

Learning Activity – Topic 6 - Training

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Fire Safety Drill

<p>1. Needs</p> <p>The Fire Safety Drill needs to be conducted for a refresher course as well as part of induction for new staff.</p>
<p>2. Objectives</p> <p>The key objective is to ensure all staff understand the process if/when there is a fire. The outcome will be if all staff understand the key points of what they need to do if/when there is a fire. This training will be conducted in 2 hours and provided in two sessions to ensure all staff can attend at least 1 session.</p>
<p>3. Content</p> <p>The content delivery is going to be in two stages. There is going to be an initial eLearning component that will be pre-learning for employees. This will take 10-15 minutes to complete. This will be compulsory training.</p> <p>The face to face training will be conducted over two session, both 2 hours each. There will be activities, demonstrations and team building skills.</p>
<p>4. Participants</p> <p>This will be an organisational wide for participation</p>
<p>5. Schedule</p> <p>We are preparing two sessions to ensure that every employee has an opportunity to come to the session.</p>
<p>6. Facilities</p> <p>This will be in the Board Room due the number of participants, however, as there will be practical demonstrations, the employees will be moving around the building towards the fire exits and stairs during the training.</p>
<p>7. Instructor</p> <p>The instructor for this will be the Fire Warden.</p>

8. Teaching Aids

There will be only the eLearning as pre-learning as a teaching aid. During the session there will be power-points.

9. Co-ordination

Coordination has been done with the meeting times for the board room and when most staff are able to come to the sessions

10. Evaluation

Successful evaluation will be on attendance, eLearning completion rates and when the fire alarm testing is done and how the staff handle the demonstration.

Evaluation will also be through feedback forms directly emailed to staff.