

# PreventionLink™

## *Application Scenarios*

## Scenario 1

A Fire Department has created a new policy on “Incident Command” and needs to distribute this and ensure a proper understanding for their 80 Firefighters. Previously as new SOPs or SOGs have been rolled out there have been problems with:

- Getting everybody in one place to review
- Some have completed the review but can’t get sign off that they had
- Unsure as to what version of the SOP they are reviewing
- Difficult to establish retention of the SOP content

How the PreventionLink system can assist:

1. Upload new Incident Command SOP into the File Center
2. Create a Custom Activity and use “File with E signature” to link to Incident Command document
3. Create questions in the Custom Activity or insert a link to the Test Builder so the Firefighter will need to complete a multiple choice exam with questions built around the content of the SOP

Benefits:

- No need to assemble the group to review the new SOP
- Employees can access via the web from wherever the internet is available
- New versions of SOPS can easily be distributed without wondering which version is being reviewed or followed in the field.

The following graphic depicts a Custom Activity that incorporates a link to an SOP as well as a link to a multiple choice test on the SOP content:



The screenshot shows the 'Custom Activities Builder' interface. At the top, there are navigation tabs: Home, Reports, Assignments, Users, and Resources. The main title is 'Custom Activities Builder'. On the left, there is a sidebar with sections for 'Add Information', 'Add Question', and 'Add Attachment'. The main content area is titled 'Review Incident Command SOP' and contains the following text:

**Review Incident Command SOP 2-3.7**

Review the SOP below and be prepared to complete a ten question multiple choice examination testing your retention of the SOP content

[SOP\\_2-3.7\\_Incident\\_Command\\_System\\_Yellow\\_Approved\[1\]](#)

I have read and understand SOP 2-3.7

Please complete the following 10 question multiple choice examination

[Incident Command SOP](#)

*To add an item, select it from the menu on the left*

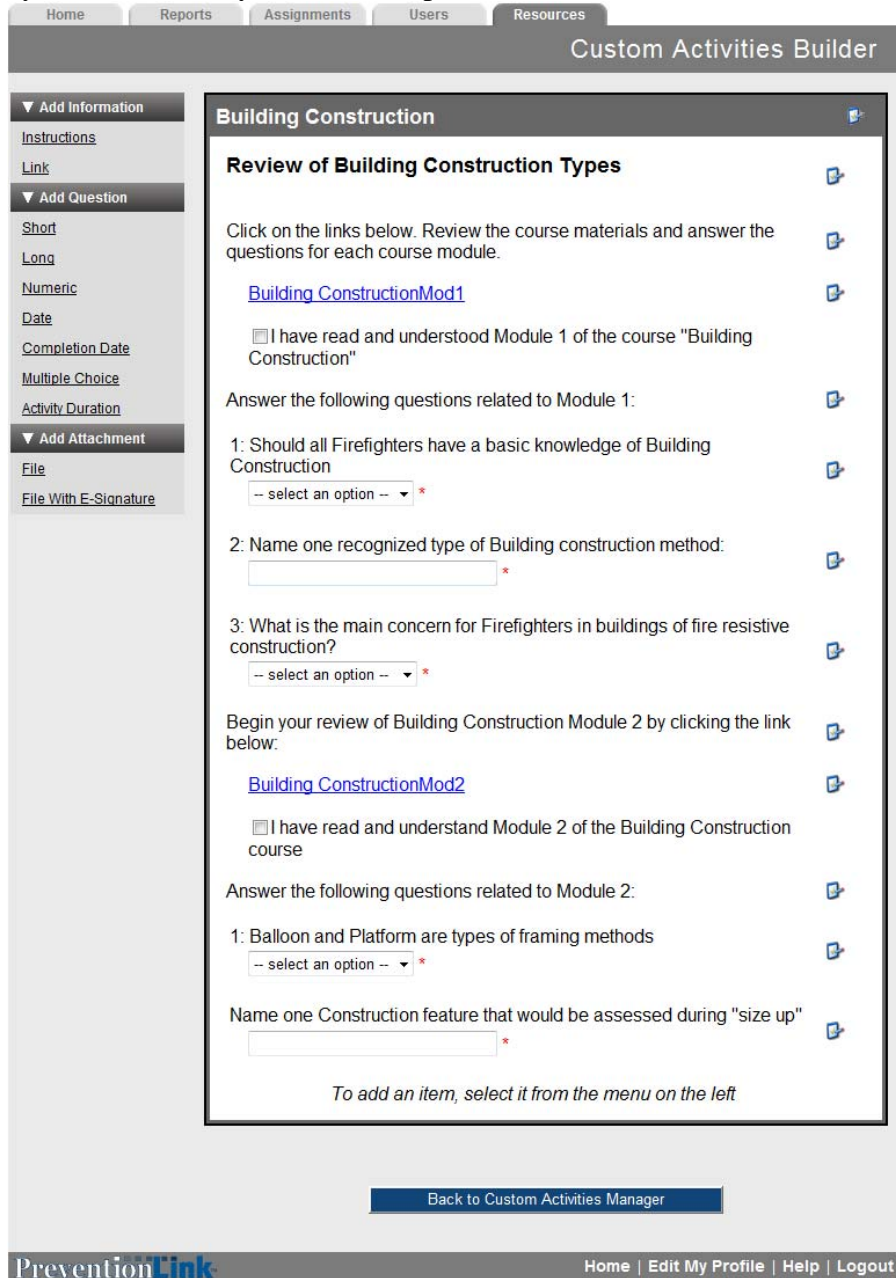
At the bottom of the interface, there is a button labeled 'Back to Custom Activities Manager'.

