

Design Document

Training Title: Fire Safety Plan Implementation

Business Goal and Problem	Jones and Smith Manufacturing has hired new employees. These new employees have not accurately implemented the fire emergency plan during drills. This is cause for concern as inaccurate implementation could put employees at risk during a fire emergency. The fire department's goal is to improve employee response time during a fire emergency.
Target Audience	The audience consists of new hires at Jones and Smith Manufacturing. These learners need to improve how they implement emergency plans during drills. These learners are mainly in their twenties and early thirties and are of a variety of genders.
Learning Objectives	<p>Terminal LOs: After this course you will be able to:</p> <ul style="list-style-type: none">• Designate an appropriate location for the fire safety plan• Utilize the fire safety plan to safely exit the building.• Assess the safety of an exit route.• Identify the assembly point at which to remain after safely exiting the building. <p>Enabling LOs:</p> <ul style="list-style-type: none">• Identify necessary materials to bring to safety.• Report the emergency to authorities.• Follow the crowd manager while exiting to safety.• Determine if an entrance is safe by feeling if the doorknob is hot.• Determine if an entrance is safe by checking for escaping smoke.• Remain at the designated assembly point and do not re-enter the building• Remain alert for directions from authorities
Training Recommendation	<p>Delivery Method: Learners should access this eLearning built in Articulate Rise through the Jones and Smith Manufacturing corporate website.</p> <p>Approach: This e-learning course is scenario-based learning. Learning is scaffolded with scenarios and chunked by learning objectives. Multiple knowledge checks are placed throughout the course with various interactions. The course ends with a final quiz.</p>

Training Time	15 to 20 minute e-learning course
Deliverables	<p>This course includes one e-learning module that is developed in Articulate Rise. It includes:</p> <ul style="list-style-type: none"> • Elearning with various scenarios, interactions, and knowledge checks
Training Outline	<p>Introduction:</p> <ul style="list-style-type: none"> • Welcome Slide and Course Purpose • Learning Objectives <p>Designating a Location for Your Safety Plan</p> <ul style="list-style-type: none"> • Importance • Examples of correct and incorrect locations for a safety plan • Knowledge Check: Designating a Location for Your Safety Plan <ul style="list-style-type: none"> ◦ Drag and Drop <p>Exiting the Building Safely</p> <ul style="list-style-type: none"> • Importance <ul style="list-style-type: none"> ◦ Identifying materials to bring to safety ◦ Report the emergency to authorities <ul style="list-style-type: none"> ■ Flashcard review ◦ Assess the safety of an exit route ◦ Follow the crowd manager <ul style="list-style-type: none"> ■ Accordion Review <p>Scenario-based Knowledge check: Exiting the Building Safely</p> <p>Finding the Assembly Point</p> <ul style="list-style-type: none"> • Importance • Accordion Interaction <ul style="list-style-type: none"> ◦ Definition ◦ “Do’s” of an assembly point ◦ “Don’ts” of an assembly point • Scenario-based Knowledge Check: Finding the Assembly Point <p>Final Graded Quiz</p> <ul style="list-style-type: none"> • Quiz directions <ul style="list-style-type: none"> ◦ You must earn 80% to pass ◦ Question format: multiple choice • Question 1 <ul style="list-style-type: none"> ◦ Rose is following the established safety route during a fire emergency when she comes to an elevator. What should she do? • Question 2 <ul style="list-style-type: none"> ◦ Rose has made it safely out of the building. What should Rose do next? • Question 3 <ul style="list-style-type: none"> ◦ Tom's boss has given all employees their own copy of the fire emergency plan. Determine what Tom should do with his copy of the plan?

	<ul style="list-style-type: none"> • Question 4 <ul style="list-style-type: none"> ◦ Tom and his coworkers hear the fire alarm and begin to head to the safety route established in the plan. It becomes crowded in the first hallway. What should Tom do? • Question 5 <ul style="list-style-type: none"> ◦ Tom is following the exit route that is identified in the fire safety plan. He comes to a door that is closed. What should Tom do before entering the room? • Quiz results <ul style="list-style-type: none"> ◦ Shows a passing score 80% ◦ Shows failing score of below 80% with option to retake quiz <p>Course Summary</p> <ul style="list-style-type: none"> • Congratulations the learner on completing the course
Assessment Plan	<p>Level 2 Assessment:</p> <ul style="list-style-type: none"> • This includes ungraded scenario-based knowledge checks formatively assessing terminal objectives. A final graded assessment is included at the end of the course. <p>Level 3 Assessment:</p> <ul style="list-style-type: none"> • The learners will be observed during an emergency drill one month after passing this e-learning course. Their post-training performance will be compared to their prior performance to determine if the e-learning was successful.