**08 Emergency Response and Procedures**

Storyboard Revision History

| Date | Task | By | Version |
|---|---|---|---|
| | 08 HVP Emergency Response and Procedures –SB– v1.0 | | 1.00 |
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# Table of Contents

## Global Notes for Development Team

- References will be made, especially on the visuals and presentation strategies, to the earlier course on Risk Management.
- Add HVP logo on helmets in images, where the helmet's front view is visible and where there are not HVP images provided.

## Introduction

| Page Title | Introduction to Emergency Response and Procedures | Type | Text and Static Image / Graphic | Number | 1 |
|---|---|---|---|---|---|
| Screen Layout | | | | | |

| Event | Audio | On-Screen Text (OST) | Internal Development Notes |
|---|---|---|---|
| 1. | Select your role to view the content applicable to you. | HVP Active Learning Online (HALO)<br><br>Introduction to Emergency Response and Procedures<br><br>General Awareness Course on How to Respond to Emergencies in the Workplace<br><br>Select your role to view the content applicable to you. | Note for HVP:<br>As previously provided, can you please share a table that displays which section is relevant for employee/contractor<br><br>The will be two entry points to the module – **Employee** and **Contractor/Visitor**.<br><br>Design needs to be similar to Risk Management Module (refer to the opening page of that module).<br><br>Also refer to email guidance on changes to the player/GUI. |

| Page Title | Introduction | Type | Text and Static Image / Graphic | Number | 2 |
|---|---|---|---|---|---|
| **Screen Layout** | | | | | |

| Event | Audio | On-Screen Text (OST) | Internal Development Notes |
|---|---|---|---|
| 2. | At HVP, we are committed to offering a safe and healthy working environment for all workers and visitors; however, we recognise that incidents and emergencies do occur. In the event of an emergency, being aware of the proper procedures is crucial to your safety and the safety of others.<br><br>Welcome to the Emergency Response and Procedures e-learning course. This course has been designed to increase your awareness and understanding of our organisation's emergency procedures. It will take approximately 16 minutes to complete.<br><br>During and at the end of the course, you will be presented with challenge points to assist in reinforcing the learning. The challenge points come in a variety of question types. If you do not answer a question correctly, you will have to attempt the question again. If you answer incorrectly again, you will be presented with the correct answer. | Protecting health and safety<br><br>Welcome to the Emergency Response and Procedures e-learning course.<br><br>Overview of how to handle incidents and emergencies at HVP<br><br>Estimated course duration: 16 minutes<br><br>Challenge points to assist in reinforcing learning<br><br>~~Course certificate at the end of the course~~<br><br>Select the highlighted arrow to continue. | Design needs to be similar to Risk Management Module (refer to slide 2 of that module)<br><br>Build a simple animation with full screen images and onscreen text in sync with the audio. |

| Page Title | Learning Objectives | Type | Text and Static Image / Graphic | Number | 3 |
|---|---|---|---|---|---|

| Screen Layout |
|---|



1. ballarat burn 2 April 2018     2. emergency meeting point signage     3    Slide 10.2     4

| Event | Audio | On-Screen Text (OST) | Internal Development Notes |
|---|---|---|---|
| 3. | By the end of this course, you will be able to:<br>• Identify the different types of emergency that could be faced while working at HVP<br>• Explain what to do when faced with an emergency<br>• Describe the roles and functions of wardens and other emergency personnel<br>• Identify the location of emergency equipment, exits and assembly areas | By the end of this course, you will be able to:<br>• Identify the different types of emergency that could be faced while working at HVP<br>• Explain what to do when faced with an emergency<br>• Describe the roles and functions of wardens and other emergency personnel<br>• Identify the location of emergency equipment, exits and assembly areas | Design needs to be similar to Risk Management Module (refer to slide 4 of that module)<br><br>Build a simple animation with images and onscreen text being displayed in sync with the audio.<br><br>Note to HVP:<br>We have image suggestions for Points 1, 2 & 3.<br>We request appropriate images for Point 4. |

