

Anonymised Client

Instructional Design - Fire Safety Training

Owen Daily

## Video Introduction

If budget permits, up to 30 seconds welcome message introducing the topic and the reason for doing it. Introduced by a friendly staff member (talking head shot,) cut to with sample footage of office fires, and aftermath with voiceover explaining what simple steps can be taken to help avoid this. Video should have stills or footage which sums up everything the following sections cover.

Designers Notes: Can also be whiteboard animation style in AE, or alternative. Owen Daily to supply proposed graphics to Client and gain approval for rough draft.

### Introduction: Who is this training for?

- This fire safety training course is for all office staff at *FarMore Electronics* branch offices in Glasgow and Edinburgh.
- It is *mandatory training* - all staff must complete this brief training.
- It is designed to keep you and your colleagues safe and equip you to deal with emergencies
- By providing this course we are ensuring we are looking after our staff and premises in compliance with "[The Fire \(Scotland\) Act 2005](#)"
- Our employees in England and Wales, can follow our **alternative course XYZ**, which complies with the [Regulatory Reform \(Fire Safety\) Order 2005](#)
- This training forms part of your induction
- You will have a second opportunity within the first month of employment.

### Introduction: What will I learn?

This training is designed to enable you to safely deal with a fire in an office setting.

Design Notes: Can have full screen slideshow carousel running behind the text, using same images as in intro video

UI Element: Click "Continue" or "Back" or "Skip"

## What will I learn?

In the following sections of the course you will discover

- The Fire Triangle (image)
- Types of fire (image)
- Fire Procedure after discovering a fire (image)
- Which extinguishers can be used for different fires (image)
- How to use a fire extinguisher (image)

User to click on image of each section before they can click continue. Each image reveals text with related section keywords as preview.

UI Element: Click “Continue” or “Back”

Design Notes: This is also a top level menu and branching section. Each section should lead directly to subsection for review. However at this stage it shouldn't be too obvious.

## How will I learn it?

- This course uses e-learning technology to make memorable learning experiences.
- We will guide you through tricky situations to safety.
- Along the way you will discover the tools you have already, and some new ones you can use to tackle any emergency fire in your workplace.
- Like a forensic examiner you will see evidence; videos, photographs, audio and interactive games. you will be asking questions and provide answers
- You will develop diagnostic skills to see the danger signs early

Designer notes: Animated video. In contemporary sketchy illustrative style or perhaps fontawesome icon style Casefile Photographs or illustrations (Owen Daily to supply visuals for designer's reference.)

UI Element: Click “Continue” or “Back”

## What you will need?

To successfully complete this course you will need the following equipment

- Internet access via Computer, Tablet or Phone
- Headphones (optional, but helpful)
- 20 minutes time

UI Element: Click “Continue” or “Back”

## Burning Questions (sample FAQ)

- Q. “I hate e-learning, can't I just skip ahead and print the certificate”

- A. Yes, you can... (almost)! But, before you do, remember this 20 minute five step procedure may have saved the lives of 38 people, reduced 1300 injuries and helped avoid 33,400 non-domestic fires in 2004 [source](#)
- A. FarMore Electronics take our responsibilities seriously. While we want this e-learning to be fun and informative, we also monitor your activity on the course and measure staff responses. This helps to see clearly how effective you are and how well the course works. For more information see our employment T&C at this dummy link
- Q. Do I have to do this in a certain order?
- A. It helps to follow our order, but you can dip in and out as you need to.

What happens if my computer crashes, connection drops, interrupts etc.

Design notes: Students can click on relevant sections, and don't have to go into all of them. Text designed to address reluctance or any barriers to learning.

### Inclusion and Accessibility

- Q. I am sight / hearing impaired / colour blind, can I still take this course?
- A. Yes, just switch on the alternative format (use this dummy link)

Design notes: as above.

### Burning issues?

Feeling hot in here? Let's get started...

Choose a subject or simply click "continue"

- The Fire Triangle (image)
- Types of fire (image)
- Fire Procedure after discovering a fire (image)
- Which extinguishers can be used for different fires (image)
- How to use a fire extinguisher (image)

UI Element: Click "Continue" or "Back" or "Home"

### The Fire Triangle

Believe it or not humans and fire need the same elements to live.

Oxygen, Fuel and Heat (vector illustrations of different ingredients)

Fire is a chemical reaction which needs three things to be present so it can happen:

OXYGEN + HEAT + FUEL = FIRE

If one of these is not present, the fire cannot start.

If one of these is taken from a fire it will go out. But how does this all work?

## Task:

Start and stop a fire by combining the elements above (Simply Click on three relevant items start the fire)

Designers Note: Items shown will be to be B&W line drawings, including flame icons. Once the right elements are selected the items will be coloured and the flames will be coloured. OD to provide sketches.

UI Element: Click “Continue” or “Back” or “Home”

## Safety Task

Look at the photographs below. Choose the dangerous sources of heat around the office.

Image grid;

- Electrical equipment that is in poor condition or that has a damaged cord.
- Overload circuits or extension cords, read producers specifications.
- Use approved power bars instead of circuit splitters.
- Heat-producing appliances next to the wall and anything that might burn.
- Heaters, fans etc.
- Make sure all appliances, such as coffee makers and hot plates, are turned off when not in use.
- Toasters and microwave ovens should be located in kitchen areas only.
- Keep all combustible materials, such as paper towels and cloths, near heat sources.
- Storage areas, stairway landings and other out-of-way locations full of waste paper, empty cartons, dirty rags and other material that could fuel a fire.
- Ensure office doors and ancillary office doors, for example, file room and hallway doors, are closed when exiting the building.
- Ensure heat registers are clear of combustible items such as paper at all times.