## Scenario #2

A Fire Department has existing Powerpoint training content and would like to use this as part of an online training experience.

How the PreventionLink system can assist:

1. Uploaded the Powerpoint file into the File Center. (Recommend that it be converted to Adobe .pdf format to allow Users to open without having MS Powerpoint on computer.)
2. Using Custom Activities Builder an activity can be designed that has the employee review the training file and answer questions concerning content
3. Links to videos on the web or on the client server can be incorporated into the activity. (Ensure that employee has the ability on their computer to run video or has the bandwidth to do so.)



Home Reports Assignments Users Resources

### Custom Activities Builder

▼ Add Information

- Instructions
- Link

▼ Add Question

- Short
- Long
- Numeric
- Date
- Completion Date
- Multiple Choice
- Activity Duration

▼ Add Attachment

- File
- File With E-Signature

#### Building Construction

##### Review of Building Construction Types

Click on the links below. Review the course materials and answer the questions for each course module.

[Building ConstructionMod1](#)

I have read and understood Module 1 of the course "Building Construction"

Answer the following questions related to Module 1:

1: Should all Firefighters have a basic knowledge of Building Construction  
-- select an option -- \*

2: Name one recognized type of Building construction method:  
 \*

3: What is the main concern for Firefighters in buildings of fire resistive construction?  
-- select an option -- \*

Begin your review of Building Construction Module 2 by clicking the link below:

[Building ConstructionMod2](#)

I have read and understand Module 2 of the Building Construction course

Answer the following questions related to Module 2:

1: Balloon and Platform are types of framing methods  
-- select an option -- \*

Name one Construction feature that would be assessed during "size up"  
 \*

*To add an item, select it from the menu on the left*

[Back to Custom Activities Manager](#)

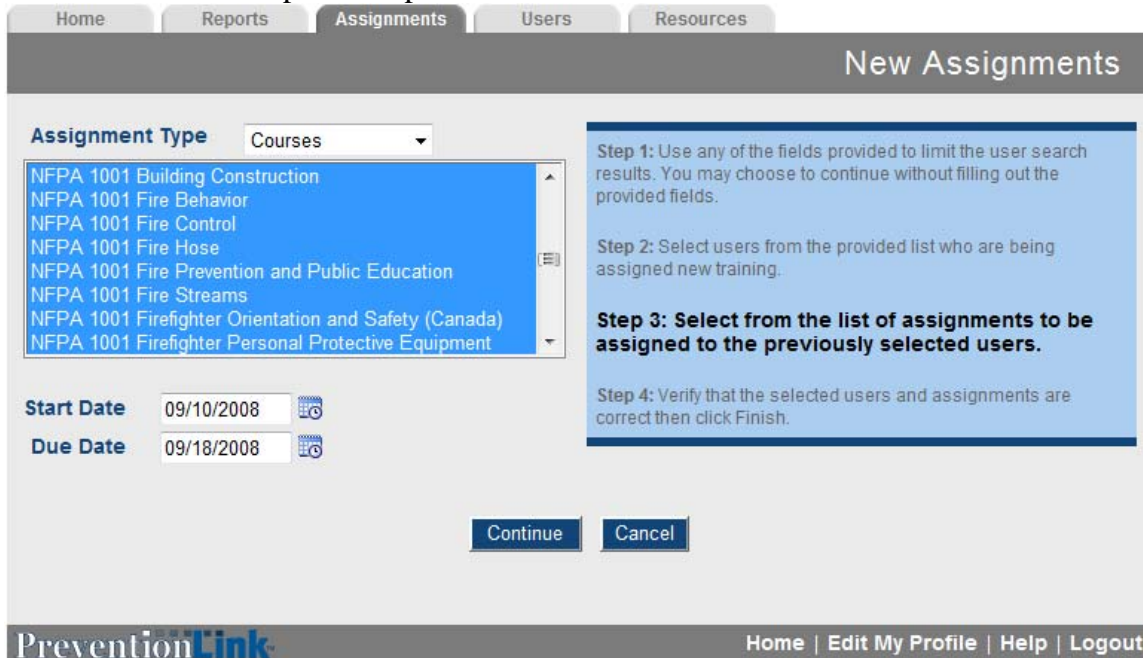
PreventionLink Home | Edit My Profile | Help | Logout