| Page Title | Emergency Management Plan | Type | Text and Static Image / Graphic | Number | 4 |
|---|---|---|---|---|---|

| Screen Layout |
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| Event | | On-Screen Text (OST) | Internal Development Notes |
|---|---|---|---|
| 4. | In any emergency, the most important thing is being prepared.<br><br>To reduce confusion at the time of an emergency, and to ensure our organisation uses a consistent and thorough approach to managing emergency events, we have Emergency Management Plans for each site.<br><br>The Emergency Management Plan outlines the:<br>• Procedures to follow in different types of emergencies;<br>• Key responsibilities and actions to be undertaken before, during and after an emergency.<br>You should read and understand the Emergency Management Plan specific to your site.<br><br>*<Select the link provided to view a sample Emergency Management Plan.>* | **Emergency Preparedness**<br><br>Emergency Management Plans for each site helps HVP to be prepared for emergencies and ensure consistency and thoroughness in approach during emergencies.<br><br>**Emergency Management Plan**<br>• Procedures to follow for different emergencies<br>• Key responsibilities and actions for emergencies<br><br>*<Select the link provided to view a sample Emergency Management Plan.>* | Design could be similar to Slide 6 of the Risk Management module.<br><br>Images for the two areas as shown above.<br><br>**Note**: We await information on a link for the learner to view/download a document.<br><br>Note to HVP:<br>• As noted in the CO, please confirm if you are able to provide this video?<br>• Can you please provide a link to where they can access this? Or a download they can refer to? If yes, we could provide it as a downloadable document for the learner and we could provide one as a sample.<br>• Where can an employee find the EMP for their site? |

| Page Title | Types of Emergencies | Type | Interactive - Click to Reveal | Number | 5 |
|---|---|---|---|---|---|

| Screen Layout |
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Heap burning

| Event | Audio | On-Screen Text (OST) | Internal Development Notes |
|---|---|---|---|
| 1. | A range of different situations may necessitate activation of the Emergency Management Plan.<br><br>Select each icon to learn about a type of emergency. | Types of Emergencies<br><br>Fire<br>Medical Emergencies<br>Bomb/Substance Threats<br>Chemical/Biological/Radiological Incidents<br>Personal Threats<br>External Threats | Click and reveal interaction with 6 clickable icons and labels.<br><br>Could be similar to Slide 7 of the Risk management course with a different set of shapes and icons.<br>Icon suggestions given below.<br>**Use colours as per approved pallet.**<br>Use the background image<br>Heap burning.jpeg<br><br>Icons:<br>693135151, 1288674730, 654836710, 1325151242, 234218383, 342610211<br><br> |

| 2. | | Select each icon to learn about a type of emergency. | Add instruction text and enable interactive elements. |
|---|---|---|---|
| **Fire** | | | |
| 1.1 | This is any emergency that involves:<br>• Fire, including electrical or metal fires<br>• Smoke or<br>• smoldering rubbish<br><br>These types of emergencies are also referred to as 'code red' emergencies. | **Fire — Code Red Emergency**<br><br>• Electrical or metal fires<br>• Smoke<br>• Smoldering rubbish | On click of Icon 1<br>Add image to popup or change the BG image to:<br><br>Slide 24.1 |
| **Medical Emergencies** | | | |
| 2.1 | Medical emergencies could be serious medical situations, such as a:<br>• Serious injury;<br>• Heart attack or<br>• Person experiencing life-threatening symptoms.<br><br>These types of emergencies are also referred to as 'code blue' emergencies. | **Medical Emergencies — Code Blue Emergency**<br><br>• Serious injury<br>• Heart attack<br>• Life-threatening symptoms | On click of Icon 2<br><br>Note to HVP:<br>Requesting images for:<br>• Medical Emergencies<br>• Bomb/Substance Threats<br>• Chemical/Biological/Radiological Incidents<br>• Personal Threats<br>• External Threats |
| **Bomb/Substance Threats** | | | |
| 3.1 | These types of threats typically arise in the form of a:<br>• Written threat;<br>• Telephone threat or<br>• Suspect article or object.<br><br>These types of emergencies are also often referred to as 'code purple' emergencies. | **Bomb/Substance Threat — Code Purple Emergency**<br><br>• Written threat<br>• Telephone threat<br>• Suspect object | On click of Icon 3 |
| **Chemical/Biological/Radiological Incidents** | | | |

