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.

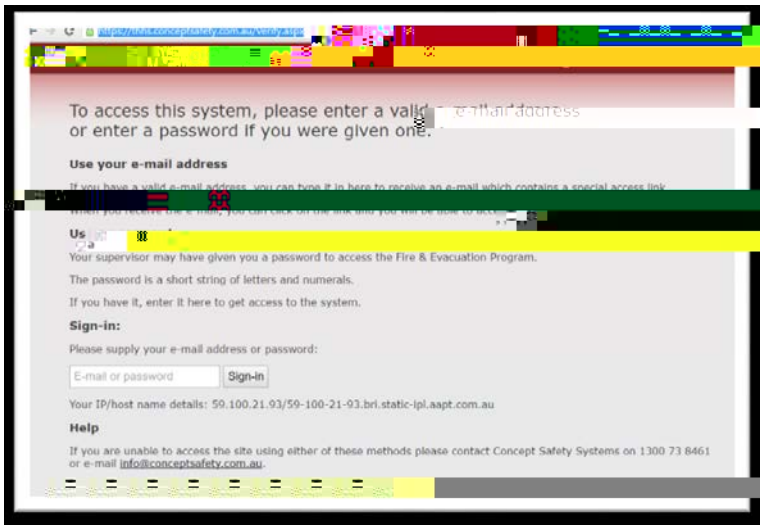


Figure 2 – Challenge screen

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 promted 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 you're your role within this building.as a Occupant (fire and emergency response training only),

Add Location

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

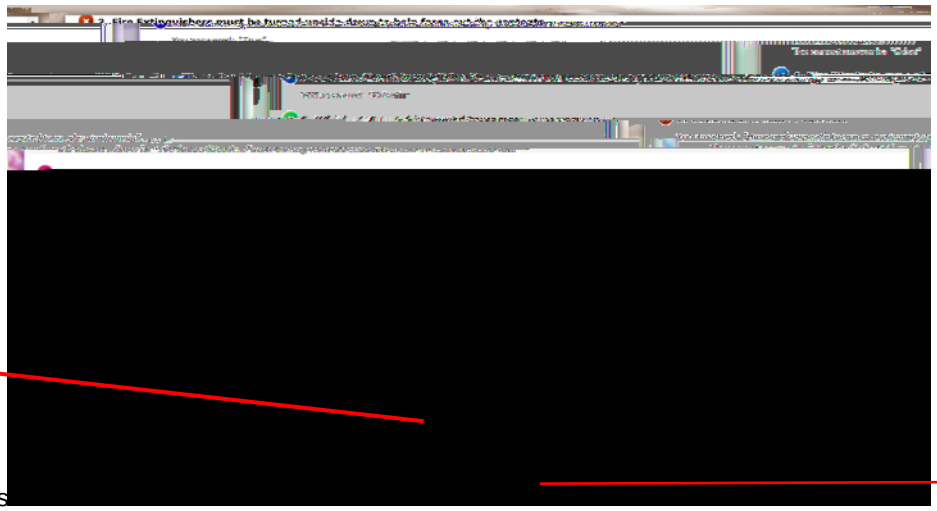
Select your role within the building. For Emergency Officers or Emergency

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

Click next slide to return to main menu and print certificate

Figure 13 – Results

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

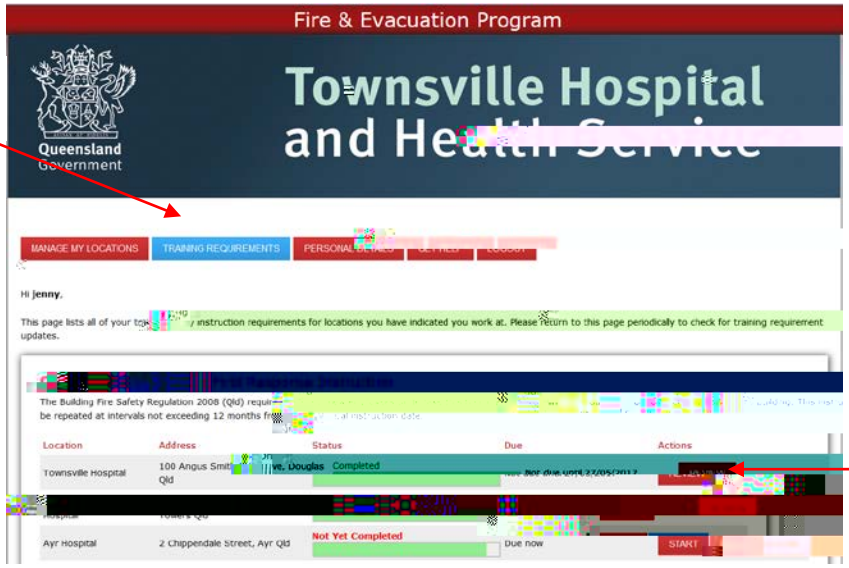


Figure 16-

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.