by:
- the Administrator or his delegate.

- two administration staff members.

These will be the only authorized persons responsible for the operation of the Command Post.

NOTE: Weekdays, between the hours of 12:00 p.m. and 1:00 p.m., the Housekeeping Help (Section B) will report to the Command Post.

Administrator's Designate – If the Administrator is absent, you are in charge of the Command Post.

PROCEDURES – IF FIRE is ELSEWHERE in the HOME

01. ANNOUNCEMENT OF CODE RED

One office staff:

a) Announces CODE RED on the P.A. system three (3) times identifying the area or Department.

b) Advises non-emergency calls from outside the Home to call back at a later time.

c) Keeps the telephone line open with the fire department.

d) If assistance is required, the Command Post will communicate with the staff pools for assistance and direct them to the area where they are needed.

Staff pools: 1- Main Dining Lounge
2- Nursing Station (1st Floor)
3- Main Office

02. ADMINISTRATION FIRE CHECKLIST

One office staff member will:

a) Be responsible to fill out the Administration Fire Checklist and have everyone in staff pool sign the back of the Checklist for attendance purposes.

One office staff proceeds to Chapel or Foyer des Châtelaines with residents.

03. CANCELLATION OF CODE RED

If and when you are advised by the maintenance crew that the fire has been put out, announce over the P.A. three (3) times that the CODE RED has been cancelled.

04. EVACUATION – CODE YELLOW

If and when you are advised by the Administrator or his delegate during business that a vertical or horizontal evacuation is necessary, announce three (3) times on the P.A. **CODE YELLOW,** stating area to be evacuated. The second stage alarm will be activated and the alarm will sound at one hundred and twenty (120) strokes per minute for an evacuation.

05. CANCELLATION OF CODE YELLOW

The Administrator with the assistance of the Fire Department will make the decision to cancel code Yellow. The office staff will then announce over the P.A. three (3) times that the CODE YELLOW has been cancelled.

06. EVACUATION - CODE BLUE

If and when you are advised by the Administrator or his delegate during business hours that a complete evacuation is necessary, announce three (3) times on the P.A. **CODE BLUE.** The second stage alarm will be activated.

The command post will call the ambulance and bus transportation to transport residents to shelter areas (complex and hospital).

1. FOR SHELTER - COMPLEX	
Sarah Furchner – Coordinator of Community Services	753-0160 (Bus) 498-9766 (Cell)
Marc Ayotte – Facility Manager	358-0890 (Cell)
West Nipissing General Hospital	753-3110

2. FOR TRANSPORTATION		
Days	: Allouette Bus Lines	753-3911
Evenings and Weekends	: Mike Brideau	840-6453 (Cell)

3.STURGEON FALLS AMBULANCE	9-1-1

OTHER OFFICE STAFF

a) Shut off all equipment unless hazardous to life and close all doors and windows to your department.

b) Close all files, doors and safe.

c) Report to your designated staff pool.

Your staff pool area is the MAIN OFFICE.

PROCEDURES for COMMAND POST – if FIRE is in YOUR AREA:

a) Pull the fire alarm.

b) The Administrator or his delegate and one office staff will establish the command post at the Nursing Station 1st Floor (follow procedures for command post p.10).

OTHER STAFF

a) Close the doors and windows of the room where there is a fire to confine it.

b) Make sure you are out of danger.

c) Try to put out the fire only if it is small and not between you and the exit.

d) Evacuate if necessary, ensure doors and windows are closed to fire affected area.

e) Report to the Staff Pool at the 1st Floor Nursing Station and wait for instructions either to evacuate or to return to normal when CODE RED is cancelled.

STAFF POOL AREAS

When a fire or disaster situation is declared, all available personnel shall immediately proceed to the nearest staff pool area and await further instructions from the command post. During a disaster, all employees are to enter by the Main Entrance door only.

