

Design Document

Fire Safety

<i>Business Purpose</i>	This is a compliance course that is part of the onboarding for new employees. The purpose of this course is to train new employees to safely and properly use fire extinguishers and implement correct evacuation protocols. They will need to achieve a 75% pass rate on the quiz.
<i>Target Audience</i>	New employees and current employees that have not completed a fire safety course.
<i>Training Time</i>	15 minutes
<i>Training Recommendation</i>	One eLearning course that will employ the following techniques/methods at various points in the training. <ul style="list-style-type: none">● Scenario● Analyzation● Practice● Self-Paced● Slide presentation● Question and Answer exercises
<i>Deliverables</i>	<ul style="list-style-type: none">● Storyboard● 1 eLearning course developed in Storyline with voice over narration
<i>Learning Objectives</i>	Define R.A.C.E. Describe P.A.S.S to properly implement in any future situation Describe different types of fire extinguishers and their usage
<i>Training Outline</i>	WELCOME PAGE NAVIGATION PAGE FIRE TRIANGLE <ul style="list-style-type: none">● Explanation of Fire Triangle● Learner hovers over elements in a fire triangle graphic to reveal more information about each element. AVOIDING FIRE <ul style="list-style-type: none">● Keeping corridors clear● Do not store items in the hallways● Keep storage more than 18 inches from sprinkler head● Photo examples for each FIRE EXTINGUISHER CHART

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- Display Fire Extinguisher chart showing different types of fire extinguishers and their purpose

KNOWLEDGE CHECK

- Display fire extinguisher chart
- Learner will analyze the chart to determine why the hospital would have mostly dry powder extinguishers
- Multiple Choice Question
- Two chance is wrong answer is chosen
- Feedback is given

PASS

- Image of a fire extinguisher
- PASS is spelled out on different buttons
- Learner clicks each letter to learn what they stand for

WHAT SHOULD YOU DO?

- Scenario: There is a fire
- Learner chooses between three choices of what to do in a fire
- When learner chooses incorrectly they are taken to the correct procedure with images
- When learner chooses correctly they are taken to a review of the correct procedure with images
- Correct procedure: Know your route. Feel the door for heat. Stay near the floor.

RACE

- The letters RACE are displayed
- Learner will click on each letter to learn more information about what it stands for and what it means. R- Rescue patients from danger. A- Activate the alarm. C- Contain the fire. E- Extinguish the fire.
- Learner will click back to main slide to choose the next letter.

FINAL EVALUATION

SUMMARY OF COURSE

EXIT COURSE

Evaluation Plan

- 3 Questions
- Multiple Choice, Drag and Drop, Fill-in the Blank using Drag and Drop
- Learner must score a 100% to continue
- Learner may retake as many times as needed

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| | <ul style="list-style-type: none">• Question one is where fire alarms are located. Question two will distinguish RACE and PASS. Question three will be about what do to if you are in a fire. |
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