

Design Document _Fire Safety Training

<i>Business Purpose</i>	Fires damage to property, cause injury or death, and can eliminate jobs if buildings destroyed by fire are not rebuilt. Fire safety training helps prevent these dire outcomes. The goal of fire prevention and safety training is to educate employees how to take precautions to prevent and survive potentially harmful fires. It is a proactive method of preventing fire-based emergencies and reduce the damage caused by them. In addition, yearly fire safety training for all employees is a state requirement to maintain facility certification.
<i>Target Audience</i>	All employees at an in-patient nursing care facility.
<i>Training Time</i>	15 minutes
<i>Training Recommendation</i>	<p>Provide training through an eLearning module in Storyline.</p> <p>All new employees receive this training as part of their onboarding process.</p> <p>All current employees receive this training yearly as a refresher.</p> <p>Completion is tracked on company LMS and reported to the Human Resources Department for record-keeping and facility audits.</p>
<i>Deliverables</i>	<ol style="list-style-type: none">1. Design document2. Storyboard files3. Narration script4. Storyline eLearning module5. 1-page job aid
<i>Learning Objectives</i>	<ol style="list-style-type: none">1. Identify what elements are needed for a fire to start.2. Identify fire hazards and how to correct them.3. Respond to a fire using the RACE procedure.4. Select the correct fire extinguisher for the fire type.5. Sequence the steps of the PASS process for using a fire extinguisher.
<i>Learner Outcomes</i>	<ol style="list-style-type: none">1. Recognize common causes of fires in your facility and identify the proper way to store materials to prevent hazardous conditions. (Objectives 1 and 2)2. Select which fire extinguisher to use, based on ignition source and burning materials. (Objectives 1 and 4)3. Describe what to do in the event of an actual fire. (Objectives 1, 3, 4, and 5)

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Training Outline

1. Cover slide that includes statistics on how quickly fires can spread.
2. Navigation
3. Personal preparedness checklist
4. Outcomes
5. Elements needed to start a fire (fire triangle)
 - a. Fuel – 3 different types
 - i. Solid Lightbox slide: its role in fire, sources of fire hazards, and how to correct hazards (storage requirements, etc.)
 - ii. Liquid Lightbox slide: its role in fire, sources of fire hazards, and how to correct hazards (storage requirements, etc.)
 - iii. Gas Lightbox slide: its role in fire, sources of fire hazards, and how to correct hazards (storage requirements, etc.)
 - b. Heat – 3 different types
 - i. Flame Lightbox slide: its role in fire, sources of fire hazards, and how to correct hazards (storage requirements, etc.)
 - ii. Electric Lightbox slide: its role in fire, sources of fire hazards, and how to correct hazards (storage requirements, etc.)
 - iii. Heater Lightbox slide: its role in fire, sources of fire hazards, and how to correct hazards (storage requirements, etc.)
 - c. Oxygen –source
 - i. Oxygen Lightbox slide: its role in fire, and how to correct hazards (storage requirements, etc.)
6. Check for understanding – fuel vs heat sources
7. Summary/Transition Slide
8. RACE process for responding to fire
 - a. Rescue – Image and description of step; provide additional info to know locations of emergency exits
 - b. Alarm – Image and description of step; provide additional info to know where alarms, emergencies phones, numbers to call, info to provide etc.
 - c. Contain – Image and description of step; provide additional info to know where fire doors, and importance of containing the fire.
 - d. Extinguish – Image and description of step; provide additional info to know when and importance of extinguishing the fire.
9. RACE Check for understanding (sequence steps)

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	<ol style="list-style-type: none">10. Check for understanding – location of alarms11. Summary/Transition Slide12. Parts of fire extinguisher -include label, color, pin, handle, nozzle13. Selecting the appropriate fire extinguisher<ol style="list-style-type: none">a. Label colorsb. Fire classes and letter codes14. Extinguishers check for understanding – select correct extinguisher for fire type15. Summary/Transition Slide16. PASS Process for using a fire extinguisher<ol style="list-style-type: none">a. Pull– Describe step plus imageb. Aim– Describe step plus imagec. Squeeze – Describe step plus imaged. Sweep – Describe step plus image17. PASS check for understanding (sequence steps)18. Course Summary19. Quiz Introduction Slide20. Course quiz (4 questions as part of branching scenario)<ol style="list-style-type: none">a. See diagram below for branching.
<i>Evaluation Plan</i>	<p>Objective 2: formative assessment during learning.</p> <p>Objectives 1, 3-5: formative assessment during learning and summative assessment through an end-of-course branching scenario.</p> <p>Learners pass the course when they correctly complete the summative scenario without errors.</p>

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