

PRESENTER'S GUIDE

"INDUSTRIAL FIRE PREVENTION"

Part of the "SAFETY MEETING KIT" Series

THE "SAFETY MEETING KIT" SERIES

This education program is part of the "Safety Meeting Kit" Series. The programs in this series have been created to provide employees with good, basic information on everyday safety and health topics. This series includes programs on the following topics:

- Accident Investigation
- Active Shooter: Surviving an Attack
- Arc Flash
- Back Safety
- Bullying and Other Disruptive Behavior (For Employees and Managers/Supervisors)
- Compressed Gas Cylinders
- Computer Workstation Safety
- Conflict Resolution (Industrial and Office versions)
- Crane Safety (Industrial and Construction versions)
- Distracted Driving
- Driving Defensively
- Driving Safety: The Basics
- Driving Safety
- Dealing with Drug and Alcohol Abuse (Employees and Managers/Supervisors versions) (Industrial and Construction versions)
- Electrical Safety
- Evacuation Procedures
- Eye Safety (Industrial and Construction versions)
- Ergonomics (Industrial and Office versions)
- Fall Protection
- Fire Extinguishers
- Fire Prevention (Healthcare, Industrial and Office versions)
- First Aid (Industrial and Construction versions)
- Fitness and Wellness
- Hand and Power Tool Safety (Industrial and Construction versions)
- Hand, Wrist and Finger Safety (Industrial and Construction versions)
- Hazard Recognition
- Hazardous Materials Labels
- Hazardous Spill Cleanup
- Heat Stress (Industrial and Construction versions)
- Hot Work Safety and the Permitting Process
- I2P2: Injury and Illness Prevention Programs
- Ladder Safety (Industrial and Construction versions)
- Machine Guard Safety
- Materials Handling Safety
- Office Safety
- Rigging Safety (Industrial and Construction versions)
- Safety Audits
- Safety Housekeeping and Accident Prevention
- Safe Lifting (Industrial and Construction versions)
- Safety Orientation
- Safety Awareness for New Employees
- Safety Showers and Eye Washes
- Sexual Harassment (Employee and Managers/Supervisors versions)
- Sexual Harassment Investigations
- Slips, Trips and Falls

- Walking and Working Surfaces (Industrial and Construction versions)
- Warehouse Safety
- Welding Safety
- Winter Safety
- Workplace Harassment (Industrial and Office versions)
- Workplace Stress
- Workplace Violence in Healthcare Facilities
- Workplace Violence

Other products in the "Safety Meeting Kit" line include employee booklets and posters which have been designed specifically to be used with the programs. By combining these three products you have all of the materials you need to promote and conduct a complete safety meeting (for information on booklets and posters contact your local distributor).

WARRANTY/DISCLAIMER

"This program has been created to assist companies that are endeavoring to educate their employees regarding good safety and health practices. The information contained in this program is the information available to the producers of the program at the time of its production. All information in this program should be reviewed for accuracy and appropriateness by companies using the program to assure that it conforms to their situation and recommended procedures, as well as to any state, federal or other laws, standards and regulations governing their operations. There is no warranty, expressed or implied, that the information in this program is accurate or appropriate for any particular company's environment."

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* *In both a print version in the back pocket of this binder and as a PDF on the DVD*

INTRODUCTION TO THE PROGRAM

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Structure and Organization

Information in this program is presented in a definite order so that employees will see the relationships between the various groups of information and can retain them more easily. The sections included in the program are:

- How fires burn.
- Four classes of fires.
- Extinguishing fires.
- Handling flammable materials safely.
- How to prevent fires.
- Dealing with a fire emergency.

Each of the sections covers important information in one topic area, providing employees with the basis for understanding the basics of industrial fire prevention.

Background

When fire gets out of control, it can be devastating. Every year more than a million fire emergencies are reported in the U.S. Over 35,000 of them occur in industrial facilities. They cause at least \$1 billion dollars in damage as well as hundreds of injuries and many deaths. But most fires are preventable.

To keep incidents like these from happening, employees need to know how fires burn as well as how they can be extinguished. They should be able to recognize the fire hazards that are likely to exist in their workplace, and understand how to control or eliminate them. And they need to know how they can get out safely if a fire does occur.