Designer note: Candidates to be scored on how many they identify. This is a formative assessment with feedback showing the number of those they found, and those remaining with an opportunity to retry until completion.

UI Element: Click “Continue” or “Back” or “Home”

## Types of fire

Candidate Activity Match the icon to the text

- Class A fires are fires in ordinary combustibles such as wood, paper, cloth, trash, and plastics.
- Class B fires are fires in flammable liquids such as gasoline, petroleum oil and paint. Class B fires also include flammable gases such as propane and butane. Class B fires do not include fires involving cooking oils and grease.

- Class C fires are fires involving energized electrical equipment such as motors, transformers, and appliances. Remove the power and the Class C fire becomes one of the other classes of fire.
- Class D fires are fires in combustible metals such as potassium, sodium, aluminum, and magnesium.
- Class K fires are fires in cooking oils and greases such as animal fats and vegetable fats.

UI Element: Click “Continue” or “Back” or “Home”

## Fire Procedure after discovering a fire

### Before you begin

- Read your workplace’s fire safety policy carefully. (link to this content)
- Familiarise yourself with fire escape routes, assembly points, where fire equipment is located and how to use it (office diagram / floor plan)

UI Element: Click “Continue” or “Back” or “Home”

### Fire Procedure Challenge

Drag the following steps into the correct order

- Use the stairs
- Check the type of fire extinguisher
- Shut equipment down if it is safe to do so.
- Stay calm and think logically about what you need to do.
- Raise the alarm
- Dial the fire service immediately if you can or if you can’t get someone else to do it. Time is critical when dealing with fire, so you must act fast!
- Use caution,
- Make your way to your nearest designated fire assembly point.

UI Element: Click “Continue” or “Back” or “Home”

## Which extinguishers can be used for different fires

Video showing different extinguishers and methods followed by a quiz.

UI Element: Click “Continue” or “Back” or “Home”

## How to use a fire extinguisher

It can be daunting to use a Fire Extinguisher in an emergency. Remembering the PASS method can save your life.

## PASS

- **Pull** the Pin at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.
- **Aim** at the base of the fire, not the flames. This is important - in order to put out the fire, you must extinguish the fuel.
- **Squeeze** the lever slowly. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.
- **Sweep** from side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on your fire extinguisher - different fire extinguishers recommend operating them from different distances. Remember: Aim at the base of the fire, not at the flames!!!!

UI Element: Click “Continue” or “Back” or “Home”

Designer note: This is a branching slide. It shows an animated graphic of each part. Candidates should click on each part to reveal the text. Clicking can lead to a second page with video footage.

## Test Yourself and Review your Learning

Use the following sections to review your learning

- Drag and Drop
- QuickFire Quiz
- A Breath of Fresh Air

Branching content to follow

UI Element: Click “Continue” or “Back” or “Home”

## QuickFire Quiz

(unedited sample questions) Below is a series of true or false questions designed to test your fire safety knowledge:

1. The use of portable fire extinguishers does not replace the assistance of firefighters.
2. Even if you are using a fire extinguisher, it is still important to have an escape route unobstructed by the fire.
3. There is only one type of extinguisher.
4. Using water-based fire extinguishers on a fire involving grease or electrical items may worsen the fire.

5. The best way to learn how to use a fire extinguisher is to begin by reading the instructions when a fire breaks out.
6. It's important to have firefighters check out the affected area after you've put out a fire because it might reignite.
7. The best place to install a smoke alarm is in the bathroom.
8. Smoke detector batteries should be replaced at least once a year.
9. Old batteries in smoke detectors should be replaced with used ones.
10. Photoelectronic alarms are best suited for smoldering fires with a lot of smoke.
11. CO poisoning is easy to prevent because the gas has a strong smell.
12. If a CO alarm goes off, open windows and doors to ventilate the area and evacuate if someone experiences symptoms of poisoning.
13. Symptoms of CO poisoning range from headaches and nausea to respiratory problems and death.
14. Fire safety measures are not necessary because home is the safest place.
15. You don't have to recharge your fire extinguisher after each use.
16. The contents of a dry-chemical extinguisher are toxic.
17. You cannot use a dry- chemical fire extinguisher on a class A fire.
18. If you should happen to catch on fire, you Stop-Drop-Run
19. Do not use water extinguishers on energized electrical equipment
20. You should occasionally pull the pin and briefly squirt all fire extinguishers to ensure they are properly charged and in good working order.

Answers: 1.True 2.True 3.False 4.True 5.False 6.True 7.False 8.True 9.False 10.True 11.False 12.True 13.True 14.False 15.False 16.False 17.True 18.False 19.True 20.False [source](#)

UI Element: Click "Continue" or "Back" or "Home"

Designers Note: These are sample only and unedited.

## Further information

The following pages provide helpful in depth materials. Please take time to browse these helpful resources.

UI Element: Click "Continue" or "Back" or "Home"

## Completion / Print Certificate

Congratulations you have passed your Induction Fire Safety Training. Please click **complete** below. Clicking complete will automatically show your line manager that you have completed the course. You will also receive a PDF certificate via email shortly.

Thank you for completing the course...

UI Element "Complete!"

Well Done!