| 4.1 | These are emergencies which lead to an increased risk to the health, safety and welfare of building occupants, such as:<br><br>• Explosions<br>• Chemical spills<br>• Water leaks or flooding.<br><br>These types of emergencies are also often referred to as 'code yellow' emergencies. | **Chemical/Biological/Radiological Incidents** ~~– Code Yellow Emergency~~<br><br>:<br><br>• Explosions<br>• Chemical spills<br>• Water leaks or flooding | On click of Icon 4 |
|---|---|---|---|
| **Personal Threats** | | | |
| 5.1 | Personal Threats are workplace confrontations where your health and safety are threatened, such as:<br>• Confrontation with an armed or unarmed person<br>• Armed hold-up<br>• Assault or physical injury<br>• Threatening the life of others or oneself or<br>• Hostage or kidnap scenarios. | **Personal Threats**<br><br>• Confrontations<br>• Armed hold-up<br>• Assault<br>• Threatening the life of others or oneself<br>• Hostage or kidnap scenarios | On click of Icon 5 |
| **External Threats** | | | |
| 6.1 | External Threats are emergencies that arise due to offsite events, which might or will impact in some manner on the workplace or building, for example:<br>• Aircraft or other vehicular crashes<br>• Bushfires<br>• Terrorism attacks<br>• Earthquakes<br>• Volcanoes<br>• Civil or political unrest. | **External Threats**<br><br>• Vehicular crashes<br>• Bushfires<br>• Terror attacks<br>• Earthquakes<br>• Volcanoes<br>• Civil or political unrest | On click of Icon 6 |

| Page Title | Emergency Response Personnel | Type | Interactive - Click to Reveal | Number | 6 |
|---|---|---|---|---|---|

## Screen Layout


Image 3.jpeg

| Event | Audio | On-Screen Text (OST) | Internal Development Notes |
|---|---|---|---|
| 3. | At HVP, we identify and train some of our workers to ensure that there are competent emergency response personnel in our organisation.<br><br>These personnel are responsible for organising and supervising the safety of building occupants during the initial stages of an emergency. This responsibility is then handed over to emergency services on their arrival.<br><br>Emergency response personnel include the:<br>• Chief Warden<br>• Deputy Warden<br>• Floor/Area Wardens<br>• Wardens and<br>• First Aid Officers<br><br>You must follow the directions of wardens and first aid officers during an emergency. Their authority takes precedence over the management structure in such situations. | **Emergency Personnel**<br><br>Chief Warden<br>Deputy Chief Warden<br>Floor/Area Wardens<br>Wardens<br>First Aid Officers | Click and reveal interaction with 5 clickable icons and labels.<br><br>Could be similar to Slide 22 of the Risk management course with a different set of shapes and icons.<br>Use a background image – Image 3.jpeg<br><br>Icon suggestions given below. Use colours as shown.<br><br><br><br>Note to HVP:<br>Requesting images of helmets with logo. |