Objectives

This education and training program is designed to provide employees with the information they need to help prevent fires from starting in their workplace, and to deal effectively with any that do occur. Upon completion of the program, employees should:

- Understand how fires burn and how they can be extinguished.
- Know the four classes of fires that they are most likely to encounter and what makes them different from each other.
- Recognize common fire hazards in industrial environments.
- Understand how the unsafe handling or storage of flammable materials can cause industrial fires.
- Know safe practices they can use to help prevent workplace fires from starting.
- Understand the purpose and content of their Emergency Action Plan.
- Understand what they need to know in advance so they can act quickly and safely in a fire emergency.
- Know the procedure that they should follow in using a fire extinguisher safely and effectively.

Reviewing the Program

As with any educational program, the "presenter" should go through the entire program at least once to become familiar with the content and make sure that it is consistent with company policy and directives.

As part of this review process, you should determine how you will conduct your session. The use of materials such as handouts, charts, etc., that may be available to you needs to be well thought out and integrated into the overall program presentation.

PREPARING FOR THE PRESENTATION

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Structuring the Presentation

In conducting this education session, you should proceed with a friendly and helpful attitude. Remember that the "trainees" are looking to your experience and knowledge to help them relate to the situations shown in the program. It is important to let the trainees interact with you and each other during the training session. Stimulating conversation within the group is one of the best things you, as the presenter of the program, can do to help everyone get as much as possible from the session. Be alert for comments that could help in this area in future sessions and make note of them.

As the presenter, you also should:

- Keep the session related to the topic of fire prevention and safety.
- Relate discussions to how employees can recognize and eliminate fire hazards in the workplace and deal safely with any fires that do occur.
- Keep any one person or small group of employees in the session from doing all the talking.
- Get everyone involved. Ask questions of those who don't participate voluntarily.
- Clarify comments by relating them to the key points in the program.

Use the "Outline of Major Program Points" section of this guide, as well as the information included in the quiz, as the basis for answering any questions. If you don't know the answer, say so. Tragic results could occur should you provide incorrect or inaccurate information. Remember, this is a positive program on fire prevention and safety. Make sure that your attitude and words reflect this, and that the emphasis is always on providing the information needed by the attendees to improve their ability to reduce workplace fire hazards and respond appropriately in case a fire does occur.

Setting Up the Class and Classroom

Remember, there are a number of things that must be done to "set up" the class as well as the classroom. These fall into several groups of activities, and include:

- **Scheduling and Notification**
 - You can use the scheduling and attendance form to schedule employees into the session (copies can be made using the printed "master" in the back of this binder or from the PDF version on the DVD).
 - Make sure that the session is scheduled so that it fits into your attendees' work day.
 - Send out notification of the session well in advance, to give people enough time to incorporate it into their schedule for that day.
 - If possible, post a notification on bulletin boards in the affected employees' areas.

- **The Classroom**
 - Schedule the room well in advance.
 - Make sure the room can accommodate the expected number of attendees.
 - Check it again on the day of the program to make sure there is no conflict.
 - Make sure the room can be darkened, and won't create a glare on the television screen.
 - Locate the light controls and test them.
 - Make sure the power for the DVD player you are using operates separately from the room light.
 - See if you can control the room temperature.
 - Know where the closest restrooms are located.
 - Assure that the room is free from distracting noises.
 - Make sure emergency exits are marked and known to the attendees.

- **Seating**
 - Make sure everyone can see the screen from their seat.
 - Make sure everyone can hear the DVD and you (when you speak).

- Check to see that seating is such that writing can be done easily.
- Make sure the seating arrangement allows eye contact between attendees, and between you and attendees.
- **Equipment and Materials**
 - Make sure the DVD player, monitor, and all appropriate cables and extension cords are available.
 - Make sure a stand or table is available and is of appropriate height for all attendees to easily see the monitor.
 - If you plan on using a chart pad, blackboard, or other writing board, make sure it is available, easy to see, and you have the proper writing implements.
 - Make sure you have 6" x 8" index cards or other materials to be used as "name tents" for attendees.
 - Make sure you have made up a sufficient number of copies of the "quiz", as well as any other handouts you are using.
- **"Final Check"**
 - Make sure equipment is in the room prior to the scheduled session.
 - Make sure you have the right program, (look inside the three-ring binder).
 - Check to see that the room is set up properly.
 - Check equipment prior to the presentation to assure that it works.
 - Make sure extension cords, etc. are "taped down", if need be, to avoid tripping.