RESPONSIBILITIES OF PERSON IN CHARGE

a) Count the number of persons in your pool area. Delegate one employee to the command post, stating number of persons in staff pool.

b) Assign appropriate personnel on request from the command post.

c) Keep telephone lines clear at all times.

THE PRE-DETERMINED STAFF POOL AREAS ARE:

DEPARTMENTS	STAFF POOL AREA
Administration	Main Office
Dietary Laundry Amenity (Staff Lunch Room) Housekeeping (Section A)	Main Dining Room
RAI-MDS/QA Coordinator & Skin/Wound Care Clerk Housekeeping (Working 1-2-3 floors, Sec. B) Adjuvant All nursing staff	Nursing Station 1st Floor

Between the hours of 12:00 p.m. and 1:00 p.m. the Housekeeping Help (Section B) will report to the Command Post (Main Office)

After 4:00 p.m.: All employees must refer to their Departmental Instructions.

c) Adjuvant - Activity Department Staff

IF YOU HEAR THE ALARM OR DISCOVER A FIRE:

In any area of the Home, follow the **General Procedures outlined on pages 2-3-4** of this manual.

Your staff pool area is in the Nursing Station 1st Floor. Await for instructions.

d) Dietary Department Staff

IF YOU HEAR THE ALARM OR DISCOVER A FIRE:

In any area of the Home, follow the **General Procedures outlined on pages 2-3-4** of this manual.

Your staff pool area is in the Main Dining Room.

NOTE: **After 4:00 p.m., the Dietary Staff Pool is the Nursing Station 1st Floor. If residents are in Dining Room (Position L1) stays with residents.**

STAFF POOL – MAIN DINING LOUNGE

The Dietary Supervisor or delegate, is responsible for the Staff Pool in the Main Dining Room. Keep a record of the number of employees in the Staff Pool by having every staff member sign the Staff Pool Attendance List. Once filled out, delegate one employee to return the Staff Pool Attendance List to the Command Post.

The list of responsible employees for the staff pool are as follows:

01. Dietary Supervisor
02. Cook (A)
03. Employee (J) at 11:15 a.m.

Therefore, in the absence of the Supervisor, the Cook (A) is responsible. If the Supervisor and Cook are absent, employee (J) at 11:15 a.m. is responsible for the staff pool.

Procedures for POSITION "M":

Monday to Friday between the hours of 12:00 p.m. and 1:00 p.m.

Report to Chapel and Salon des Chatelaines and group residents in one of these rooms until further instructions are issued.

Weekend and Statutory Holidays between the hours of 12:00 pm and 8:00 pm
Report to Chapel and Salon des Chatelaines and group residents in one of these rooms until further instructions are issued.

e) **Housekeeping– Custodian Staff**

IF YOU HEAR THE ALARM OR DISCOVER A FIRE
In any area of the Home, follow the **General Procedures** outlined on page 2-3-4 of this manual.

Staff working in amenity (Staff Room) and Section A your staff pool area is the Main Dining Room.

Staff working on 1st Floor, 2nd Floor, 3rd Floor, Sections B and C your Staff Pool area is Nursing Station (first Floor).

f) **Laundry Department Staff**

IF YOU HEAR THE ALARM OR DISCOVER A FIRE:
In any area of the Home, follow the **General Procedures outlined on pages 2-3-4** of this manual.

01. Shut off any equipment in the area and close doors and windows to limit spread of smoke and flame.

02. Check storage rooms, boiler room, storage room, close fan switch room 25, maintenance shop, stairs and alcoves. Conduct vertical evacuation of residents who may be in these areas.

Your staff pool area is the Main Dining Room.
Laundry Worker (R position) bring schedules with you.

g) **Maintenance Staff**

If you HEAR the ALARM or DISCOVER a FIRE:

Follow the **General Procedures outlined on pages 2-3-4** of this manual.

Environmental Services Manager

01. Proceed to area of fire to offer assistance.

02. If Maintenance staff is not available to assist at fire, Environmental Services Manager is responsible to cancel Code Red if applicable.

If FIRE is in YOUR AREA:

01. **Skilled Maintenance**: Report to fire area.