| | Select each icon to learn about the responsibilities of different emergency personnel. | | |
|---|---|---|---|
| 4. | | Select each icon to learn about the responsibilities of different emergency personnel. | Add instruction text and enable interactive elements. |
| **The Chief Warden** | | | |
| 1.1 | The chief warden is the head emergency response officer and is easily identifiable with a white helmet. | **The Chief Warden**<br>• Is the head emergency response officer<br>• Responds to an alarm immediately<br>• Determines the emergency procedures to implement<br>• Notifies emergency services. | On click of Icon 1 |
| **The Deputy Chief Warden** | | | |
| 2.1 | The deputy chief warden is also identified by a white helmet. The deputy chief warden assists the chief warden during an emergency, including acting as a communications officer if required. | **The Deputy Chief Warden**<br>Duties include:<br>• Coordinating emergency response procedures and relaying instructions to floor or area wardens and wardens<br>• Directing and marshalling workers to the evacuation assembly area<br>• Informing occupants who are at risk of the nature of the emergency. | On click of Icon 2 |
| **Floor/Area Wardens** | | | |
| 3.1 | Floor or area wardens are identified by a yellow helmet and are appointed to each floor to carry out emergency procedures as directed by the chief warden. | **Floor /Area Wardens**<br>They should be familiar with:<br>• The layout of their area of responsibility including all exits, safe holding areas and alternative escape routes<br>• Store rooms, blind passages, toilets and obscure areas where individuals may be present<br>• The location and operation of the EWIS and fire-fighting equipment<br>• Persons with special needs on their floor | On click of Icon 3 |

| | | | |
|---|---|---|---|
| | | • The likelihood of visitors or members of the public being in their area. | |
| **Wardens** | | | |
| 4.1 | Wardens are identifiable by a red helmet and are responsible for carrying out activities as set out in the emergency response procedures and as directed by the floor / area warden. | **Wardens**:<br>• Carry out activities as set out in the emergency response procedures and as directed by the floor/area warden. | On click of Icon 4 |
| **First Aid Officers** | | | |
| 5.1 | First aid officers are identifiable by a green helmet with a white cross and are responsible for applying emergency treatment, arranging referrals and maintaining first aid kits. | **First Aid Officers**<br>They are responsible for:<br>• Applying emergency treatment within the scope of their ability<br>• Arranging referrals for patients<br>• Maintaining first aid kits. | On click of Icon 5 |

| Page Title | Know your Fire Extinguishers | Type | Interactive - Click to Reveal | Number | 7 |
|---|---|---|---|---|---|
| **Screen Layout** | | | | | |

| Instruction | Select each fire extinguisher to learn the type of fires it can be used with. | | | | |
|---|---|---|---|---|---|

| Event | Audio | On-Screen Text (OST) | Internal Development Notes |
|---|---|---|---|
| 5. | In the event of fire, it is important that you know the location of fire-fighting equipment on your floor.<br><br>You are not required to use this equipment if you are not trained and competent in its use; however, it is important that you are able to tell others, who are trained, where this equipment is located.<br><br>Select each fire extinguisher to learn the type of fires it can be used with. | Fire Extinguishers | An interactive page where the table below is built up.<br><br><br><br>Refer Slide 8 of HVP MODULE 8 REVIEW 05032019.ppt.<br>Start by displaying the title, the Left column – Extinguishers type – and the top row – Fire Type.<br>Each Extinguisher image is clickable. The rest of the table is seen with empty cells.<br>On click, the corresponding row gets populated, until the entire table is onscreen.<br>Then the Next arrow/button is enabled.<br>Note to HVP:<br>We are unable to read the text in this table. Is this table the same - https://www.fireextinguisheronline.com.au/blog/post/types-of-fire-extinguisher-in-australia-all-you-need-to-know/ |

| Page Title | Emergency Diagram | Type | Text and Static Image / Graphic | Number | 8 |
|---|---|---|---|---|---|

| Screen Layout | | | |
|---|---|---|---|
| **Instruction** | Select the link to view an emergency diagram. | | |
| **Event** | **Audio** | **On-Screen Text (OST)** | **Internal Development Notes** |
| 6. | To ensure that you are prepared to act in the event of an evacuation, you should review the emergency diagram. These diagrams are usually located at the entrance or exit to your floor or building.<br><br>The emergency diagram indicates the location of emergency equipment, exits and assembly areas.<br><br>*Select the link to view an emergency diagram.* | **Emergency Diagram**<br><br>The emergency diagram indicates the location of emergency equipment, exits and assembly areas.<br><br><Link><br><br>*Select the link to view an emergency diagram.* | Display the link and connect it to the diagram that HVP will provide.<br><br>Use a background image in of an emergency evacuation diagram (will be provided by HVP).<br><br>Note to HVP:<br>Please provide a generic Emergency evacuation diagram and provide information on where this can be found to make it site specific. |