CONDUCTING THE SESSION

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The Initial Steps

In conducting the session remember the positive nature of this presentation. Everyone is attending in order to learn more about fire prevention and safety. Initially, you need to:

- Introduce yourself as the session leader.
- State the title of the program, "Industrial Fire Prevention" and the purpose of the session (to learn how to recognize and eliminate potential fire hazards in industrial facilities and to respond safely if a fire emergency occurs).
- Inform the attendees when there will be breaks (if you plan for them) the location of exits and restrooms and if water, coffee, or other refreshments will be available.
- Make sure all of the attendees have "signed in" on your scheduling and attendance form. Remember, it is very important to document people's attendance at the session.

Once this housekeeping is done, it is time to move to the "meat" of the session. First, the attendees need to be informed about the objectives of the session (this is where you can use a flip chart or board to list the objectives, which should be done prior to the class starting). This listing should be preceded with some introductory remarks. Your own words are always best, but the remarks should follow along the lines of the following:

"Today we are going to talk about fire prevention and safety. Every year more than a million fire emergencies are reported in the U.S. Over 35,000 of them occur in industrial facilities like this one. They cause at least \$1 billion dollars in damage as well as hundreds of injuries and many deaths."

"But most fires are preventable. All of us play an important role both in keeping them from starting, as well as in minimizing the damage and injury that can be caused if a fire does occur."

"You need to understand how fires burn and how they can be extinguished. You should be able to recognize fire hazards that can exist in our facility, and know how to control or eliminate them. And you need to know the procedures to follow get out safely if a fire does occur."

"The program we are going to watch today will give us some good information about fire prevention and safety. We will learn to recognize fire hazards, the steps to take to correct them and what to do in case of fire. To make this the most productive session possible we need to look at what we want to accomplish here today (verbally reference the "Objectives" list from the first section, or point to the blackboard or chart where you have written them down)."

Once the objectives have been provided, you are ready to show the program. However, you do need to let the attendees know that they will be taking a quiz at the end of the session (if you are using it). It should be emphasized that they are not being "graded", but that the quiz is being used to determine if the session is effectively transmitting information to them in a way they will remember.

Showing the Program

At this point, you need to introduce the title of the program once again, "Industrial Fire Prevention", darken the lights if necessary, and begin the showing of the program.

You have several options as to how you can move through the program and what employees see. The DVD menu has three "selection bars":

- "Play".
- "Scene Index".
- "Contact Info".

To just play the program from beginning to end, select "Play".

To view (or review) a specific section of the program, select "Scene Index". You will be presented with a group of buttons, each of which corresponds to a section of the program. You can then select the specific section that you want to view.

If you would like information on other programs and products that are available from MARCOM you can select "Contact Info" for information about how to contact us.

All of our DVDs, both English and Spanish, are subtitled (similar to closed captioning). If there are hearing impaired employees participating in your training session, or you want people to be able to read the program narration as well as hear it, push the "subtitle" button on your DVD player's remote control or the player's control panel. A print version of the narration will then appear on the screen as the program plays.

Conducting the Discussion

After the program has been shown, it is time for the group discussion on the information that it contained. Care must be taken to make sure that the discussion is kept to the general topic of fire prevention and safety. There are several ways to conduct this discussion. These include:

- Calling for questions from the attendees and using these questions as the basis for the discussion.
- "Leading" the discussion through the points covered in the program using statements such as:
 - "One of the sections that we saw in the program was about recognizing common fire hazards that can exist in facilities like ours. Who can list some of these fire hazards for us?"
 - "We saw an interesting segment on using fire extinguishers. Who can review the procedure we should follow when we are operating a fire extinguisher?"

You should use the discussion format that you are most comfortable with. The "Outline of Major Program Points" section in this guide, and the questions and answers in the master copy of the quiz should be used as a basis for this discussion, as well as the supplemental information that you have presented in this session*.

Remember, you have allocated a limited amount of time in which this discussion can take place. It is important to blend the attendees' questions and areas of interest with the objective of trying to touch on each major area within the program in the discussion. By touching on each area, the attendees are much more likely to retain the information presented in the session.

*(An alternative to this approach is to give the quiz immediately after showing the program, then using a review of the questions as a basis for your group discussion.)

Concluding the Presentation

Once discussion has concluded (whether naturally or you have had to bring the discussion to a close in order to complete the session within the time allowed) it is time to give the quiz if you are using it. Copies of the quiz can be made using the printed "master" in the back of this binder or from the PDF version on the DVD. Again, remind the attendees that the quiz is only meant to help determine how effective the presentation of the information is, and that they will not be graded. Let them know that they have approximately five minutes to complete the quiz.

