

Fire Safety Training for Office Employees—Design Document

Business Purpose	All employees at ABC Corporation are required to complete annual safety training. One area that must be addressed is how to properly respond and prevent fires in the office. Time is of the essence in an emergency; thus, preparing employees in advance can save valuable time if a fire were to break out. ABC Corporation is revamping their annual Hazard Response and Safety training course to move it online. This course will be one component of that comprehensive training.
Target Audience	All employees working on site in the offices of ABC Corporation
Training Time	Approximately 15 minutes
Training Recommendation	This module will part of a larger Hazard Response and Safety training course at ABC Corporation. As ABC Corporation has multiple offices in several states, an eLearning course makes the most sense. This also aligns with the company's plan to move all their safety training online. Since this is only a portion of a larger course, it should be limited in seat time to approximately 15 minutes. Using Rise 360 to build the module will allow the company to track employee completion via their LMS system. In addition, employees can view course material on phones, laptops, or other devices at any time for quick review.
Deliverables	<ul style="list-style-type: none">• 1 eLearning module<ul style="list-style-type: none">◦ authored in Rise 360◦ graded final assessment
Learning Objectives	By the end of this training, you will be able to: <ul style="list-style-type: none">• List the three elements that must be present for a fire to exist• Select the correct type of fire extinguisher to use based on the type of fire• Outline the steps you should follow to properly utilize a fire extinguisher• Describe how to properly evacuate from a fire using the RACE procedure• List strategies you can employ to prevent fires at work
Training Outline	<ul style="list-style-type: none">• Introduction<ul style="list-style-type: none">◦ Purpose◦ Learning Objectives• Topic: The fire triangle<ul style="list-style-type: none">◦ Three elements of fire triangle◦ Types of fires that can be extinguished by removal of each element◦ <i>Knowledge Check</i>• Topic: Fire extinguishers

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	<ul style="list-style-type: none">◦ Fire extinguisher classes◦ Types of fires extinguished by Class A, B, and C extinguishers◦ Proper fire extinguisher use<ul style="list-style-type: none">- PASS procedure◦ <i>Knowledge Check</i>• Topic: Safe evacuation from a fire<ul style="list-style-type: none">◦ RACE response procedure◦ <i>Knowledge Check</i>• Topic: Fire prevention in the office<ul style="list-style-type: none">◦ Five fire prevention strategies<ul style="list-style-type: none">- Have an Emergency Response Plan- Be careful in the kitchen- Smoke outside of building- Space heater use- Electrical issues with office equipment• Assessment<ul style="list-style-type: none">◦ Quiz◦ Results◦ Learning objective recap◦ Congratulations
Assessment Plan	<ul style="list-style-type: none">• Final graded quiz<ul style="list-style-type: none">◦ 5 questions◦ variable question format◦ learner must score 80% to pass◦ unlimited attempts to pass