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-reference for the location of your building’s fire safety devices; the procedure for evacuating your building safely; contact details for all positions within your Emergency Control Organisation (ECO), as well as interactive floor plans of your site.

The training package will deliver tailored facility emergency response procedure training inclusive of:
• General Evacuation and First Response Instruction.
• Facility Emergency Control organisation and duties.
• Facility Evacuation Plans and scenario-based training

Who should complete training?
To meet legislative requirements of the Building Fire Safety Regulation 2008 and Queensland Health mandatory training requirements, all students regardless of discipline undertaking placements within a Townsville HHS facility must complete fire and emergency response training initially on commencement at the workplace and annually thereafter.

Managers for each student stream are responsible for ensuring their students meet these mandatory requirements. Failure to do so places the organisation and people at risk.

How to access the training program
QHealth Computer access
• The program is best viewed in Mozilla Firefox
• To access the online FEP please go to http://qheps.health.qld.gov.au/tville/emergency-prep-fire-safety/index.htm,
• Click on the Fire and Emergency Response Training program link.
• Within the home screen of the FEP register your details using the New Employee/ Contractor / Non Employee button (Figure 1).

Figure 1 – Register – New Employee
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.

![Welcome to the Fire & Evacuation Program](image)

Figure 2 – Challenge screen

![Please supply your e-mail address or password:](image)

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
- On future logins, only your Surname, email address and year of birth be required

Step 2 - Nominate location of employment (Figure 5)

Within the training program you are required to nominate your location of placement within the Townsville HHS; multiple locations may be selected. Please refer to the hospital Student Placement Coordinator or Fire Safety Coordinator for assistance if required.

Step 2a –

- Within the location screen, nominate your facility. All Townsville HHS facilities are listed here. For each facility location selected, users will need to complete a specific training course
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),

![Add Location](image1)

- 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 coordinators, please select ECO member.

Figure 6 – Nominate role and specific location

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 requirements tab](image2)

- 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.
Interactive floor diagrams

- Click to reveal evacuation routes
- Zoom in and out

Description of equipment or process

Video content shown here

Figure 8 – Start slideshow

Figure 9 – Slideshow content

Figure 10 – Interactive floor diagrams
Step 4 – Review & Completion

- Upon completion of all slides, you are required to accept acknowledgement statements (figure 11), and proceed to the review questions.

**Acknowledgment of training**

Please read and tick to acknowledge statements prior to proceeding to questions.

- Please answer all 10 review questions. There is no pass mark.

**Review Questions**

Figure 12 – Review Questions

Click next slide when all questions complete.
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).
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
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.

Step 1 – Login to program

Step 2 – Manage my Locations (Figure 17)
   A. To update maps within a facility already nominated click on the update button
   B. To add a new location – click add new location

Step 3 – Update locations (Figure 18)
   A. To update within a facility, you may
      1. Add maps as required,
      2. Remove location if you no longer work here

To update maps within a building / campus
Add a new location

Manage my locations tab
Update Location
Remove location if you no longer will work at this location. This will remove this from your training record
Add or remove work areas. This will change the interactive maps you see within the training
Ensure you save changes you have made
Step 3 continued

B. To add new facility,
   1. Add facilities as required (Figure 19)
   2. Select specific locations as required (same as for figure 16)

![Add New Location](image)

Step 4 – Review Training

After you have updated your details please return to training requirements
- If you have only added a floor to your location please review your GEI / First response instruction, paying attention to the interactive floor plans
- If you have added a new location / building please start the new GEI / First response instruction.

Need further assistance?

Please contact your student placement coordinator

or

Townsville HHS Fire Safety Coordinator
Email - thhs-fire-safety@health.qld.gov.au
Ph - 4433 3195