At the end of the five minute period, remind the attendees to date and sign their quizzes, and then collect them. The attendees should be thanked for attending the session and reminded of any other sessions in the educational program that they may be attending. They can then be dismissed to return to their normal activities.

"Wrapping Up" the Paperwork

Before much time has passed, and the subject matter is fresh in your mind, several types of "paperwork" must be completed. First, check to make sure that all attendees signed the scheduling and attendance form. Next, make sure that you have a quiz from every attendee, dated and signed.

Depending upon what you have decided to do, a copy of the attendance form and the quiz for each attendee should be either filed in your files, or turned over to the attendee's department manager (or the personnel office) so that this paperwork can be included in their personnel file. The attendees' training logs should also be updated, and every attendee should be given a filled

out and signed training certificate, which signifies that they have successfully completed the course. Copies of the employee training log and the training certificate can be made using the printed "master" in the back of this binder or from the PDF version on the DVD.

Remember it is always a good idea to document information about an employee's attendance at these sessions, as well as the fact that the employee has come away from the session with an increased knowledge of fire prevention and safety.

OUTLINE OF MAJOR PROGRAM POINTS

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The following outline summarizes the major points of information presented in the program. The outline can be used to review the program before conducting a classroom session, as well as in preparing to lead a class discussion about the program.

- **Ever since we learned to control fire, it's helped us to do a lot of good things. It has:**

- Kept us warm when we were cold.
- Cooked our food when we were hungry.
- Created light when it was dark.

But when it gets out of control fire can be devastatingly destructive to property, and lethal to people.

- Every year in the U.S., more than a million fire emergencies are reported, over 35,000 of them in industrial facilities.
- They cause hundreds of injuries, many deaths, and at least \$1 billion dollars in damage.

- **To burn, a fire needs three ingredients:**

- Fuel.
- Oxygen.
- Heat.

- **The "fuel" is any material that will burn. Fuels can include:**

- Combustible solids such as wood, paper, cardboard and some metals.
- Flammable and combustible liquids such as gasoline, toluene and some solvents and cleaning solutions.
- Ignitable gases such as propane and natural gas.

- **Next, a fire must be in an environment where there is oxygen that it can "breathe".**

- The more oxygen a fire has, the better it will burn, which is why "fanning" a fire makes it flare up.

- **The third element that a fire needs is heat:**
 - A "source of ignition" such as a burning match or an electric spark, that "lights" it and keeps it burning.
- **In industrial facilities, potential sources of ignition can include:**
 - A grinder throwing sparks.
 - An overloaded electrical circuit.
 - A smoldering cigarette butt.
- **Once a fire has started, it will continue to burn as long as there is fuel and oxygen to feed it.**
- **All the fire requires is fuel, oxygen and heat, but when you remove any one of these ingredients, the fire goes out.**
 - To put out most fires, you apply some type of "retardant", like water, baking soda or sand, that will reduce its heat or deprive it of fuel or oxygen.
 - But not all fires are alike.
- **Depending on the types of materials that are burning and where the fire is located, using the wrong fire retardant can make a bad situation even worse.**
 - For example, water does a great job of putting out burning cardboard, but if you pour water on burning liquids, it will spread the fire further.
 - Since water conducts electricity, you can't use it on a fire that is burning in or around electrical equipment, because somebody could be electrocuted.
- **To make it easier to distinguish between different types of fires and determine how they should be extinguished, they have been divided into "classes".**
- **"Class A" fires involve everyday solid combustibles like paper and wood.**
 - These can be extinguished with water.

- **"Class B" fires involve flammable gases, liquids and some plastics.**
 - They are usually extinguished by applying chemical foams.
- **"Class C" fires involve electricity, and may occur in any type of electrical equipment.**
 - They are fought by smothering them with "nonconductive" substances, which deprives them of oxygen.
- **"Class D" fires involve combustible metals.**
 - Class D fires are not very common, and can be dangerous to extinguish.
 - If you do encounter one, don't try to put it out unless you have been specifically trained to do so.
- **When a fire starts, seconds count.**
 - The burning has to be slowed down as much as possible as soon as possible, in order to protect lives and property.
- **The first line of defense in most buildings is a sprinkler system, which is triggered automatically by the heat of a fire.**
 - Sprinkler systems can be designed to soak a fire with large quantities of water, foam or dry chemicals, whichever is appropriate.
 - While these retardants may extinguish the fire, they also beat down flames and slow the burning process, so people can evacuate and fire department personnel can do their job.
- **Fire extinguishers provide another line of defense in a fire emergency.**
 - Extinguishers may discharge water, carbon dioxide or dry chemicals to fight specific classes of fires.