02. **Semi Skilled Maintenance "A Position"**: Shut off any equipment in the area and close doors, windows, ventilators, compressor room, boiler room, shop, storage room. Once this has been done, report to fire area.

03. **Semi-Skilled Maintenance "B position":** Report to fire area.

04. **Firefighters are responsible to call elevators to 1st floor.**

05. Wait for instructions either to evacuate or return to normal when CODE RED is cancelled.

If FIRE is ELSEWHERE in the HOME:

01. Check annunciator panel.

02. **Skilled Maintenance**: report to fire area.

03. **Semi-Skilled Maintenance**: Report to fire area.

04. If **FALSE ALARM**, the skilled maintenance or delegate will reset the fire panel.

05. All key pad doors including all roll-down doors at 1st, 2nd & 3rd Floor Nursing stations must also be reset.

Security Guards are responsible to reset the alarm every day between the hours of 3:00 p.m. to 11:00 p.m.. Anytime after these hours, the responsible R.N. will contact the Maintenance employee who is on call at that time.

06. In case of fire – Fire Chief will give approval to reset panel.

Weekdays – you are responsible for filling of Fire Incident Report Form.

h) Others

Security Guards

Follow the **General Procedures outlined on pages 2-3-4** of this manual.

01. Upon hearing the fire alarm, proceed to the area of the fire to provide assistance.
02. If FALSE ALARM, reset the alarm.

03. In case of fire, the Fire Chief will give approval to reset panel.

Pastoral Care

Follow the **General Procedures outlined on pages 2-3-4** of this manual.

01. Upon hearing the fire alarm, remain in Chapel with residents & visitors.

03. *APARTMENT UNITS*

In the event of Fire, TENANTS will:

01. Leave the fire area, take key, do not lock doors, **report to the Common Room in your building.** The Red Clip Board with tenant list is behind the door of the Common Room.

02. Close all doors and windows behind you.

03. **Telephone the Fire Department, dial 9-1-1** (never assume this has been done). Know and give correct address and location of fire in the building.

Villa du Loisir : 106 Michaud Street

Villa des Pignons : 709 Coursol Road

Domaine Leclair : 711 Coursol Road

Villa Joie de Vivre : 715 Coursol Road

04. Activate the fire alarm, using pull station.

05. Use **EXIT** stairwells to leave the building immediately.

06. Do **NOT** use elevators.

07. Do not return until it is declared safe to do so by Fire Official.

IF YOU ARE IN AN APARTMENT AND FIRE ALARM IS HEARD:

01. **Before opening door**, feel door knob and door from top to bottom for heat.
If not hot, brace yourself against door and open slightly. If you feel air pressure or hot draft, close door quickly.

02. If you find no fire or smoke in corridor, take room key, close door behind you and leave by nearest exit stairwell.

03. If you encounter smoke in corridor or stairwell, consider taking corridor to other side of building where another stairwell may be clear, or return to your apartment.

IF YOU CANNOT LEAVE YOUR APARTMENT OR HAVE RETURNED TO IT BECAUSE OF FIRE OR SMOKE, REMAIN IN YOUR APARTMENT AND:

01. Close the door.

02. Unlock door for possible entry by firefighters.

03. **Dial 9-1-1-** and tell Fire Department where you are then signal to fire fighters by waving a sheet from balcony.

04. Seal all cracks where smoke can come in by using wet towels or sheets to seal doors, windows and central air conditioning outlets, and any other areas where smoke could penetrate. (Roll of wide strong masking tape is useful).

05. Crouch low to the floor if smoke enters the room.

06. Move to the balcony or most protected room and partially open the window for air (close the window if smoke comes in).

