

Staff 'Online' Fire Training

Getting Started Guide

If you cannot make it to one of the scheduled fire lectures then why not do your fire lecture online. There are basically 2 ways you can do this.

1. Click on the following link <http://www.atfwebportal.com/8411> and you will be taken to the online fire lecture website.

You will now see the 'Trainee Login Box' (See figure 1) You are now ready to start your fire lecture. But first you will need to register.

figure 1



The screenshot shows a web form titled "Trainee login". It features a text input field labeled "Userid:" with a small question mark icon to its right. Below the input field are two buttons: "login" and "register".

If you are registering for the first time then click the 'Register' button, you will see the following dialog box. (See figure 2) You will need to enter the following information:-

figure 2



The screenshot shows a web form titled "New trainee registration". It contains several input fields: "User id:", "First name:", "Last name:", "E-mail address:", and "Department:" (with a dropdown menu). Below the fields is a small instruction: "To register as a new trainee, complete this form and click 'Register', or click 'Cancel' to login with a different userid." At the bottom are two buttons: "register" and "cancel".

User ID - Your 'User ID' can be anything which you choose. (It could be your Trust User ID if you want) Enter a 'User ID' which you will remember for the future.

First & Last Names - This is self-explanatory

E-mail Address - The registration process assumes that you have a Trust email address and creates one automatically for you. If you do not have a Trust email address but you do have a private/home email address, then you can enter it by typing over the one that has been created for you.

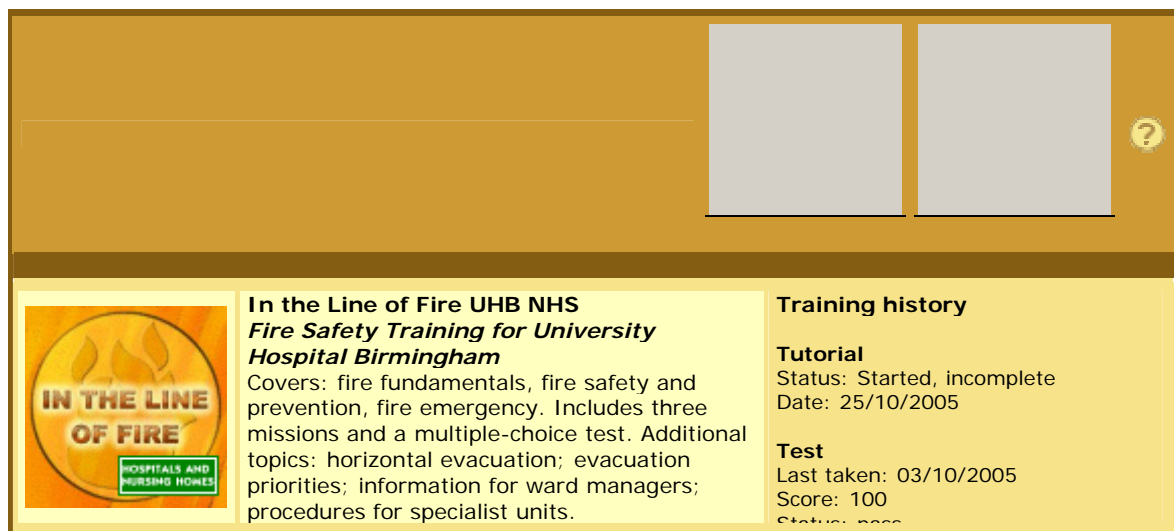
If you do not have an email address, then enter 'none' in this box. It's as simple as that. An email confirmation will be sent to that email address after you complete the course.

Department - Please Note: it is important that you know which department within the Trust you work for. If in doubt, contact your line manager before registering.

(If you have already 'Registered' or are returning to re-sit your lecture, then you DO NOT need to register again. Just enter the 'User ID' you used when you last registered and click the 'Login' button)

