

Mastering the 10-Minute Mini-Lesson

SAMPLE LESSON PLAN

Educational Messages to Review:

Ch. 1: Home Smoke Alarms

- 1.3.2 Make sure everyone in the home understands the sound of the smoke alarm and knows how to respond.

Topic: Fire Alarm Systems in Apartment Buildings

Audience: Adults who live in apartment buildings with a fire alarm system.

Lesson Objective: By the end of the mini-lesson, participants will be able to:

- Explain the purpose of the fire alarm system in an apartment building.
- Describe the sound of the fire alarm system and how to respond.

Step 1: Introduction

- Greet the audience and thank them for allowing you to speak for 10 minutes. Let them know you are happy to be there.
- Introduce yourself and share your connection to the community.
- HOOK: Play an example of a fire alarm sounding (WAV file). Ask participants if this is what the fire alarm sounds like in their apartment building. Ask how many people are 100% sure. Play a different fire alarm sound to give another option.
- Share the purpose of your visit: "Today we are going to talk about the purpose of the fire alarm system in your apartment building. We are also going to learn how important it is to know the sound of your buildings' fire alarm system and how to respond appropriately every time."

Step 2: Body of the Presentation

- Ask the group why apartment buildings have fire alarms. Buildings such as apartment complexes have features and devices to keep people safe from fire. The fire alarm system detects smoke and fire and warns residents of danger in any part of the building. The alarm signals people to leave the building if there is a fire.
- Ask volunteers to name parts of the fire alarm system. Explain that fire alarm systems have many parts that work together. Two parts most people easily identify are the smoke detectors and the audible alarms. When the detector senses smoke, the alarm is activated so people can hear a loud horn or tone. This sound warns people of danger.
- Ask attendees to explain what actions should be taken if the fire alarm sounds.
- It is important to leave the building right away if you hear the sound of a fire alarm. Stay outside at your meeting place until you are told the building is safe.
- Explain that it is important that every resident knows the sound of the fire alarm in the building. It is also important to respond every time the fire alarm sounds. It means there could be fire.
- Another part of the alarm system are the manual fire alarm boxes. These allow people to activate the alarm by hand if they see fire or smoke.
- Ask the group if they know where the manual fire alarm boxes are in their own building?
(Idea: Display pictures of the manual fire alarm boxes in the building you are presenting)
- Inform the group that most manual fire alarm boxes (also known as pull stations) are found within five feet of an exit door. Everyone in the building should know where to find the manual alarm boxes. If there is a fire, pull the manual fire alarm box handle on your way out of the building.



Mastering the 10-Minute Mini-Lesson: Fire Alarm Systems in Apartment Buildings

- Ask attendees why the fire alarm should only be pulled in an emergency. Stress how important it is to only use a manual fire alarm box if there is smoke or fire. People might ignore the sound if they hear too many false alarms. False alarms also put firefighters at risk.
- Ask the group to think about what could happen if people ignore the sound of the fire alarm. Remind them to treat every fire alarm as an emergency.

Step 3: Conclusion

- Let's review! Ask: How does the fire alarm system in your apartment building help you and your family stay safe?
- Remind participants how important it is to know the sound of their building's fire alarm system and to respond appropriately every time the fire alarm sounds.
- Provide each participant with the Safety Tip Sheet, *Fire Alarms in Apartment Buildings* to read later. (available at [nfpa.org/safetytips](https://www.nfpa.org/safetytips))
- Share your contact information and encourage attendees to contact you if they have any questions or concerns about other fire safety issues.
- Thank everyone for their time and inviting you to speak.

