Design Document

Business Purpose	AE Foster and Adoption Organization is an agency that supports a full spectrum of services within foster care and adoption. Their foster homes and parents are licensed to meet the needs of children from traumatic situations. In order for foster parents to be prepared for in-home emergency situations, they need to have a home and fire safety plan and understand the basics of fire safety. AE Foster and Adoption Organization's goal is 100% of new foster parents can describe basic home fire safety and list the steps needed to create their own family escape plan. This will aid in family preparedness and a chance to negate further trauma should a fire emergency occur in the home.
Target Audience	The primary target audience is foster parents who are new to the organization and working to complete their licensure. The foster home evaluation team will also complete the training since they are responsible for ensuring all foster homes are meeting requirements, including having a family escape plan. If foster parents that are already licensed would like to take the course due to a lack of a family escape plan for their home, they will have the course available to them as well.
Training Time	30 minutes
Training Recommendation	The training will be 1 e-Learning course because it will be needed frequently and ongoing as individual foster families progress through the licensure process. Since most of the families going through the licensure process are working during the day, it will support the families better if the training is available at their convenience. The training will be an interactive e-learning experience with knowledge checks throughout. There will be a graded assessment at the end of the course to determine mastery of the objectives.
Deliverables	● 1 Storyboard outlining the Introduction to Home & Fire Safety Course ● 1 e-Learning module, developed in Articulate Storyline with voiceover narration with script and with a final evaluation ● One (1) "7 Steps to Creating a Family Escape Plan" PDF Job Aid
Learning Objectives	By the end of this training, the learners will be able to… ● Identify common home fire hazards ● Identify fire prevention strategies for common fire hazards in a home ● Arrange the steps to create a family escape plan ● Differentiate the proper strategies to take for kitchen fires

Training Outline	**Introduction** ● Welcome ● Navigation ● Objectives ● #1 Safety Protocol - If you suspect a fire in your home, call 9-1-1 and follow your family escape plan **Topic: Home Fire Hazards** ● Outlets and Cords ○ Outlets without an outlet cover ○ Outlets that are warm to the touch ○ Fraying cords or extension cords ○ Connecting multiple extension cords together ● Candles, Lighters, and Matches ○ Lit candles placed directly on tables ○ Candles stay lit after the adult has left the room or gone to bed ○ Candles within reach of children or pets ○ Lighters and matches within the reach of children ○ Using a match without running water on it afterward ○ Using a lighter or match to illuminate a dark area, such as a closet ● Smoking ○ Leaving burning cigarettes unattended ○ Ashtrays that are too small or too full ○ Smoking in bed ○ Smoking when tired, drinking, or when taking medication that can affect attention or consciousness ● Fireplaces ○ Chimney that has not been cleaned or serviced ○ Chimney flue is not working properly ○ Fireplace does not have a screen ○ Wood in fireplace is placed too far forward ○ Decorative items are too close to the fireplace ● Appliances ○ Appliances plugged into extension cords ○ Appliances that do not have proper ventilation to prevent overheating ○ Flammable items placed too close to appliances that produce heat ○ Allowing food to cook while leaving the room ○ Leaving the dryer lint after each use **Topic: Home Fire Hazard Prevention Strategies** ● Outlets and Cords ○ All outlets should have an outlet cover ○ Check outlets regularly ■ If it is warm to the touch, call an electrician immediately

- Cords should be in good shape with no fraying, cuts, or exposed wires
- Do not connect multiple power strips or extension cords together
- Plug power strips directly into an outlet
- Keep cords organized; remove extra cords; relocate to open outlet

- Candles, Lighters, and Matches
  - Candles should be placed on fire-resistant surfaces, such as glass
  - Candles should be put out when leaving the room or home and when going to bed
  - Candles, lighters, and matches should be out of reach from children and pets
  - After using a match, run it under cold water before discarding
  - Using a flashlight to light up dark areas, such as a closet
- Smoking
  - Never leave burning cigarettes unattended
  - Ashtrays should be kept clean
  - Never smoke in bed
  - Do not smoke when tired, drinking or when taking medication that can affect attention or consciousness
- Fireplaces
  - Have chimney serviced regularly
  - Fireplace has a fire screen
  - Before starting a fire
    - Ensure chimney flue is in proper working order and is open
    - Firewood is placed as far back as possible
    - Decorative items are removed from area around fireplace
- Appliances
  - Appliances plugged directly into outlet
  - Appliances have space around them to prevent overheating
  - Flammable items follow the "3 feet from heat" rule
  - Stay in kitchen when cooking
  - Pot handles stay turned to the back of the stove
  - Clean dryer lint after each use
- Knowledge Check: Identify two fire hazards and their prevention strategies

Topic: How to Create a Family Escape Plan

- Step 1: Draw a map of every room in your home (floorplan)
- Step 2: Determine 2 exits from each room (usually door and window)
  - Mark paths from exits to outside the house
  - Add information to map
- Step 3: Add locations for all smoke alarms and carbon monoxide detectors to your map
- Step 4: Choose a location to meet-up as a family in front of the home

	○ Add location to map ● Step 5: Add 9-1-1 to the emergency plan map ○ Ensure all household members know how to dial 9-1-1 ● Step 6: The first household member to reach the meet-up location should dial 9-1-1 from a cell phone or find a neighbor's phone to use ○ Add this information to map ● Step 7: Practice the family escape plan at least twice per year ○ Make sure all windows and doors are properly working ○ Make sure all family members how know to open doors and windows ● Knowledge Check: Frequency of practice for family escape plan ● Knowledge Check: Scenario-based question for what step comes next, regarding creating a family escape plan. **Topic: Kitchen Fires** ● Grease Kitchen Fires ○ Most common cause of house fire ○ Never put water on a grease fire ○ To slow the spread of a grease fire, turn off the heat source (burner/oven) if it's safe ○ To extinguish a grease fire, use Class B Dry Chemical Fire Extinguisher or smother the fire with a pot or pan lid ○ If the fire spreads to quickly or you cannot put it out safely, then follow family escape plan and call 9-1-1. ● Ordinary Fire ○ Items such as paper, wood, clothing, etc. ○ Responds well to water ○ To extinguish: douse flames with water ● Electrical Fire ○ Items such as wires, outlets, or appliances ○ Does not respond well to water ○ To slow down fire, unplug device causing fire and turn off electricity at the breaker box ● Chemical Fire ○ Items such as alcohol, hand sanitizer, and products in aerosol cans ○ Does not respond well to water ○ If it occurs, pour baking soda on it; however, best practice is to call 9-1-1 ● Summary of fire types **Course Summary** **Final Graded Assessment**
Assessment Plan	Five (5) question graded assessment based on e-Learning module. Assessment will include information about basic fire knowledge and steps for creating a family escape plan. The assessment questions are

	varied in question type. An 80% score will be required to pass. The learner will have two attempts to pass the assessment.