### Scenario #3

A Fire Department is bringing on 10 new recruits and wants to train them on the Department's policies and ensure they have a common level of understanding related to the NFPA 1001.

How the PreventionLink system can assist:

1. Assign the new recruits the NFPA 1001 training from the PreventionLink library and upload the department policies into each course to ensure the new recruit understands the specific department policy on the given subject.
2. Create a Custom activity that Tests the student using the Test Builder function on the NFPA content as well as Department policies.



Home | Reports | **Assignments** | Users | Resources

## New Assignments

**Assignment Type** Courses

- NFPA 1001 Building Construction
- NFPA 1001 Fire Behavior
- NFPA 1001 Fire Control
- NFPA 1001 Fire Hose
- NFPA 1001 Fire Prevention and Public Education
- NFPA 1001 Fire Streams
- NFPA 1001 Firefighter Orientation and Safety (Canada)
- NFPA 1001 Firefighter Personal Protective Equipment

**Start Date** 09/10/2008

**Due Date** 09/18/2008

Continue Cancel

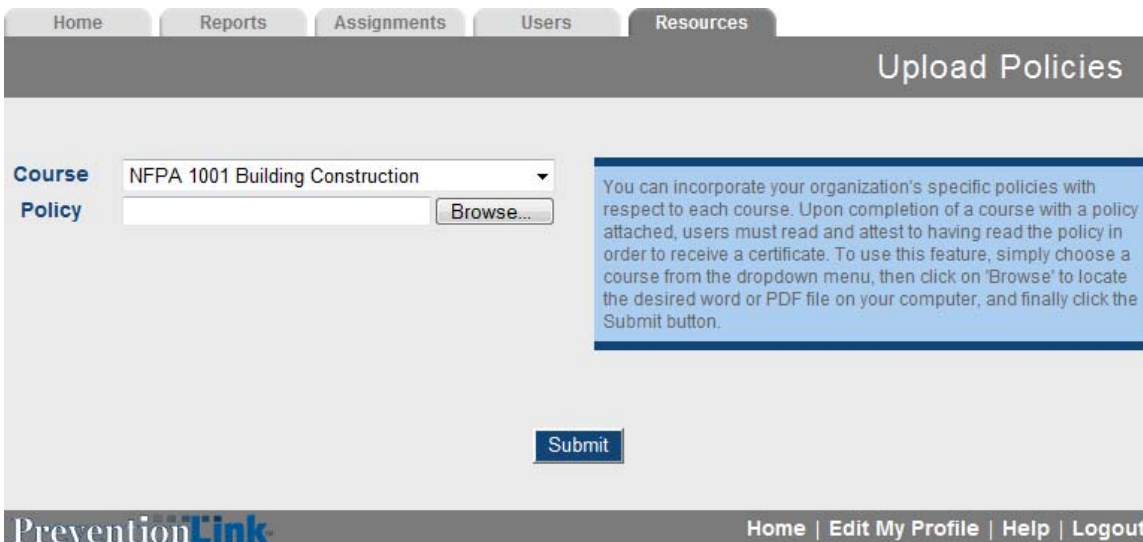
**Step 1:** Use any of the fields provided to limit the user search results. You may choose to continue without filling out the provided fields.

