|  |  |  |
| --- | --- | --- |
| *Business Purpose* | An office fire occurred involving a computer that short circuited. To put out the fire, an employee used water which caused the fire to grow causing damage to the office space.   The purpose of the fire training is to train all employees regardless of position on the different types of fires there are, what type of extinguishers there are, and how to use the fire extinguisher to put out a small fire.   The goal is that upon completion all employees will be better prepared to respond to a fire, thus avoiding further office damage. | |
| *Target Audience* | All current office employees including supervisors, janitors, etc. as well as new employees during their onboarding process | |
| *Training Time* | 30 minutes eLearning conducted annually | |
| *Training Recommendation* | 1 eLearning course that allows the learner to learn the basics of how a fire is created and what to do should one start in their presence. | |
| *Deliverables* | 1 eLearning course   * Developed in Articulate Storyline * Voice-over narration * Character that appears throughout as a guide * Knowledge checks and quiz questions * Storyboard with script | |
| *Learning Objectives* | * Name two different classes of fires * List at least two types of fire extinguishers * Explain what P.A.S.S means * Identify how often an extinguisher needs to be inspected | |
| *Training Outline* | * Introduction  Welcome * Navigation * Course description * Objectives * Main Menu * Fire Types  Fire triangle and the different classes of fires * Fire Extinguishers  Types of fire extinguishers in existence and which fires they can  be used on   Fire extinguisher inspection * PASS (Pull, Aim, Squeeze, Sweep)  How to use a fire extinguisher to put out a fire * Quiz * Summary * Congratulations | |
|  |  |  |
| *Assessment Plan* | * Two knowledge checks * Quiz at the end containing 5 questions based on the learning objectives and the learner needs a score of 80 or better to pass the quiz * Learner had the option to review the questions at the end to see which questions they got right or wrong. | |