



A Client Safety Module: **Fire Prevention & Safety**

INSTRUCTIONS FOR THE SUPERVISOR

Step One:

- Make a copy of the Instructions for the Learner page. Return your original to the sheet protector. Add the following information to the copy:
 1. The name (or position) of the person to whom the aides should direct questions.
 2. The name (or position) of the person to whom the aides should turn in their quizzes.
 3. The date by which the quiz page should be turned in.
 4. The name (or position) of the person who will initial the aides' Inservice Club Membership Cards.
- Use this copy as your "master" as you make up the inservice packets.

Step Two:

- Have the following copied for each learner:
 1. The **Instructions for the Learner** page.
 2. The **10 Page** Inservice newsletter.
 3. OPTIONAL: Your workplace policies regarding fire prevention and safety.
 4. The **Quiz** page.

Step Three:

For Self-Study Use

- Distribute as desired—in employee mailboxes; folded in paychecks, etc.
- You may want to post the Quiz Answer Sheet in a prominent spot.

For Group Use

- Read over the Suggested Participatory Activities, the Suggested Teaching Tips and the Suggested Discussion Questions.
- Select the activities you want to use during your inservice hour.



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SUGGESTED PARTICIPATORY ACTIVITIES

ACTIVITY # 1: VULNERABLE POPULATIONS—RAISING AWARENESS

- Visit the U.S. Fire Administration website to learn more about their "Fire Safety Campaign for People 50-Plus." You can access the program directly at: www.usfa.dhs.gov/campaigns/50plus/
- Find and print copies of free materials at: www.usfa.dhs.gov/campaigns/50plus/downloads.shtm
- Talk to the group about this vulnerable population. Mention that each year, approximately 1,100 Americans ages 65 and older die, and more than 3,000 are injured as a result of home fires.
- **OPEN ENDED QUESTION:** Ask the group, "What can YOU do to raise awareness and promote fire prevention and safety?"
- **ENCOURAGE CREATIVITY:** Be open to the ideas that may come up. For example, your CNAs may suggest creating a poster campaign, conducting fire safety classes for clients, talking to clients and their families one on one, giving out informational fliers or brochures . . . etc.
- **PROMOTE TEAMWORK:** Be willing to follow through and bring the group's ideas to life. Create a fire prevention and safety action team that includes your aides who are passionate about the topic. Give time and freedom to promote this platform.

ACTIVITY #2: SCENARIOS

- Give the following scenarios to the group. Ask them what they would do in that situation.
- Write their answers on a board, a flip chart or even an overhead transparency.
- Consider giving a small "prize" for the best answer.
 1. You are caring for a client in a wheel chair. All of the sudden you see a fire coming from the kitchen in their apartment. What would you do?
 2. You are working on the 7th floor of the hospital. You hear the fire alarms go off and an announcement: "Code Red 7th floor. Code Red 7th floor." What would your responsibility be?
 3. You discover a fire in an empty room. You just completed training on fire extinguishers. What would you do?
 4. You're working in a health care facility when you notice a family member carrying a radio, hair dryer and small TV into your client's room. What would you do?



Developing Top-Notch CNAs, One Inservice at a Time

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SUGGESTED TEACHING TIPS

TEACHING TIPS

- Make an overhead of the Quiz Answer Sheet.
- Take advantage of this inservice time to go over your workplace policies on fire prevention, evacuation, and reporting a fire.
- Take some time to allow participants to discuss their reaction to:
 - The "Talk About It" box on page 4,
 - The "Connect it Now" box on page 5,
 - The "Get Out" box on page 7, and
 - The "Next Step" box on page 8.
- If possible, bring a fire extinguisher to class. Demonstrate the use of the fire extinguisher and have participants practice.
- Walk through your facility and show participants the location of escape routes, fire alarms and fire extinguishers.
- Have participants practice developing a plan for clients.
- Have a fire drill!

RESOURCES

The following resources were used in developing this inservice. You might want to check them out for further information:

- OSHA at www.osha.gov
- The National Fire Protection Agency at www.nfpa.org
- The Kennett Fire Company at www.firestation24.com
- American Health Care Association at www.ahcancal.org
- Elderweb at www.elderweb.com
- U.S. Fire Administration at www.usfa.dhs.gov

PLEASE NOTE:

Your staff may enjoy the following related In the Know inservices:

- Critical Thinking Skills
- Health Care Ethics
- Personal Safety in the Workplace
- The Normal Aging Process
- Chemical Hazards in the Workplace
- Food Preparation and Safety Tips
- Home Care Safety Tips
- Basic First Aid

If your In the Know library doesn't include these titles, they are available for purchase by calling our toll-free number:

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SUGGESTED DISCUSSION QUESTIONS

DISCUSSION QUESTION #1

Did you know that one-fifth of home fires in the U.S. start in the kitchen? Why do you think that is so?