**Step 2:** Select users from the provided list who are being assigned new training.

**Step 3:** Select from the list of assignments to be assigned to the previously selected users.

**Step 4:** Verify that the selected users and assignments are correct then click Finish.

PreventionLink Home | Edit My Profile | Help | Logout



Home | Reports | **Assignments** | Users | Resources

## Upload Policies

**Course** NFPA 1001 Building Construction

**Policy** Browse...

Submit

You can incorporate your organization's specific policies with respect to each course. Upon completion of a course with a policy attached, users must read and attest to having read the policy in order to receive a certificate. To use this feature, simply choose a course from the dropdown menu, then click on 'Browse' to locate the desired word or PDF file on your computer, and finally click the Submit button.

PreventionLink Home | Edit My Profile | Help | Logout

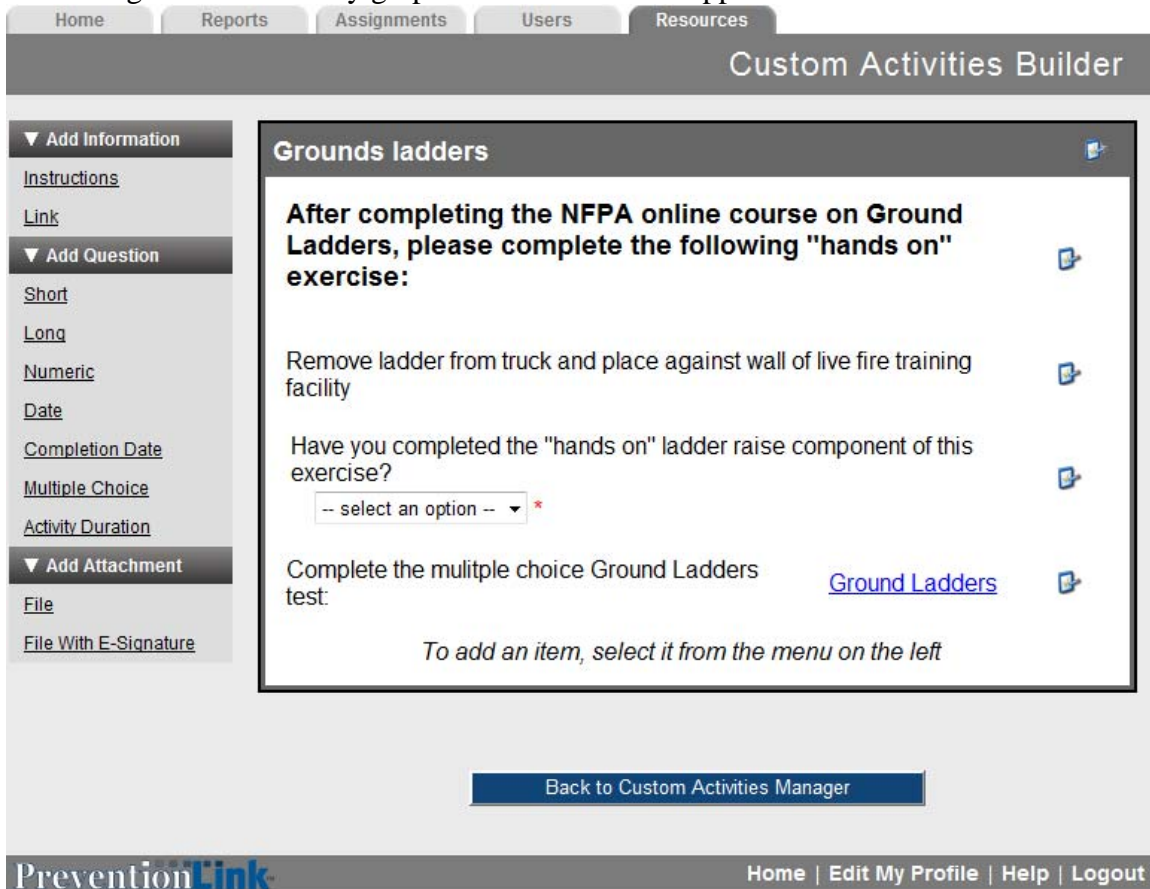
## Scenario #4

A Fire Department likes the idea of online training but some feel that “hands on” training will be compromised if it is put into place.

How PreventionLink can assist:

1. By using Custom Activities builder the system Administrator can assign a “hands on” exercise to complement the review of a policy or procedure or an online course from the library. Questions can be asked regarding the hands on component to substantiate employee retention.
2. Efficiency of hands on training can become greater due to much of the theory content being “off loaded” to the online solution. This will free up Training Officers (TOs) to focus on the really important aspects of the in class or hands on training session.

