



Fire Factor Academy Graduate Train the Trainer Manual

This manual is intended to provide resource and information so that Fire Factor Academy Graduates may accurately relay the fire and life safety information received at Fire Factor Academy to those they train.

Table of Contents

Page 2	Fire Factor <u>Fire and Life Safety Peer Education Program Agenda</u>
Page 4	Fire Factor Academy <u>Tool Kit Resource</u>
Page 5	Fire Prevention and Protection <u>Reference Material</u>
Page 7	<u>Web Sites</u> for further research
Page 8	Campus Fire Safety Video Library <u>Information Summary</u>
Page 9	<u>Evaluation sheet</u> to complete and return to Fire Factor.net for opportunity to receive “FF Making a Difference Award”

Fire Factor is a collaborative effort provided by the Cities of Champaign and Urbana, C-U Fire and Neighborhood Services Departments, University of Illinois and the Illinois Fire Service Institute.

**FIRE FACTOR Fire & Life Safety
Peer Education Program
Agenda / Outline**

Ahead of Time:

Reserve room
Notify those who will attend
Create site Fire Escape Plan
Contact Fire Department if observed Fire Drill is required
Review contents of Fire Factor Academy Tool Kit
Review and select video from The Video Library DVD,
Update fire facts
Obtain handouts to provide

TRAINING AGENDA

Welcome

Share Personal Experience

Ask if anyone has experienced a fire or received a burn. Allow several people to share stories and then provide your experience with the FIRE FACTOR program. How did it change you? What did you learn? What do you hope to share with your peers in the next 20 minutes?

Show Selected Video

Refer to The Video Library in FF Tool Kit

Get Out and Stay Alive provides a good general overview of the problem.

Discuss

Video: *Ask for discussion on items that stood out as the group viewed the video.*

Review Fire Prevention Tips

Ask audience to name top causes of fire on campus.

Refer to the Fire Protection Reference Materials:

Hunt For Hazards photo chart.

Refer to Extension Cords and Power Strip information and provided Surge Protector

Refer to Candles with Care information and Flameless Candle

Share Top Causes of Campus Fires

Smoking

Candles

Cooking

Review Fire Escape and Personal Fire Protection Plans

Talk about the house/ dorm/ apartment evacuation plan— Note the importance of knowing that plan -- as well as applying it to other locations one might find oneself in. Knowledge of surroundings is equally important in unfamiliar surroundings.

Refer to: "Time vs. Combustion" chart

"Fire Door Safety" fact sheet

Practice Evacuation Drill

Review the house/ dorm/ apartment evacuation plan with residents.

Practice a drill using the provided Fire Drill Kit.

At the meeting place, count to be certain all are out and then return group to the training site. Take a few moments to evaluate the drill allowing for corrections and updates to the plan based on the experience the current drill and training.

Final Thoughts



Fire Factor Academy Tool Kit

Fire Factor Bag

To hold Train the Trainer Peer Presentation Props and Information. Keep in a protected location for House/ RA use.

Campus Fire Safety: A Video Library

10 films for student leaders to use during peer train-the-trainer sessions

Fire Drill Kit

**Bag, whistle, stopwatch, checklist
To use in conducting mandatory fire drills**

Surge Protector

PROP allowing Peer Trainer to model best practice

Fire Safety Posters

Created by UI Art and Design students

Fire Prevention/Protection Reference Materials

Information for use with Fire Factor Peer Training Fire Safety Program

Flameless Candle

PROP allowing Peer Trainer to model best practice

Fire Prevention and Protection Reference Materials

*Printed literature and brochures to use with
FIRE FACTOR Peer Training Fire Safety Program*

Time vs. Product Combustion Chart

Shows how quickly the fire will grow before fire department is ready to respond to the fire. This emphasizes the critical importance of having working smoke alarms, practicing with your planned escape routes.

Top Ten Campus Fire Safety “To Do’s”

This list emphasizes tried and true ways to avoid a fire in as well as showcases vital protection features that may save your life in the event of a fire.

Information Fast Fact Sheets:

“Fire Door Safety”

This information can provide background knowledge to peer trainer in explaining the deadly hazards involved in blocking open a fire door.

PROP: 2 Signs:

“Notice: Fire/smoke door Do not block open”

Laminate these signs and post on fire doors as needed.
To download signs check www.firefactor.com

“Extension Cords and Power Strips”

This information sheet can provide background knowledge to trainer in explaining the importance of approved extension cords.

PROP: Surge Protector to show UL (Underwriters Laboratory) approval

“Escaping a Fire” and “Create an Escape Plan” brochures

These information sheets will provide basic information to assist in planning and practicing a fire drill with residents.

PROP: Fire Drill Kit : Stopwatch, check sheet, list

Use the Fire drill Kit along with a tailored evacuation plan—including a meeting place that your residence hall floor, fraternity or sorority creates to assist in the mandatory annual fire drill.

“Candles with Care” and “When you go out... Blow it out!!” brochures

PROP: Flameless Candle

Use to show alternative light and ambiance feature.

Best practice Websites / Keywords

www.firefactor.net

www.subtractstupidity.net

Campus Firewatch

Campus Safety Web Site

Campus Safety, Health, Environmental Management

Center for Campus Fire Safety

City of Champaign, Illinois

City of Urbana, Illinois

FEMA

Firehouse.com

Igot2know.org

Illinois Fire Services Institute

International Code Group

NFPA.org

National Fire Sprinkler Association

National Institutes of Standards & Technology

Office of the Illinois Fire Marshall

Online Extinguisher Training

Society of Fire Protection Engineers

U.S. Fire Administration

University of Illinois at Urbana-Champaign

Campus Fire Safety: A Video Library

Your Fire Factor Advisors: Favorites for Group Viewing

Get Out and Stay Alive - 15 minutes

General Audience

Good overview of basic fire safety initiatives with a campus slant, and importance of planned evacuation.

Dana Christmas Story - 8 minutes

Best Audience: RA training

Story of an RA at Seton Hall who survived that campus fire. Very moving.

Good RA training as it provides a human face and story.

Dominic's Story - 15 minutes

Best Audience: Fraternities / Sororities

Make It Stop!! False Alarms - 7 minutes

Best Audience: General UI Student Audience

Story of one University of Illinois student who pulled the fire alarm while drunk

Consequences

Purpose of the Alarms

Living With Fire – 9 minutes

Audience: General Student Audience

Shows how quickly fire can spread

Best Line of Defense – 7 minutes

General Audience

Champaign's sprinklered / non-sprinklered dorm room scenario and discussion on the importance of sprinkler systems



Complete on line at firefactor.net
OR
Fax to: Champaign Fire Department
Attn: Prevention Division
Deputy Fire Marshal Janet Maupin
FAX: 217.403.7213

Fire Factor Fire and Life Safety Peer Training Presentation Overview and Report

Please provide a brief summary of the FIRE FACTOR Fire & Life Safety *Train the Trainer* Education Program provided.

Date Provided: _____

Name of Group _____

Address _____

Number of People Attending: _____

Name of Presenter
Fire Factor Academy Graduate Year _____

Comments: _____