- **Before using an extinguisher you need to make sure that it is compatible with the class of fire you are fighting.**
 - If the label indicates that it's the wrong type of extinguisher for that fire, don't use it.
- **Many fire extinguishers are marked "A, B and C" on their label.**
 - This shows that they are multipurpose units and can safely be used for all three classes of fire.
- **When you use a fire extinguisher, remember to follow the "P.A.S.S." method:**
 - **P**ull the pin.
 - **A**im the nozzle.
 - **S**queeze the trigger.
 - **S**weep from side to side.
- **Most extinguishers will empty in less than 15 seconds.**
 - If you can't put a fire out in that amount of time, you should evacuate the area immediately.
- **Place the empty extinguisher out of the way, on its side, so no one will trip over it or try to use it again.**
- **Many industrial fires occur because flammable materials are handled or used incorrectly.**
 - Flammable substances must be kept well away from all sources of ignition, and stored in containers approved for industrial use.
- **Gasoline and other flammable liquids should be stored in cans that are equipped with flash arresters that prevent flames and sparks from getting inside and igniting the substances.**
- **Special care should be taken with substances that are:**
 - Spontaneously combustible.
 - Shock sensitive.
 - Chemically reactive.

- **"Spontaneously combustible" materials, including varnishes that contain linseed oil, produce heat as they dry.**
 - Since rags soaked with these materials can burst into flames, they must be disposed of in sealed metal containers designed to handle ignitable waste.

- **"Shock sensitive" substances can detonate and start a fire when they are shaken or dropped.**
 - They require careful handling and storage procedures.

- **Some substances can undergo vigorous chemical reactions when they are exposed to certain other materials.**
 - Calcium carbide, for example, is a "water-reactive" substance that generates flammable vapors when it gets wet.
 - Materials like these must be stored in sealed containers and isolated so that they don't react with other substances.

- **The best way to "fight" fires is to keep them from starting in the first place.**
 - You can help to prevent fires in your facility by learning to recognize potential fire hazards and doing what's needed to reduce or eliminate them.

- **Clutter such as discarded packing materials, piles of paper and boxes can be fires waiting to happen.**
 - Police your work area regularly and dispose of all waste.

- **Wood shavings, grease and other ignitable materials that build up on machine parts that get hot can lead to a fire as well.**
 - So remember to keep all equipment surfaces clean.

- **Careless smoking causes many fires, by providing a source of ignition for any fuel that's present in the area.**
- **If you smoke, be sure to follow your company's smoking policy.**
 - Smoke only in designated areas.
 - Make sure cigarette butts are extinguished before discarding them.
 - Place butts in proper containers (do not throw them in the trash).
- **One in five industrial fires occur when welding, cutting and other operations that can provide a source of ignition are being performed.**
 - These tasks are known as "hot work", and they are strictly controlled at your facility by a permitting system.
- **Hot work fire safety measures include:**
 - Preventing the throwing of sparks or slag.
 - Removing or protecting flammables in the area.
 - Posting a "fire watch" to make sure no secondary fires occur.
- **Electricity is involved in many industrial fires, as well.**
 - Electrical fires can be caused by overloaded circuits, damaged equipment and unsafe work practices.
- **"Overloads" occur when too much power is being drawn through an electrical circuit, which can cause the wiring to heat up and catch fire.**
 - Before you plug in a power tool or piece of equipment, make sure the circuit can handle its power requirements.
- **This "overload prevention" also applies to any extension cords you plan to use.**
 - They should be rated for the amount of power that the equipment they are connected to will be drawing.

- **Never install an extension cord as a "permanent" power-supply solution.**
 - They're for temporary use only.
 - Over time they can deteriorate and become a fire hazard.
- **Avoid using power strips or other "adapters".**
 - This can result in plugging too many devices into a single receptacle.
- **Check power cords for damage like cracked or frayed insulation.**
 - If you find problems, don't use them.
- **We can all help reduce the risk of fires occurring in our workplace by taking precautions and eliminating hazards, but accidents can still happen.**
 - So it's important to know how to respond if and when a fire does occur.
- **The groundwork for this has already been laid out in your facility's "Emergency Action Plan".**
 - The plan details the steps that should be taken if an emergency occurs.
 - That includes mapping out escape routes and explaining how everyone in the building can evacuate safely.
- **You should take the time now to familiarize yourself with the plan and identify at least two paths of escape from the areas where you work.**
 - That way if one path is blocked, you'll be able to evacuate quickly using the other route.
 - Remember to always keep escape routes and emergency exits clear so everyone can get out safely.
- **During a fire, smoke can make it difficult to see where you're going.**
 - Learn how to navigate through your evacuation routes with your eyes closed.
 - It could save your life.