See the following Custom Activity graphic to see the above applied:



Home Reports Assignments Users Resources

### Custom Activities Builder

▼ Add Information

- [Instructions](#)
- [Link](#)

▼ Add Question

- [Short](#)
- [Long](#)
- [Numeric](#)
- [Date](#)
- [Completion Date](#)
- [Multiple Choice](#)
- [Activity Duration](#)

▼ Add Attachment

- [File](#)
- [File With E-Signature](#)

#### Grounds ladders

**After completing the NFPA online course on Ground Ladders, please complete the following "hands on" exercise:**

- Remove ladder from truck and place against wall of live fire training facility
- Have you completed the "hands on" ladder raise component of this exercise?  
-- select an option -- \*
- Complete the multiple choice Ground Ladders test [Ground Ladders](#)

To add an item, select it from the menu on the left

[Back to Custom Activities Manager](#)

PreventionLink Home | Edit My Profile | Help | Logout

Scenario #5

A Fire Department is largely made up of Volunteers. The Department is regularly challenged to get training delivered to their Volunteers because of scheduling issues and the Volunteer's work schedule.

How PreventionLink can assist:

1. Because the PreventionLink system is web based no software is required to be downloaded to take training or complete assignments. This means that the Volunteer can access the system from home, place of work or the fire hall. Basically anywhere the internet is available and a computer with a browser is present.
2. Assign NFPA 1001, 1500 & 1021 training to be completed as pre-class requirements or to orientate a Volunteer until an in-class session on the topic is available.
3. Use the system to assign to the Volunteer self study in SOPS/SOGS or other Fire Training resources. Use the online test system to validate retention of the topic studied.
4. Volunteer gets a monthly training summary sent to them (via email) outlining their current training/assignment position. The following graphic depicts such a summary:

**TARGETSAFETY**  
**EMPLOYEE MONTHLY SUMMARY**  
**September 1, 2008**

Dear Nora Lawrence,

As a registered user of the TargetSafety PreventionLink Platform, you will receive notices regarding the details of your account and your status with the program. This message is sent on behalf of your employer. Please review the information below and do not hesitate to contact TargetSafety Support (877.944.6372) with any questions. Stay Safe!

**— ASSIGNMENTS —**

**Overdue** (Displaying 3 of 36)

- Brunacini's Functional Boss Behaviors Preview
- Slips, Trips, & Falls Prevention (Canada)
  - WHMIS Advanced (Canada)

**Upcoming Due** (Displaying 3 of 144)

- 01/29/09 - Lead Awareness
- 01/29/09 - Advanced HAZWOPER Awareness (MOD #1)
- 01/29/09 - HAZ-MAT Transportation

[Click here to log into PreventionLink](#)

**For additional help or questions please contact:**

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San Diego, CA 92127-2188  
Toll Free: 877.944.6372  
[Support@TargetSafety.com](mailto:Support@TargetSafety.com)

Scenario #6

A Fire Department is finding it challenging to complete annual “Soft Skill” training such as WHMIS, Workplace Diversity, Sexual Harassment etc.

How PreventionLink can assist:

1. Use the Soft Skill courses from the PreventionLink library and assign these out to the Firefighters.
2. Attach the Department policy on these subjects using the PreventionLink policy upload feature.
3. Run reports using the PreventionLink reporting tools to determine who have completed the soft skill training and who may be incomplete.

The following depicts an excerpt from a completed training report:

Completed Assignments				
Displaying 92 of 92 results (* Custom Activity)				
Name	Assignment	Completion Date	Test Score	
Alves, Luis	* Workplace Diversity	12/12/2007		Completed
Anderson, Dave	* Workplace Diversity	01/09/2008		Completed
Aujla, Jag	* Workplace Diversity	12/08/2007		Completed
Barnes, Rich	* Workplace Diversity	12/18/2007		Completed
Bavis, Nathan	* Workplace Diversity	12/19/2007		Completed
Beare, Adam	* Workplace Diversity	12/03/2007		Completed
Beeby, James	* Workplace Diversity	02/12/2008		Completed
Beetsra, Jack	* Workplace Diversity	12/11/2007		Completed
Bennett, Shane	* Workplace Diversity	01/20/2008		Completed
Billings, Alan	* Workplace Diversity	01/11/2008		Completed
Bola, Kulwinder	* Workplace Diversity	02/07/2008		Completed