TRAINING TOPIC: Building Evacuation and Fire Safety (10 minutes)

TRAINING AIDS:

Handouts:
University of Delaware Policy: http://www.udel.edu/ExecVP/polprod/7-06.html
Fire and Fire Related Emergency Presentation: Fire Safety

Presenter Preparation:
1. Review Power Point Presentation
2. Read handout materials
3. Review this training outline

Program: Training Includes:
1. Ask the group the following questions and discuss and expound on the answers that are detailed in the handouts.
   - Knowing the proper building evacuation procedure and fire safety in a fire or fire related emergency situation could mean the difference between life and death.
   - Why do you think it is important to review the proper fire safety procedures?
   - What is the proper evacuation procedure for your work environment?
2. Show Power Point Presentation.
3. Distribute handout information.
   - Discuss the information contained in the handouts and the source of the hand-outs, etc.
4. Answer questions from:
   - Discussion
   - Power Point Presentation
   - Handouts
5. Have the employees sign an attendance sheet.
   http://www.facilities.udel.edu/policies/HRPOLICIES/PolProgMeetingSignInForm_Dec_00.doc