

## **SAFETY AND FIRE PREVENTION TRAINER CHECKLIST**

Trainer will assure the following is completed for the Safety and Fire Prevention unit.

1. Direct Support Professional (DSP) will be given time to read the safety and fire prevention unit.
2. Trainer will make sure that DSP reviews the handouts on "Poison Prevention" and "Preventing Frostbite and Hypothermia"
3. DSP will read the Evacuation Plan for the residential setting where they are working.
4. DSP will review the Person Centered Plan for each individual for special instructions related to safety.
5. Trainer will instruct DSP on the operation and location of the fire alarm.
6. Trainer will provide a tour of the home and show the DSP the location of:
  - Fire extinguishers
  - Blood Spill Kit
  - Personal Protective Equipment (PPE)
  - Emergency Kit Bag
  - Carbon Monoxide Detector
  - Smoke and Fire Alarms
  - The "Safe Area" used for severe storms and tornados
  - Alternate and primary evacuation routes
  - Any special equipment used for evacuation
7. Trainer will review forms used for fire and tornado drills and documentation guidelines.
8. Trainer will review monthly equipment maintenance and required routine equipment checks.
9. DSP will complete the test – Trainer will review with DSP using the answer key.
10. DSP will observe a fire drill and participate in a fire drill.
11. Trainer will answer any questions related to safety and fire prevention.
12. Trainer will review AFC administrative rules 400.14318 (1-6) [400.15318 (1-6)]. Trainer will assure that the DSP knows where the AFC Licensing rules are located in the home for easy reference.
13. Trainer will review How to Complete E-Scores located at the end of this Unit, which are required by Certification of Specialized Program Administrative Rule 333.1803.