| Page Title | Emergency Exits | | Type | Text and Static Image / Graphic | | Number | 9 |
|---|---|---|---|---|---|---|---|
| Screen Layout | | | | | | | |
| Instruction | Select the link to view an emergency diagram. | | | | | | |
| Event | Audio | | | On-Screen Text (OST) | | Internal Development Notes | |
| 7. | Emergency exits are marked by exit signs. These can either be marked by the 'EXIT' text, or the internationally recognised 'moving person' pictogram.<br><br>To ensure health and safety in the event of an evacuation, you must keep:<br>• Emergency exits and stairways clear from obstructions;<br>• Fire doors closed.<br>Fire escape stairwells are the safest means of escape in times of danger. If they fill with smoke from a door propped open or if any items wrongly stored in them catch fire, the lives of the people on the floors above may be jeopardised. | | | **Emergency Exits**<br><br>Emergency exits are marked by exit signs.<br><br>Keep emergency exits clear.<br><br>Keep fire doors closed | | Use a page design similar to Slide 2 of the Risk Management course.<br>Display a series of images with onscreen text in sync with audio.<br><br>Note to HVP:<br>Requesting images of<br>2. emergency exits marked with signs (if there are different signs in different locations, then one of each) and<br>3. a closed fire door | |

| Page Title | Challenge Point 1: Identify the Fire Extinguisher | Type | Textual D&D to Sequence | Number | 10 |
|---|---|---|---|---|---|

| Question Stem | Identify the correct fire extinguisher for each situation described. Drag the extinguisher you recommend and drop it next to the appropriate fire situation.<br><br>**Note to HVP:**<br>We will complete the activity after receiving inputs on the different fire situations.<br>We could describe a situation or scenario rather than just mention a Class of fire. This will make the challenge engaging as well provide the required practice to handle similar real-life situations.<br>Please provide about 5 -8 fire situations possible on HVP workplaces and the appropriate extinguisher to use in each. | **Development Notes** Provide a list of fire extinguisher images (all 6 from Slide 8 of HVP MODULE 8 REVIEW 05032019.ppt)<br>Provide a table with two columns with titles **Fire Type** and **Fire Extinguisher**.<br>The **Fire Type** column will be populated with descriptions (to be provided by HVP learner drags a fire distinguisher and drops it next to each fire type/situation.<br>Note: a distinguisher may be dragged and dropped to more than 1 fire type.<br>The table with the Correct answers must be displayed both for correct responses and for incorrect responses. |
|---|---|---|

| Situation | Extinguisher to use |
|---|---|
| Microwave oven fire | |
| Vehicle engine-bay fire | |
| Small (>1m$^2$) grass fire | |
| | |
| | |
| | |
| | |

| Instruction | Drag the extinguishers next to the appropriate fire situation and Submit. |
|---|---|
| Drag Options (Please Shuffle) | <Insert drag options in correct sequence here.> |
| Correct Feedback | That's right. <Insert correct feedback text here. Modify first part as required as well.> |
| Incorrect Feedback | That's incorrect. <Click Show Me to view the correct sequence. Modify first part as required as well.> |
| Visual Feedback | Please show visual indicators for correct/incorrect drops. On click of Show Me, the correct drops remain in place with visual indicators for correct, and the incorrect drops get animated into the right place in the sequence. |

