

# Fire and Emergency Response Training Program

## Student User Guide

### Purpose of this guide

This guideline provides instructions on how to access to fire and emergency response online training for all students entering Townsville HHS for the purpose of completing training requirements.

### What is the Fire and Emergency Response Training Program?

The Fire and Emergency Response Training Program contains important information for Townsville Hospital and Health Service (Townsville HHS) employees about fire safety, emergency management and other safety arrangements within the building/s where they work.

The program is a one-point-



## External computer access

To access the system please go to <https://thhs.conceptsafety.com.au>

Upon entering the site students will be presented with a challenge screen (Figure 2)

Please enter your valid student email address (@health.qld.gov.au) in the area provided (Figure 3)

Students are sent as pass code token to their specified email account, Students should select this link to enter the FEP site.

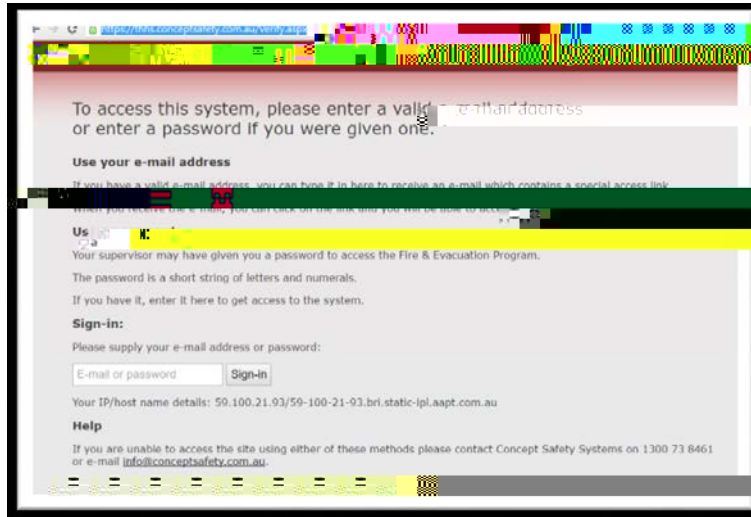


Figure 2 – Challenge screen



Figure 3 – Enter valid @health.qld.gov.au email

## Step 1 – Registration Details (Figure 4)

Please ensure that you register using your details as registered with your education institution  
Upon completion of registration you will be prompted to nominate your place of employment

**Step 2b -**

Please nominate your specific location within the campus / facility. (e.g. within TTH, you may select Bauhinia House, or ground floor ward block; Figure 6). Multiple locations may be chosen.

Please also select your role within this building, as a Occupant (fire and emergency response training only),

Remove location if you no longer will work at this location. This will remove this from your training record

Select your role within the building.  
For Emergency Officers or Emergency

**Add Location**

**Townsville Hospital**  
100 Angus Smith Drive, Dainton QLD 4854

Don't work here anymore?  
**REMOVE FROM MY LOCATIONS**

**Your role at this location** (select one)

If you are a person attending a facility on a permanent or temporary basis (i.e. Employee, Contractor or other Worker), choose this option.

If you are an Employee and have been appointed a Building Warden, Area Warden, or other role within the Emergency Control Organisation, choose this option.

ECO Position  
Emergency Coordinator

\* denotes a required field

**Your work areas** (select at least one)

- Main Hospital - Basement
- Main Hospital - Level 3
- Main Hospital - Level 4
- Main Hospital - Level 5
- Main Hospital - Level 6
- Main Hospital - Level 7
- Acute Mental Health
- Bauhinia House
- Birthing Suite
- Bunya House

**Step 3 – Undertake your training requirements**

Once you have nominated your work locations, click on training requirements tab and click start on your nominated building training (Figure 7)

Training is made available as a slideshow presentation (Figure 8-10)

You are required to:

View the **Emergency Procedures**

Interact with the **Floor Plan/s** (view all icons, videos and written information)

Complete the **review questions**.