07. Wait to be rescued. **Remain calm.** Do not panic or jump.

08. Listen for instructions or information which may be given by authorized personnel or over loudspeakers.

d) *ALARM SYSTEM AND FIRE FIGHTING EQUIPMENT*

FIRE ALARM SYSTEM :

Our fire alarm system is activated by smoke detectors, heat rise sensors, sprinklers and pull stations which are strategically situated at every exit throughout the Home. These can be activated manually by anyone who discovers a fire. Pulling such a switch has exactly the same effect as when the alarm is set off by a fire detector and the same sequence follows. Department Heads must ensure that their staff know where these stations are located. Annunciator panels are located in the Main Office, Nursing Station (1st Floor) , Main Entrance and the Receiving Entrance. When the alarm system is activated, a light in the annunciator panel indicates in which area the alarm was activated.

When the system is activated, the alarm will ring at a rate of twenty (20) strokes per minute. When the decision to have a global evacuation of the Home or of a major section, is made by the Administrator (2nd) stage alarm which will then ring continuously.

Our fire alarm system is connected directly to the municipal fire department, but a separate report of the fire must be transmitted promptly to the fire department, giving the location and extent of the fire in the Home.

The alarm signal notifies the staff in the Home that there is a fire emergency. The staff must also be informed of the location of the fire, therefore when the alarm rings, one staff member in the Administration office checks the annunciator panel and announces over the voice communicator system the area where the alarm was activated. This should be reported three (3) times. When the Main Office is unmanned (evenings and weekends), the Medication R.P.N. at the Nursing Station will perform this duty.

FIRE FIGHTING:

In a fire emergency the safety of the residents is of prime importance. Only when a resident's life is in immediate danger should staff attempt to fight a fire.

For fire to occur, three things are essential. There must be fuel, burnable material and an ignition source; heat to preheat the fuel to produce gases which will burn; and oxygen to sustain the burning. Fires are extinguished by cooling, smothering, limiting the available fuel or interrupting the burning chemistry. These approaches may be applied individually or in combination.

There are three classes of fire or concern here:

Class A Fires – involves common combustibles such as wood, cloth, paper and straw. This type is extinguished with water. The application of water will lower the temperature below the ignition point. A blanket or a cover on a flat top waste basket with burning paper in it might be used to extinguish the fire by removing the air supply necessary for combustion.

Class B Fires – are of flammable liquids such as gasoline, greases, oil and paint. This type must have a special extinguishing agent which will remove the air (oxygen) from the burning substances such as carbon dioxide (C02) or dry chemical extinguisher. Sand or a blanket might also serve to cut off the oxygen supply to a flammable liquid fire,

Class C Fires – involve electrical faults which might occur with defective wiring, electrical motors, heating units or power panels. The first step in fighting a Class C fire should be to cut-off the power by pulling the plug or switching it

off at the main panel. C02 or dry chemical extinguishers are suitable for use with this type of fire.

Au Château has a standpipe system including hose cabinets containing 75 ft long hoses with fog nozzles. Before the water is turned on for one of these hoses it must be completely off its rack. If one fold is left, it will act as a shut-off, damage the hose and make its removal from the rack almost impossible.