| Page Title | Site Specific Emergency Response Plans | Type | Text and Static Image / Graphic | Number | 11 |
|---|---|---|---|---|---|
| Screen Layout | | | | | |
| Instructions | <Will be added as needed for links> | | | | |
| Event | Audio | | On-Screen Text (OST) | | Internal Development Notes |
| 8. | If the evacuation alarm is activated or a verbal directive is given, please evacuate to the assembly area, and present to the fire warden for a head-count.<br><br>Take note and remember assembly points and evacuation routes that are pointed out during your local site induction.<br><br>Upon evacuating the building, you should proceed to the emergency assembly area.<br><br>The locations of assembly areas are indicated on the emergency diagram located at each HVP or will be indicated by your warden.<br><br>Present to the fire warden for a head-count.<br><br>You should remain at the evacuation point until the senior emergency services officer gives the all clear.<br><br>*<If there are links, these will be provided here>* | | **If the Evacuation alarm is activated**<br><br>Evacuate to the safe assembly area.<br><br>Recall your assembly points and evacuation routes.<br><br>Proceed to the emergency assembly area.<br><br>Follow indications on your site's emergency diagram or your warden's instructions.<br><br>Present to the fire warden for a head-count.<br><br>Remain at the evacuation point until the all clear is given.<br><br>*<If there are links, these will be provided here>* | | Build an infographic as shown below with images, icons and OST in sync with audio.<br>There will be six points around the central OST.<br>Image ID: 252252955<br><br><br><br>OST in the centre:<br>**If the Evacuation alarm is activated**<br>Use appropriate icons for the 6 points – references - 500296636 and 295763849. Keep them consistent with the icons developed for other modules in form and colour.<br><br>==Note to HVP:==<br>If there are site specific evacuation plans that the learner could download and |

| | | | review, please provide them. If not, please let us know. |
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| Page Title | Immediate Response to an Emergency | Type | Text and Static Image / Graphic | Number | 12 |
|---|---|---|---|---|---|

| Screen Layout |
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| Event | Audio | On-Screen Text (OST) | Internal Development Notes |
|---|---|---|---|
| 9. | Here are some tips on what your immediate response to an emergency be:<br><br>• Make area secure. Stay safe yourself.<br>• Remove injured to safety.<br>• Assist anyone injured if safe to do so.<br>• Contact Emergency Services. ooo.<br>• Direct emergency services to the site, for example, emergency meeting point, road intersection, nearest town or GPS.<br>• Contact your supervisor | **Immediate Response to an Emergency**<br><br>Make area secure. Stay safe yourself.<br><br>Remove injured to safety.<br><br>Assist anyone injured if safe to do so.<br><br>Contact Emergency Services. ooo.<br><br>Direct emergency services to the site<br><br>Contact your supervisor | Build an infographic as shown below with images, icons and OST in sync with audio. There will be six points around the central OST.<br>Image ID: 731823928<br><br><br><br>OST in the centre:<br>**Immediate Response to an Emergency**<br><br>Use a background image given above - colac%20stream[1].jpeg. |

| Page Title | Fire Management at HVP | Type | Text and Static Image / Graphic | Number | 13 |
|---|---|---|---|---|---|
| Screen Layout | | | | | |


IMG_0099_1

| Instruction | Select the link to view an emergency diagram. | | |
|---|---|---|---|
| Event | Audio | On-Screen Text (OST) | Internal Development Notes |
| 10. | At HVP, for fire management, we take a proactive approach to asset protection through strategic firebreak maintenance, fuel reduction burning and the installation of strategic water points throughout the plantation.<br><br>Each region has their own Forest Industry Brigades. These brigades are part of the CFA and co-operate with state government fire agencies to provide 24 hr / day fire suppression in the rural landscape.<br><br>During Fire Season, HVP restrict forest operations based on the Fire Danger Index or FDI for the day. This index is based on the forecasted temperature, wind and humidity levels and the current drought factor.<br><br>Each day HVP issue the FDI via text message to allow for staff and contractors to plan their activities.<br><br>Emergency management plans with the emergency control structure, directions, contact lists and phone | Asset protection through:<br>&bull; Strategic firebreak maintenance<br>&bull; Fuel reduction burning<br>&bull; Installation of water points<br><br><br>Each region has its own Forest Industry Brigade.<br><br><br><br>During Fire Season, HVP restrict forest operations based on the Fire Danger Index (FDI) for the day. | Use a page design similar to Slide 2 of the Risk Management course.<br><br>Use a series of images and the OST to appear in sync with audio.<br><br>Note to HVP:<br>Requesting images for:<br>&bull; Firebreaks / water points<br>&bull; Forest Industry brigade<br>&bull; FDI<br>&bull; A notice board with contact information<br><br>Reference images if these could be used for the last two points:<br>https://upload.wikimedia.org/wikipedia/commons/0/01/Fire_danger_rating_sign.jpg |

