

# Design Document

## *Fire Safety*

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| <i>Business Purpose</i>        | <p>Knowledge of proper hospital fire safety techniques is essential for any hospital employee. A study published by the U.S. Fire Administration found that within a two-year period, around 5,700 medical facility fires were reported. Hospital fires need to be taken seriously in order to protect everyone on site. It could be the difference between life and death. Fire safety training prepares the staff to act quickly and effectively in a stressful emergency situation. CentraCare Hospital has not had a fire within the last 5 years. This course serves as a refresher for staff and will:</p> <ul style="list-style-type: none"><li>• Train the learner how to respond in a fire emergency to ensure the safety of patients and staff.</li><li>• Provide awareness of safety precautions and safety hazards.</li></ul> |
| <i>Target Audience</i>         | All hospital staff will take course annually  |
| <i>Training Time</i>           | 25-30 minutes   |
| <i>Training Recommendation</i> | <ul style="list-style-type: none"><li>• 1 e-Learning course (avatar-led)<ul style="list-style-type: none"><li>○ Allows learners to complete when they have free time/at their own pace</li><li>○ Can be used at surrounding area hospitals</li><li>○ Saves money- no instructor</li></ul></li><li>• Branching Menu containing four main topics for learners to visit in the order of their choice</li><li>• Each topic includes interactive learning and knowledge checks to keep the learner engaged</li><li>• When all four topics are visited, learner will unlock access to the final assessment</li></ul>  |
| <i>Deliverables</i>            | <ul style="list-style-type: none"><li>• 1 e-Learning course<ul style="list-style-type: none"><li>○ Developed in Articulate Storyline</li><li>○ Design Document</li><li>○ Storyboard with script</li><li>○ Includes voice-over narration</li><li>○ Includes 4 topics each with its own objective and knowledge check</li><li>○ Includes virtual human avatar, mature in age</li><li>○ Final assessment</li></ul></li></ul>   |
| <i>Learning Objectives</i>     | <ul style="list-style-type: none"><li>• Name the three elements needed for a fire to exist.</li><li>• Outline the steps in performing PASS when using a fire extinguisher.</li><li>• Outline the steps in performing RACE during a fire emergency.</li><li>• List three best practices in avoiding fires.</li></ul>   |

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### *Training Outline*

- Introduction
  - Welcome slide
  - Optional navigation tutorial
  - Avatar Tonya explaining the objectives
  - Avatar Tonya explaining the branching menu to start course
- Branching Menu topics (Learner will be directed back to main menu to choose next topic until all topics have been visited and completed)
  - **Fire Triangle**
    - Explanation of the fire triangle: heat, oxygen, and fuel
    - Interactive drag-and-drop (3 parts of fire triangle)
    - Knowledge Check
      - Learner gets 2 attempts before correct answer is revealed
  - **R.A.C.E.**
    - Explanation of acronym R.A.C.E.
      - Rescue patients from danger
        - ✓ 5 ways to move patients in fire emergency (walk, wheelchair, 1-2 person carry, blanket drag, med sled or stretcher)
      - Activate the alarm
        - ✓ location of pull stations (stairwells, exits, nursing stations)
      - Contain the fire
        - ✓ close windows and doors to prevent the spread of fire
      - Extinguish the fire
        - ✓ If fire is small enough, use P.A.S.S. procedure to put fire out
    - Safety precautions
      - 3 precautions are introduced to learner
        - ✓ Know the exit route
        - ✓ Keep near floor
        - ✓ Feel the door with back of hand
    - Knowledge Check
      - Learner chooses and drops the correct steps when performing R.A.C.E in fire emergency
      - Learner gets 2 attempts before correct answer is revealed

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|                        | <ul style="list-style-type: none"><li>○ <b>P.A.S.S.</b><ul style="list-style-type: none"><li>▪ Explanation of acronym P.A.S.S.<ul style="list-style-type: none"><li>- Pull the pin</li><li>- Aim low</li><li>- Squeeze the handles</li><li>- Sweep</li></ul></li><li>▪ Knowledge Check<ul style="list-style-type: none"><li>- Learner chooses and drops the correct steps when performing P.A.S.S. when using a fire extinguisher</li><li>- Learner gets 2 attempts before correct answer is revealed</li></ul></li></ul></li><br/><li>○ <b>Prevention</b><ul style="list-style-type: none"><li>▪ Explanation of best practices<ul style="list-style-type: none"><li>- Keep all corridors clear</li><li>- Never use hallways for storage</li><li>- Supplies stored 18 inches from sprinkler</li></ul></li><li>▪ Knowledge Check<ul style="list-style-type: none"><li>- Learner is shown 6 pictures. Three images show examples of fire prevention and three show examples of fire hazards</li><li>- Learner has one attempt and is prompted to review based on score (1-4 must review, 5-6 can skip review or choose to review)</li></ul></li></ul></li></ul> |
| <i>Assessment Plan</i> | <ul style="list-style-type: none"><li>• Graded quiz</li><li>• 7 questions total</li><li>• Questions correlate to the objectives</li><li>• Learner must score 80% to pass the course</li><li>• Learner has 2 attempts to pass the quiz with review after first attempt</li></ul>   |