Design Document
Fire Safety

Business Purpose	- Five Starr Communications and Design has experienced a significant amount of rapid growth over the last year, expanding to multiple locations and increasing their total number of employees by 300 percent. - This has led to some challenges in the way training has historically been provided (onsite instructor led group trainings) and there is a need to deliver compliance trainings to all employees through a more accessible and easily trackable method. - Additionally, it is important to ensure that all employees receive fire safety training as the company now operates out of multiple locations, some with trained first responders and some without. All employees need to have a basic knowledge of fire safety and their role in preventing and responding to fire emergencies. - The company has requested that the fire safety training be implemented at least one month prior to the end of the fiscal year, providing approximately 30 days for all employees to complete this training before the new fiscal year starts. - Training the employees on fire safety will decrease potential instances of fires and will allow all employees to know the proper techniques to use in responding to fire emergencies.
Target Audience	- All employees of the company as part of their annual compliance requirement - New employees as part of their initial orientation experience
Training Time	- The training time will be approximately 20 minutes. - Training time accounts for the number of lessons, the content provided to support each learning objective, as well as knowledge checks and the final assessment.
Training Recommendation	- One interactive e-Learning course developed in Articulate Rise. The e-Learning delivery format will allow this course to reach all individuals at the company since the course can be accessed at any time by the learner based upon their own schedule constraints. Additionally, the course can be taken from any location where the learner has access to a laptop, tablet, or smartphone. - Use of Rise as the training tool will allow a quick development turnaround time to meet the new compliance deadline. - The e-Learning course will include knowledge checks and a variety of interactions.
Deliverables	One e-Learning course developed in Articulate Rise
Learning Objectives	1. Identify the three components of the fire triangle. 2. Describe the different types of fires that exist and their corresponding characteristics. 3. Explain how to operate a fire extinguisher using the PASS method.

	4. Identify the steps involved in the RACE process.

Training Outline	• Introduction
	    o Statistics on workplace fires
	    o Company's commitment to fire safety
	    o Fire safety is everyone's responsibility
	    o Learning objectives
	• Fire Basics
	    o The Fire Triangle (oxygen, heat, fuel)
	    o Types of Fires (A, B, C, D, K)
	    o Knowledge Check (learning objective #2): match the types of fires with their characteristics
	• Fire Extinguishers
	    o Types
	    o Locations
	        ▪ Pause to Reflect activity
	    o The PASS Method
	    o Knowledge Check (learning objective #3): multiple choice question on the PASS method
	• Fire Emergency Procedures
	    o Fire Alarms
	        ▪ Pull Stations
	        ▪ Alarm Code
	            • Pause to Reflect activity
	    o Evacuation Procedures
	        ▪ Emergency Exits
	        ▪ Stairs
	        ▪ Evacuation Plans
	    o The RACE Process
	• Final Assessment
	• Summary
	    o Congratulations
	    o Summary of main learning points (fire triangle, types of fires, PASS Method, Race Process)

Assessment Plan	• Five graded quiz questions will be presented to the learner after they have completed the instructional course content • Quiz will include a variety of question types (multiple choice, multiple answer, matching, etc.) • Learner will need to earn a passing score of 80% or higher to complete the course; they will be given the opportunity to retake the quiz until they earn a passing score