| | | |
|---|---|---|
| numbers are communicated to all employees. Contact lists and phone numbers are displayed in appropriate worksite locations. | Contact lists and phone numbers are communicated to employees and displayed in appropriate worksite locations. | <br><br>Image ID: 754304167<br><br><br><br>For Para 5 of audio: Image on Slide 17 of HVP MODULE 8 REVIEW 05032019.ppt<br><br> |
| It's interesting to note that HVP is the biggest CFA Forest Industry Brigade operator in Victoria.<br><br>HVP provides on the ground and aerial support with:<br>• 235 trained fire fighters<br>• 50 fire tankers<br>• 4 fire towers<br>• 1 aerial fire surveillance plane and<br>• 2 first attack helicopters<br><br>A more inclusive fire management training course will be available to HVP staff who may be involved in fire control. | Training will be provided for HVP staff who may be involved in fire control. | Note to HVP:<br>As we have been discussing emergencies thus far, we have moved the content on fire management to follow this and moved the page on First Aid to after Fire Management. Please approve you are happy with this change. |

| Page Title | Challenge Point 2: Emergency Personnel | Type | Textual True/False | Number | 14 |
|---|---|---|---|---|---|
| Question Stem | < Each region has their own Forest Industry Fire Brigade. > <br> Note to HVP: <br> Requesting a question to cover the topic on Know your Key emergency personnel. | | | | |
| Instruction | Is this true or false? Select the correct option and Submit. | | | | |
| Options | o **True** <br> o    False | | | | |
| Correct Feedback | That's right. <Insert correct feedback text here. Modify first part as required as well.> | | | | |
| Incorrect Feedback | That's incorrect. <Insert incorrect feedback text here. Modify first part as required as well.> | | | | |
| Visual Feedback | Please show visual indicators for correct/incorrect selection and answer. | | | | |

| Page Title | First Aid | Type | Text and Static Image / Graphic | Number | 15 |
|---|---|---|---|---|---|

| Screen Layout |
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| Event | Audio | On-Screen Text (OST) | Internal Development Notes |
|---|---|---|---|
| 11. | Here are some tips to follow when you or others near you are injured:<br><br>• Seek first aid treatment. The contact details of first aid officers are displayed prominently on notice boards.<br><br>• If an injury is serious, seek further expert medical assistance as soon as possible. For all medical emergencies, call an ambulance.<br><br>• All injuries and incidents (no matter how minor you think they might be) MUST be reported to your Manager. | Handling Injuries<br><br><br>Seek first aid<br><br><br><br>For serious injuries, seek further medical assistance; call for an ambulance<br><br><br>Report injuries and incidents to your manager | Use a page design similar to Slide 2 of the Risk Management course.<br>Use a series of images and the OST to appear in sync with audio.<br><br>Note to HVP:<br>1. Requesting an image with first aid components<br>2. Is there any site-specific information that should go in here? |

**Assessments**

Note to HVP:

The following 4 pages are placeholders for about 4 assessment questions. We will complete the assessment questions after we receive the inputs.

| Page Title | Question 1 | | Type | Textual True/False | Number | 16 |
|---|---|---|---|---|---|---|
| Question Stem | < A fire extinguisher is able to be used on any type of fire, regardless of extinguisher type.> | | | | | |
| Instruction | Is this true or false? Select the correct option and Submit. | | | | | |
| Options | o    True<br>o    **False** | | | | | |
| Correct Feedback | That's right. <Each fire extinguisher is for particular types of fires. Always refer to the label to ensure you are using the correct extinguisher.> | | | | | |
| Incorrect Feedback | That's incorrect. <Insert incorrect feedback text here. Modify first part as required as well.> | | | | | |
| Visual Feedback | Please show visual indicators for correct/incorrect selection and answer. | | | | | |

