



## ***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.*

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**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.

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

### **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.net](http://www.firefactor.net)

##### **“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.

**“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](http://www.firefactor.net)

[www.subtractstupidity.net](http://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](#)

[National Fire Protection Association](#)

[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](http://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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_