

Head Office Administration and Warehouse

Wollongong: 21 Shaban Street, ALBION PARK NSW 2527 T:02 4257 4366 F:02 4257 4365 □

Regional Branches

Goulburn: 4 Murac Street, GOULBURN NSW 2580 T:02 4822 2199 F:02 4821 4866 □

Batemans Bay: 73 Russell Street, BATEMANS BAY NSW 2536 T:02 4472 7788 F:02 4472 6528 □

Satellite Locations: Southern Fire & Safety:02 6230 5544 (Canberra) - Shoalhaven Fire Service: 02 4471 3699(Nowra)

RE: Fire Safety, Evacuation and Portable Fire Extinguisher Training

As requested, the following is a layout of our Fire Safety, Evacuation and Portable Fire Extinguisher Training. The training consists of 2 parts; Classroom & Practical Use of an Extinguisher.

1. Fire Safety Evacuation and Fire Extinguisher Training
2. Fire Safety Handout, Presentation
3. Evacuation & Emergency Procedures,
4. Fire Triangle, Classification of Fuels, Types of Fires
5. Rules for Fighting Fires
6. How to use a Fire Extinguisher
7. Fire Safety Quiz (Short open book quiz)
8. Fire Training Video
9. Portable Fire Extinguisher Guide Card
10. Staff familiarisation of your premises
11. Walk through of the premises identifying risks
12. Training Certificate issued
13. Course takes approximately 1 hour
14. Hands on use of Portable Fire Extinguishers
15. The actual use of Portable Fire Extinguishers on fires
16. Each staff member uses different types of extinguishers
17. Extinguish fires
18. Takes approximately 1.5 hours
19. Subject to fire bans
20. Conducted on site at your venue

IMPORTANT OHS NOTES

Hands on Use of Portable Fire Extinguishers, sturdy footwear is required as well as no loose fitting clothes.

EMERGENCY PROCEEDURES

If you do not have any emergency procedures and/or an evacuation plan to incorporate into the training, let us know we can design a plan. Please let us know prior to the training.

Training Certificates are issued on Completion of Payment of Set Courses. Please Send Names with payment.

Training can be carried out any week day with a least 2 days notice to our office. Should you have any further queries or wish to book a date and time, please do not hesitate to contact our Training Coordinator Steve Caunt 02 4257 4366 or email steve@fireserviceplus.com.au