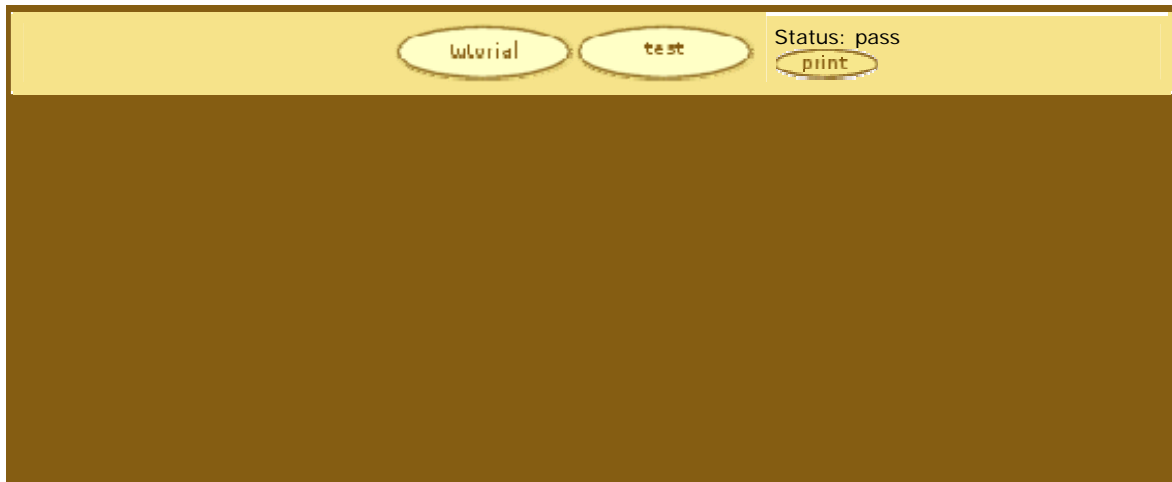
After you register you will see your fire training session on the screen in front of you. (See figure 3) It will look something like this:-

figure 3



The screenshot shows a user interface for a fire safety training module. At the top, there are two grey rectangular boxes, likely for user identification, with a question mark icon to the right. Below this is a navigation bar with a yellow background. The main content area is divided into three sections:

- Logo:** A circular logo with the text "IN THE LINE OF FIRE" and "HOSPITALS AND NURSING HOMES" below it.
- Course Information:**
 - Title:** In the Line of Fire UHB NHS Fire Safety Training for University Hospital Birmingham
 - Description:** Covers: fire fundamentals, fire safety and prevention, fire emergency. Includes three missions and a multiple-choice test. Additional topics: horizontal evacuation; evacuation priorities; information for ward managers; procedures for specialist units.
- Training history:**
 - Tutorial:** Status: Started, incomplete; Date: 25/10/2005
 - Test:** Last taken: 03/10/2005; Score: 100; Status: pass



Your fire training session is in 2 stages.

Firstly click on the 'Tutorial' button and work your way through the tutorial. When you complete your tutorial you will exit back to the above screen. You are now ready to sit the second stage, the 'Test'.

Then click on the 'Test' button and you will be presented with a 20 question tick test. Please read the questions carefully before selecting your answer.

When you complete the test, click the 'exit' button at the top of the page to return to the above screen once again.

If you have been successful and have passed the test, you will notice that a 'Print' button is displayed as shown on the above screen (See figure 3). Click this 'Print' button and a certificate will automatically be printed out on the printer attached to your computer.

If the print button is not displayed, then click the 'Refresh' button, and this should display it for you. (if you failed the test, the print button will not be displayed)

You will receive a confirmation email confirming that you have completed your fire training session and showing your pass mark for the test.

Points to Note

If you are called away and do not get the chance to finish your fire training session, the programme will enter a bookmark at this point and the session will be saved. You can then log back on and start from where you left off.

If you fail the test you can log back in again and re-sit the test once again. However you will be presented with 20 different questions, so you are advised to go through the tutorial once again also.

As per the scheduled fire lectures, it is a legal requirement that you do your fire training on an 'annual' basis. So you will need to log on each year to ensure you have met your mandatory training requirement. It is recommended that you do your fire lecture 'online' one year and attend a 'live' fire lecture the following year.

Record Keeping

As the Trust Fire Safety Adviser I will have access to the 'Program Administrators Screen' which will list who has registered and who has done their fire training. It will also show who has passed and who has failed their test. One of the advantages of this program is the fact that reports can be produced for departmental managers.

Problems with this 'Online Training'

If you have a problem with your online fire training, first of all read through the above instructions to make sure that you have carried out everything correctly, particularly the bit about printing out your certificate.

This programme has already been tested in a number selected departments within the Trust. One of the main problems highlighted was the fact that the print button did not display after the test had been completed.

This happens due to a slight time delay whilst your result is recorded on the system server. I wish to stress once again, that if this

happens, click the 'refresh' button, or log out and log back in and it should now be displayed.

Please also note that the printed certificate has a signature block. If you want this signed, then take it to your line manager and they can sign it for you. DO NOT send them to the Fire Safety Adviser for signature.