

Fire Evacuation!

This guide has been designed to instruct proper fire evacuation strategies to the tenants of *Ashford Meadows Apartments*. Particular aspects of *Ashford Meadows* have been taken into consideration during the design of this guide.

Training occurs on-site at *Ashford Meadows*.

Training includes live practice drills supervised by the instructor.

This instructor's guide includes five attached supplemental components:

- I. Instructor's Guide
 - A. Fire Knowledge Pretest
 - B. Tenant's Fire Knowledge Guide
 - C. Example Fire Drill
 - D. Fire Drill Checklist
 - E. Course Evaluation Form

Course Overview

Phase One: Learning About Fire

- A. Fire Knowledge Pretest
- B. General Fire Knowledge
- C. Pretest Review & Correction

Phase Two: Applying Fire Knowledge

- D. Escaping *Ashford Meadows* Safely
 - I. Drill & Evaluation
 - II. Feedback for Tenant
- E. Course Evaluation

Instructor Preparation – Read through entire package, including Instructor Guide, Fire Knowledge Pretest, Tenant’s Fire Knowledge Guide, and Fire Drill Checklist. Be sure you are familiar with all elements before instruction begins.

Phase One: Learning About Fire

A. Fire Knowledge Pretest

Provide tenant with copy of pretest. Explain that the pretest will allow them to evaluate their own level of knowledge, as well as demonstrate to the instructor any changes in understanding the instruction has resulted in.

Allow them about *five minutes* to complete the Pretest.

B. General Fire Knowledge

Provide tenant with Tenant's Fire Safety Guide. You will review each of the five boxes with the tenant. This can be done while walking inside and outside the apartment as appropriate.

C. Pretest Review & Correction

Review with tenant any inconsistencies between the tenant's original answers on the Fire Knowledge Pretest and the Tenant's Fire Safety Guide.

Ask tenant if they are ready for practice drills.

Phase Two: Applying Fire Knowledge

D. Escaping *Ashford Meadows* Safely

I. Drill & Evaluation

During the drill, the instructor will provide verbal clues as to what the tenant sees. For an example of drill, see Attachment C.

II. Feedback for tenant.

After a drill, review the Fire Drill Checklist. Any errors made should be reviewed and the appropriate section of the Tenant's Fire Safety Guide consulted. If tenant is able to complete drill error free, than instruction is complete.

E. Course Evaluation

Attachment D, Course Evaluation Form is to be left with the tenant to be filled out and mailed at their leisure. This is to allow the tenant to feel comfortable leaving honest feedback about the course and the instructor.

End of Instructor's Guide.

Attachment A




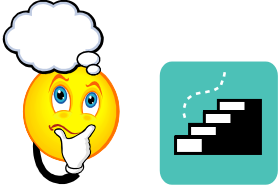
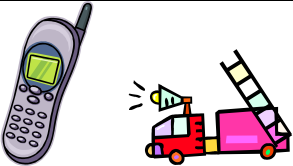
Fire Knowledge Pretest

1. What are the signs of fire?
 2. What senses do you use to detect fire?
 3. Does fire tend to spread up or down inside of a building?
 4. If a room has an open fire creating smoke and hot gases, is it safer to breathe near the ceiling, near the floor, or in the middle?
 5. How much time do you have to escape once a fire has started?
 6. Should you call the fire department before or after you evacuate from a fire?
 7. What belongings should you take with you?
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Fire Evacuation!

Tenant's Fire Knowledge Guide

Things to Know About Fire:

	<p>Detecting Fire</p>	<p>Sight, smell and touch are the best ways to directly detect fires in your building. See flames and flickering lights from flames. Smell smoke. Touch doors to determine where fires are burning.</p>
	<p>Alarms</p>	<p>Fire alarms will tell you that someone else has detected a fire. Smoke detectors and carbon monoxide detectors are in every apartment. Check the batteries every six months. All external stairways have manually activated fire alarms on each level.</p>
	<p>Behavior of Fire</p>	<p>Fires tend to spread upward. Smoke and hot gas will fill a room rapidly, starting with the air space closest to the ceiling. Fires will heat up doors and walls, telling you where the fire is. Fires are unpredictable. Do not try to guess what one will do. Leave that to the experts.</p>
	<p>Reacting to Fire</p>	<p>Stay low to avoid smoke and hot gases. Crawling may be best. You can feel doors with back of hand to determine if a room is safe. If fire blocks escape route, keep doors and windows shut. Hang sheet or other cloth out window to notify fire department of your presence. Notifying the fire department is the best reaction. Do not attempt to put fire out yourself.</p>
	<p>Raising the Alarm Protecting Others</p>	<p>After you save your own life by evacuating, you can help others by raising the alarm. Trigger a stairwell alarm on your way out. Call the fire department from a phone located safely away from the burning building.</p>

Attachment C –

Instructor should keep in mind these three objectives while drilling tenants:

- Objective 1 Tenant will verify best route of escape and follow that route.
- Objective 2 Tenant will follow fire survival rules while evacuating apartment.
- Objective 3 Tenant will determine best way to raise alarm during fire.

Example of Drill

<Learner and Instructor start drill. This time, it starts in the bedroom, but it can begin wherever instructor chooses>

Instructor says: *You wake up early in the morning in the bedroom. You smell smoke and see smoke near the ceiling. Your door and windows are closed. What do you do first?*

Learner replies: *I roll out of bed onto the floor to avoid breathing smoke that is higher in the air. I crawl to the door and carefully feel for heat with the back of my hand.*

Instructor: *You feel no heat. What next?*

<Learner responds with another action and they continue with drill until learner safely makes it outside or makes a critical error>

Attachment D

Evacuation Drill Performance Checklist

*****	Time/place of error	Area of Instruction Needing Review
Open door without feeling for heat?	Front door- did not feel door for heat	1) Identifying signs of fire
Open door when heat too high?		
Standing with smoke in room?		
Failure to crawl when smoke in room?	In bedroom, stood to check door for heat when smoke in room	2) Actions and behaviors during fires
Failure to pull alarm in stairwell?		
State intention of calling 911 once away from building?		
Total errors:	*****	

Attachment E

Course Evaluation Sheet

If you were to train someone using this instructional package, what would you change?

Do you feel that you have the right knowledge to make the decisions you would make in the event of a fire?

Overall, are you pleased with the instruction you received on how to safely evacuate your apartment in case of a fire?