

Design Document

Training Title: North Country Regional Hospital Fire Prevention and Response Training

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| Business Goal and Problem | NCRH has not had a standardized fire-safety training for its staff in 10 years. Because of that, staff members have a wide variety of beliefs about how they should handle fire prevention and emergencies. The goal for NCRH is to have one training for all current and future employees, so all employees prevent and respond to fires in the same way. |
| Target Audience | All NCRH employees from all departments and seniority levels will take this training. This means the training must be suitable for a variety of ages and ability levels. |
| Learning Objectives | Terminal LOs: 1) Follow fire prevention protocols to reduce risk of fires. 2) Apply the PASS procedure when using a fire extinguisher. 3) Follow the RACE procedure during a fire emergency. Enabling LOs: 1) Locate approved storage cabinets and storage areas for all materials. 2) Identify the components of a fire extinguisher. 3) Recall locations of fire alarm pull stations. |
| Training Recommendation | Delivery Method: <ul style="list-style-type: none">• Storyline e-learning foundational course to be completed by individual• Short, instructor-led walk through of a staged hospital room and hallway to determine the dangers the area presents and why (to be temporary created on site at NCRH) to be done in a small group• During the walk through the instructor will read different scenarios and staff will need to answer based on RACE procedure• Short, instructor-led practice of PASS procedure with a training fire extinguisher to be done in small groups on site at NCRH Approach: <ul style="list-style-type: none">• E-learning knowledge checks and a graded assessment• Hands on practice and review with instructor |

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| Training Time | <ul style="list-style-type: none"> ● E-learning= 10 minutes ● Staged area walk-through and RACE scenario practice= 30 minutes (with 15 extra minutes allotted for possible questions) ● PASS procedure practice= 30 minutes |
| Deliverables | <ul style="list-style-type: none"> ● 8.5x11" sign for the PASS and RACE procedure acronyms with what each letter stands for and arrows indicating the correct way to move through these procedures. Both will be on one sheet. NCRH should make copies of this sign and post at nurse stations, in staff break rooms, employee restrooms, by elevators, and next to all fire extinguishers and alarm pull stations ● 8.5x11" sign with the main points of Oxygen safety, egress safety, electrical safety, and storage and supplies. NCRH should make copies and post at nurse stations, staff break rooms, employee restrooms, and by elevators. ● Plan for the staged hospital area and what items should be included ● Written out scenarios for RACE procedure practice ● Storyline source file ● Published zip file ● Storyboard |
| Training Outline | <ol style="list-style-type: none"> I. Welcome <ol style="list-style-type: none"> A. Navigation tutorial B. Workplace Scenario C. Learning Objectives II. Hospital Fire Prevention Protocols <ol style="list-style-type: none"> A. Supplies and storage Safety B. Electrical Safety C. Oxygen Safety D. Egress Safety E. Knowledge check III. PASS Procedure <ol style="list-style-type: none"> A. PASS is the standard procedure for safely operating a fire extinguisher in the hospital when fires are small and contained. B. Pull: Pull the pin on the fire extinguisher to break the safety seal C. Aim: Aim the nozzle at the base of the fire, not at the flames D. Squeeze: Squeeze the handles together to release the extinguishing agent |

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| | <ul style="list-style-type: none"> E. Sweep: Sweep the nozzle from side to side across the base of the fire until it appears to be out F. Knowledge check <p>IV. RACE Procedure</p> <ul style="list-style-type: none"> A. RACE is the standard procedure for responding to a fire emergency in the hospital. B. Rescue: Immediately remove patients and anyone in immediate danger from the fire area <ul style="list-style-type: none"> 1. Five types of rescue methods C. Activate: Pull the nearest fire alarm to alert others and initiate emergency response D. Contain: Close doors and windows to the fire area to limit the spread of smoke and flames E. Extinguish: Use a fire extinguisher only if the fire is small, you have been trained, and it is safe to do so F. Knowledge Check <p>V. Final Quiz</p> <ul style="list-style-type: none"> A. Summary B. 4 questions C. Scenario-based multiple choice questions D. Quiz results <p>VI. Congratulations/ Thank you</p> <ul style="list-style-type: none"> A. Congratulations to Learner |
| <p>Assessment Plan</p> | <p>Level 2 Assessment:</p> <p>There are three ungraded knowledge checks after each section of the training: fire prevention protocols, PASS procedure, and RACE procedure.</p> <p>There is one graded quiz with four scenario-based questions. The passing score is 75% and learners are able to retake the quiz as many times as necessary to pass.</p> <p>Level 3 Assessment:</p> <p>I'll collect feedback from floorleaders to see if safety protocols are being followed by all staff. I will be looking for in particular whether certain floors or categories of employees are having more success than others. If there is a noticeable negative pattern that will need to be addressed and if there is a noticeable pattern of success I will identify why that floor/category is having success. Because this is a training based</p> |

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| | <p>two-thirds on a fire emergency the hospital hopes it will not have to go through, it will be necessary to conduct drills and/or quizzes to know if employees have retained the information. About three months after staff have taken the course, planned drills and safety protocols quizzes will be conducted on each floor by the floor leaders. Staff will be warned at that time that unplanned drills and pop quizzes will begin being conducted by human resources about a month later. Human resources members will continue the unplanned drills and pop quizzes until every staff member has successfully completed the drills and quizzes.</p> |
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