| Page Title | Question 2 | | Type | Textual MCQ (Single-Select) | Number | 17 |
|---|---|---|---|---|---|---|
| Question Stem | <Write the question stem here, in question form.> | | | | | |
| Instruction | Select the correct option and Submit. | | | | | |
| Options | o    <Option 1><br>o    <Option 2><br>o    <Option 3><br>o    <Option 4> | | | | | |
| Correct Feedback | That's right. <Insert correct feedback text here. Modify first part as required as well.> | | | | | |
| Incorrect Feedback | That's incorrect. <Insert incorrect feedback text here. Modify first part as required as well.> | | | | | |
| Visual Feedback | Please show visual indicators for correct/incorrect selection and answer. | | | | | |

| Page Title | Question 3 | Type | Textual MRQ (Multi-Select) | Number | 18 |
|---|---|---|---|---|---|
| Question Stem | <Emergency evacuation information at HVP work sites is available in the form of...(select all that apply) .> | | | | |
| Instruction | Select the correct options and Submit. | | | | |
| Options | ☐    <Emergency evacuation maps> <br> ☐    <Policies and Procedures> <br> ☐    <Site Inductions> <br> ☐    <Local ABC Radio> | | | | |
| Correct Feedback | That's right. <Insert correct feedback text here. Modify first part as required as well.> | | | | |
| Incorrect Feedback | That's incorrect. <Insert incorrect feedback text here. Modify first part as required as well.> | | | | |
| Visual Feedback | Please show visual indicators for correct/incorrect selection(s) and answers. | | | | |

| Page Title | Summary | Type | Text and Static Image / Graphic | Number | 19 |
|---|---|---|---|---|---|
| **Screen Layout** | | | | | |

| Event | Audio | On-Screen Text (OST) | Internal Development Notes |
|---|---|---|---|
| 12. | Let's do a quick recap of what we discussed in this course.<br><br>• At HVP, the Emergency Management Plan outlines the procedures to follow in different types of emergencies and key responsibilities and actions to be undertaken before, during and after an emergency.<br>• Emergency response personnel include the chief warden, deputy chief warden, floor or area wardens, wardens and first aid officers.<br>• Ensure you know the location of fire-fighting equipment on your floor.<br>• Site specific emergency diagrams and evacuation plans are available. Review them.<br>• To ensure health and safety in the event of an evacuation, emergency exits and stairways must be kept clear from obstructions and fire doors be closed.<br>• If the emergency alarm sounds, gather at the assembly area and report for a head count.<br>• In the case of injuries, seek medical help and report the incident to your manager. | **Key Takeaway**<br>• At HVP, the Emergency Management Plan helps us be prepared to handle any type of emergency.<br>• Emergency response personnel include the chief warden, deputy chief warden, floor or area wardens, wardens and first aid officers.<br>• Ensure you know the location of fire-fighting equipment on your floor.<br>• Site specific emergency diagrams and evacuation plans are available.<br>• To ensure health and safety in the event of an evacuation, emergency exits and stairways must be kept clear from obstructions and fire doors be closed.<br>• If the emergency alarm sounds, gather at the assembly area and report for a head count.<br>• In the case of injuries, seek medical help and report the incident to your manager. | This is the course summary page. Develop a design for the same.<br><br>Present the points as a list in sync with audio. Use a background image. |

| Page Title | Course Completion | Type | Text and Static Image / Graphic | Number | 20 |
|---|---|---|---|---|---|

| Screen Layout |
|---|

| Event | Audio | On-Screen Text (OST) | Internal Development Notes |
|---|---|---|---|
| 13. | Congratulations! You have now completed the course Emergency Response and Procedures.<br><br>We hope you have gained an understanding of how you will respond to an emergency at your work site at HVP. | **Congratulations!**<br><br>**Course Completed**<br><br>**Emergency Response and Procedures** | Course completion page.<br>Refer to Slide 40 of the Risk Management module.<br><br>**Note**: Please do not include information or link for certificate. |