Users may print their results for future reference

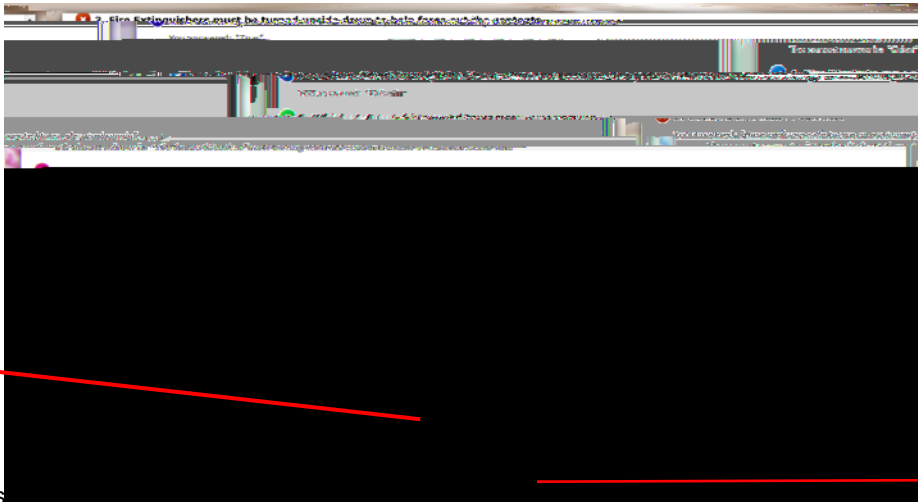


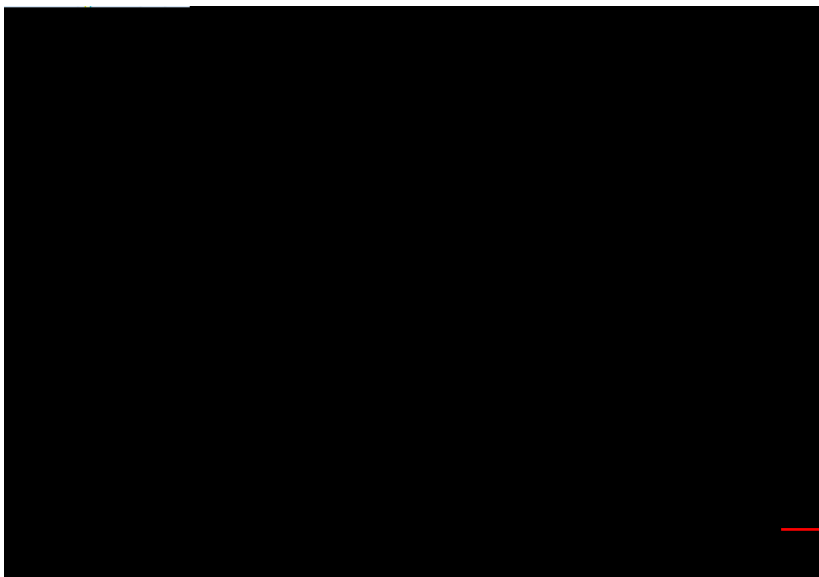
Figure 13 – Results

Click next slide to return to main menu and print certificate

You have now completed your training. You will see that your training requirement has been completed and a next due date will be displayed.

If you require a certificate for your supervisor or your own records, this can be printed here (figure 14).

Figure 14 – Completion certificate



Print certificate here

## Reviewing training

If you would like to review content of the program, you are able to re-enter the site using the details provided upon registration and then within training requirements you can review completed training

### Step 1 – Login

Login to the program using previously registered details

- First name
- Surname
- Year of birth

### Step 2 – Review training requirements

- Enter the training requirements tab
- Click on Review for locations you wish to review content

The screenshot shows the 'Fire & Evacuation Program' interface. At the top, there is a navigation bar with tabs: 'MANAGE MY LOCATIONS', 'TRAINING REQUIREMENTS', 'PERSONAL TRAINING', 'GET HELP', and 'LOGOUT'. The 'TRAINING REQUIREMENTS' tab is selected. Below the navigation bar, the user is greeted with 'Hi Jenny.' and a message: 'This page lists all of your training requirements for locations you have indicated you work at. Please return to this page periodically to check for training requirement updates.'

Below the message is a table of training requirements:

Location	Address	Status	Due	Actions
Townsville Hospital	100 Angus Smith Qld	Completed	2014-01-01	Review
Ayr Hospital	2 Chippendale Street, Ayr Qld	Not Yet Completed	Due now	START

Annotations in the image include a red arrow pointing to the 'TRAINING REQUIREMENTS' tab with the text 'Training requirements', and another red arrow pointing to the 'Review' button in the 'Actions' column of the 'Townsville Hospital' row with the text 'Review content for this location including maps'.

Figure 16-



## Updating workplace locations

Within Townsville HHS, it may be necessary for students to move locations. All students are required to update their training records for their new locations. For this to occur students will need to login to the training system and update their location details.

