

## INFORMATION SHEET – FIRE SAFETY COURSES

Thank you for your enquiry regarding training for your employees. I conduct the training personally. My name is Glenn Croft. I have over 25 years' experience in the fire protection industry as well as a Certificate IV in training and assessment. I am able to deliver Warden Training as well as Fire Awareness & Use of Portable Fire Fighting Equipment Training and I have also developed a course which combines the two. The maximum number of participants per course is 15.

After presentation of the training and upon completion of a brief questionnaire certificates are issued to all participants.

Course A - Warden Training which takes approximately 1.5 – 2 hours to deliver covers the following topics:

- Standards
- Building Profile
- Alert and Evacuation Tone Procedures
- Refusal, Unconsciousness, Special Needs
- Discovering a Fire Emergency
- Fire Fighting Equipment and Use
- Bomb Threats
- Evaluating Evacuation Performance

Course B - Fire Awareness & Use of Portable Fire Fighting Equipment Training also takes approximately 1.5 -2 hours to deliver and covers the following topics:

- Fire Tetrahedron
- Ways fire can spread
- Classes of Fire
- Fire Extinguisher Selection and Identification
- Method of Operation
- Fire Fighting Safety
- Fire Blankets & Hose Reels
- Demonstration of the use of Fire Extinguishers

All participants are given the opportunity to use a fire extinguisher on a controlled flame.

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Course C - Fire Awareness, Warden & Use of Portable Fire Fighting Equipment combined course which takes approximately 2 – 2.5 hours to deliver covers the following topics:

- Fire Safety
- Understanding Fire
- Standards
- Building Profile
- Alert and Evacuation Tone Procedures
- Refusal, Unconsciousness, Special Needs
- Bomb Threats
- Evaluating Evacuation Performance
- Portable Fire Extinguishers
- Fire Blankets
- Fixed Fire Hose Reels
- First Attack Procedures

All participants are given the opportunity to use a fire extinguisher on a controlled flame.

All training also includes a PowerPoint presentation and video. I have a laptop and data projector and would require the use of a suitable area for this purpose.

**The cost of Courses A & B is \$500 (ex GST) per course, per session.**

**The cost of Course C is \$800 (ex GST) per session.**

It is recommended that this training be repeated every 6 – 12 months.

#### **TERMS & CONDITIONS**

- Secure on-site parking is required for the trainer's vehicle for the duration of the training program.
- The price per session is the total cost, and includes all material (including manuals and certificates) and extinguishers supplied from training stock, and the recharge of all extinguishers used.
- The price per session is for training during normal business hours. (8.30 am to 4.30 pm, Monday to Friday)
- A 30% surcharge shall apply to the quoted price, for training required outside normal business hours.
- A cancellation fee of 50% of the quoted price shall apply for pre-booked training sessions cancelled within two (2) working days of the scheduled date.
- All prices contained in this proposal shall remain firm for a period of ninety (90) days after which time they may be subject to review.
- Trading terms shall be strictly payment in full within fourteen (14) days from date of invoice, unless otherwise agreed to in writing.
- Certificates will be issued upon receipt of payment in full.

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