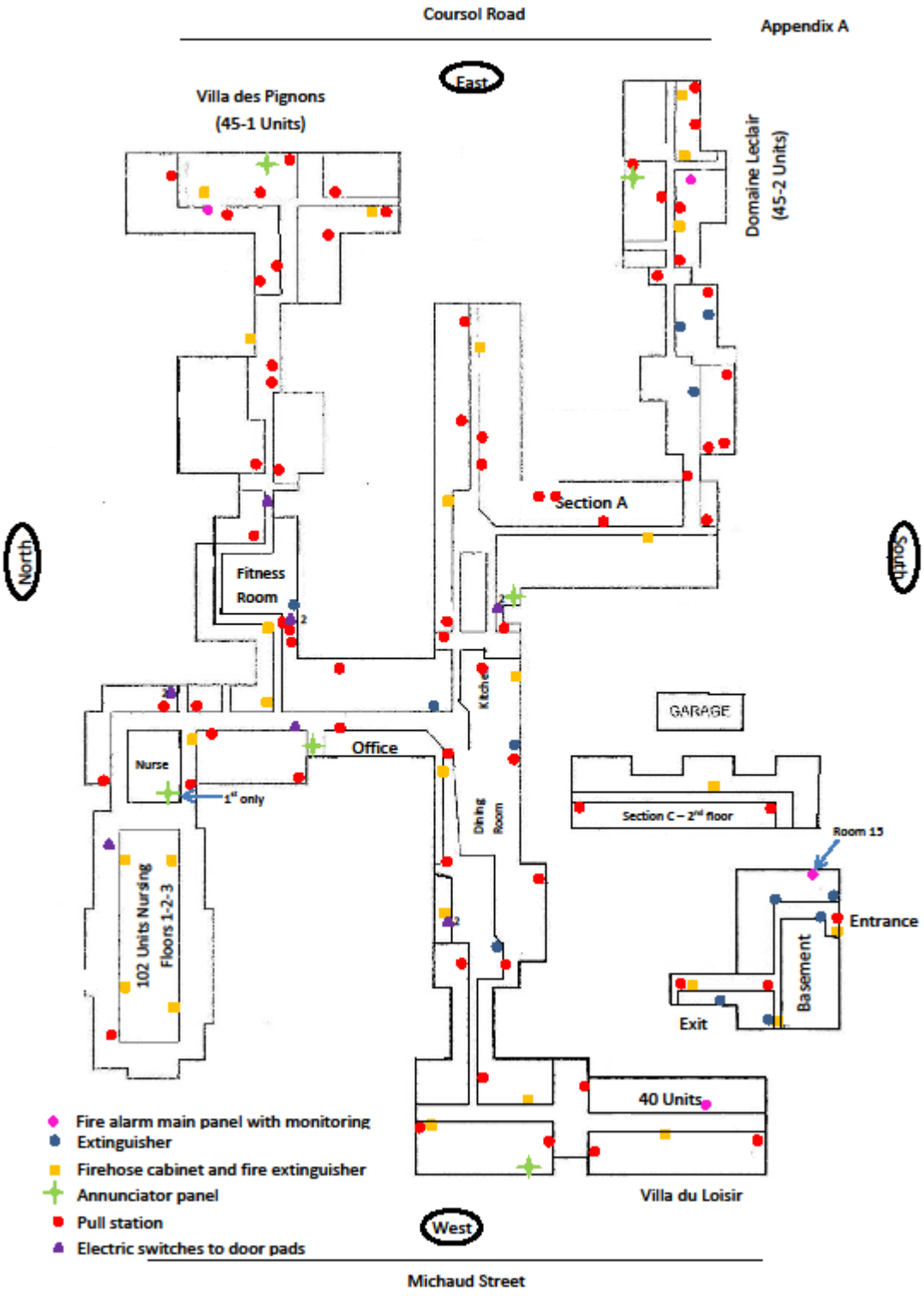
Note: Fire hoses will be left rolled up in the cabinets instead of folded up on a rack to provide easier access.

With a hose, approach a room fire cautiously, carefully opening the door, staying to one side and near the floor. Fog or mist, with its greatly increased surface for heat absorption, has proven to be more effective for extinguishing than water.

If possible a fire should be attacked through windows or doors from outside the building. The spread of fire from inside the Home will be delayed and smoke inhalation by the fire fighters will be reduced if interior doors do not have to be opened.

AU CHÂTEAU - FLOOR PLAN

Appendix A


Coursol Road
East
Villa des Pignons
(45-1 Units)
Domaine Leclair
(45-2 Units)
Section A
North
South
Fitness
Room
Kitchen
Office
Nurse
1st only
Dining Room
GARAGE
Section C – 2nd floor
Room 15
Entrance
Basement
Exit
102 Units Nursing
Floors 1-2-3
40 Units
Villa du Loisir
West
Michaud Street
Fire alarm main panel with monitoring
Extinguisher
Firehose cabinet and fire extinguisher
Annunciator panel
Pull station
Electric switches to door pads