Answer: Because there is a great potential for a fire to occur. For example, if you cook 2 meals a day, every day for a year, that is 730 chances to start a fire . . . by leaving a pot on the burner too long, or catching a pot holder or towel on fire, for example. So, be careful in the kitchen!

DISCUSSION QUESTION #2

What can you do TODAY to improve fire safety in your work area or client's home?

Possible answers include:

- Be sure to properly store all chemicals and supplies.
- Routinely check availability and condition of fire safety equipment.
- Know the location and proper procedure for using fire extinguishers.
- Monitor electrical appliances for damage.
- Have and know the emergency evacuation plan.
- Ensure that emergency evacuation routes are always open and unobstructed.

HERE ARE MORE QUESTIONS THAT MAY SPUR SOME INTERESTING DISCUSSION:

- Smoking continues to be the leading cause of death in residential fires. While remaining respectful of your clients' rights to smoke in their own homes, how would you create a plan to keep residents safe from the dangers of smoking related fires?
- How many of you have developed a fire plan in your *own* home? Why or why not? Would your children know how to get out of your house if there was a fire?



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QUIZ ANSWER KEY

- 1. True**
The risk for injury or death to clients and staff during a fire is increased because many clients are unable to get out safely without help. This delays evacuation and puts everyone at risk.
 - 2. Fill in the Blanks**
Fire needs these three elements to burn:
1. FUEL 2. OXYGEN 3. HEAT
 - 3. False**
Damaged cords on electrical appliances **can cause fire!** Unplug any electrical appliance with a damaged cord and ask the client or family members to replace or repair the item.
 - 4. False**
Smoking bans have been proven to reduce illness, encourage smokers to quit, and reduce the number of fires and fire related injury and death as a result of careless use of smoking materials.
 - 5. B**
A "Dry Chemical" or "DC" type fire extinguisher is the best option for an electrical fire. Never use water to put out an electrical fire, and NEVER use a towel to fan out ANY fire. This will give the fire MORE oxygen and make it worse!
 - 6. False**
You can operate most fire extinguishers by following the **P.A.S.S.** method.
 - 7. True**
If you catch on fire, you should stop, drop, and roll to put the fire out.
 - 8. Fill in the Blank**
The "A" in P.A.S.S. stands for **AIM**. You should aim the extinguisher at the base of the fire before squeezing the trigger and sweeping the chemical back and forth.
 - 9. True**
Despite smoking bans and increased awareness of the dangers associated with smoking, smoking remains the leading cause of all residential fire deaths.
 - 10. True**
Home smoke alarms can cut the chance of being injured or killed in a fire by half.
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Developing Top-Notch CNAs, One Inservice at a Time

*A Complete Civility Training Program: **The Real Healthcare Reform***

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ARE YOU READY TO DELIVER A COMPREHENSIVE CIVILITY TRAINING PROGRAM WITHIN YOUR WORKPLACE?

Did you know the Joint Commission recommends that all accredited healthcare organizations be responsible for handling and preventing incivility in the workplace?

Civility training in the healthcare workplace is more than just a course in professional conduct—although professional conduct is the goal! Civility training teaches:

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EVALUATION

Employee Name _____

Date _____ Self-Study Inservice Group-Study Inservice

1. Put a checkmark in the box that best describes how you feel about each learning objective.

LEARNING OBJECTIVE	I am able to do this.	I might be able to do this.	I can't do this.	I'm not sure.
Name and describe the 3 elements that must all be present to create a fire.				
Recognize 4 classes of fire and identify the proper fire extinguisher commonly used for each class.				
Describe the steps used to operate a fire extinguisher using the P.A.S.S. method.				
Outline the actions you will take in response to a fire using the R.A.C.E. method.				
Describe your facility's emergency fire plan, or develop a customized plan for your home health client.				

2. Did you learn anything new that will help you in your job? Yes No

If yes, please explain: _____

3. If you have questions about the inservice information that did not get answered, note them here:

4. Other comments? _____