- **When a fire alarm rings, it's your signal to leave the building.**
 - Don't delay because you think it's "just a drill".
 - Do not stop to pick up any of your personal possessions.
 - Just go.

- **Remain calm and follow your evacuation route.**
 - Walk, don't run.
 - Never push past people in front of you.

- **Do not use an elevator to travel between floors.**
 - You could be trapped inside if the power fails.
 - Use the stairs instead.

- **Inhaling the smoke from a fire could kill you.**
 - Since smoke rises you can avoid breathing it by staying as close to the floor as possible.
 - Cover your face with a wet cloth if you can.
 - Take short breaths.

- **When you approach a closed door, make sure that it's cool before you open it.**
 - Check the temperature with the back of your hand (It is more sensitive to heat than your palm).

- **A door that is hot probably has flames behind it, so don't open it!**
 - Use an alternate route instead.

- **If you work in a "high-rise", you may be instructed to evacuate to a "safe area" inside the building.**
 - Otherwise, proceed to the ground floor and leave the building immediately.

- **When you get to the assembly area that's specified in your company's Emergency Action Plan, report yourself as "safe", and remain there until you're told that it's okay to leave.**

*** * * SUMMARY * * ***

- **In order to burn, fires must have fuel, oxygen and heat.**
 - Removing any one of these ingredients will extinguish the fire.
- **Before using a fire extinguisher, check the label to make sure it's designed for the class of fire you're fighting.**
- **Be aware of the fire hazards that can be created by various types of combustible and flammable materials.**
- **Eliminate potential sources of ignition such as careless smoking, overloaded electrical circuits and damaged equipment.**
- **Smoke only in designated areas. Make sure to thoroughly extinguish cigarette butts and properly dispose of them.**
- **Be sure you know at least two evacuation routes from your work area.**
- **If a fire emergency does occur, remain calm and follow your company's evacuation plan.**
- **Now that you know how fires can start, how to prevent them and how to respond effectively if one does occur, you can help to make sure that you and your coworkers stay safe... every day!**

ACCOMPANYING MATERIALS

ACCOMPANYING MATERIALS

In order to assist you in conducting your session on industrial fire prevention, we have provided a number of specific materials that can be used with this program. These materials have been furnished in PDF format on the DVD as well as printed "masters" in the back pocket of this binder. This will enable you to make as many copies of these forms as you need. If you have colored paper available to you, it is often useful to put each form on a different color. This enables you to easily differentiate between the materials. The materials enclosed with this guide include:

Scheduling and Attendance Form

This form is provided so you can easily schedule your attendees into each session of the program. It's important that you have each attendee "sign-in" on the appropriate form, documenting their attendance at the session. Typically, a copy of this attendance/"sign-in" form is filed in the employee's personnel file.

Quiz

The quiz is normally given after viewing the program. However, if you would like an indication of the "increase" in the attendees' knowledge regarding fire prevention and safety, you can give the quiz both before and after the program is shown. You can also use the quiz as the basis for a class discussion. If you have decided to give the quiz both before and after the attendees view the program, it is often interesting to have the attendees compare their "before" and "after" answers as part of the session. Typically, the quiz is filed in the employee's personnel file.

Training Certificate

This form allows you to give each employee their very own "certificate of completion", showing that they have attended the course and taken the quiz. Space is provided to insert the employee's name, the course instructor and the date of completion.

Employee Training Log

This log helps you to keep track of when each employee has taken the course, as well as associated courses/training. Space is provided to list pertinent data about the employee, as well as information such as the date the course was taken, and the instructor conducting the course. A copy of this form should be kept in each employee's training or personnel file.

Booklet*

A sample copy of the employee booklet that has been designed for use with this program has also been included. Using both illustrations and text to review important points, the booklet is designed to reinforce the message that employees receive in the training session. The material is presented in the same order as seen in the program and is organized into concise sections, making it easy to understand and remember.

**Additional booklets, as well as copies of the poster that has been created to get employees thinking about fire prevention and safety, are available from your distributor.*