

USER GUIDE

PLANSAFE[®]

Fire and Evacuation Program



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What is PlanSafe?



PlanSafe is an online learning management system that is part of Locatrix's products and services, offering one of the largest online fire and safety training tools in the public safety sector.

We provide you with an online platform that offers general and first response evacuation instructions as well as evacuation coordination procedure training - all delivered under the guise of a self-paced, anywhere on any device system.



Technical Requirements

Below is a table outlining the minimum technical requirements:

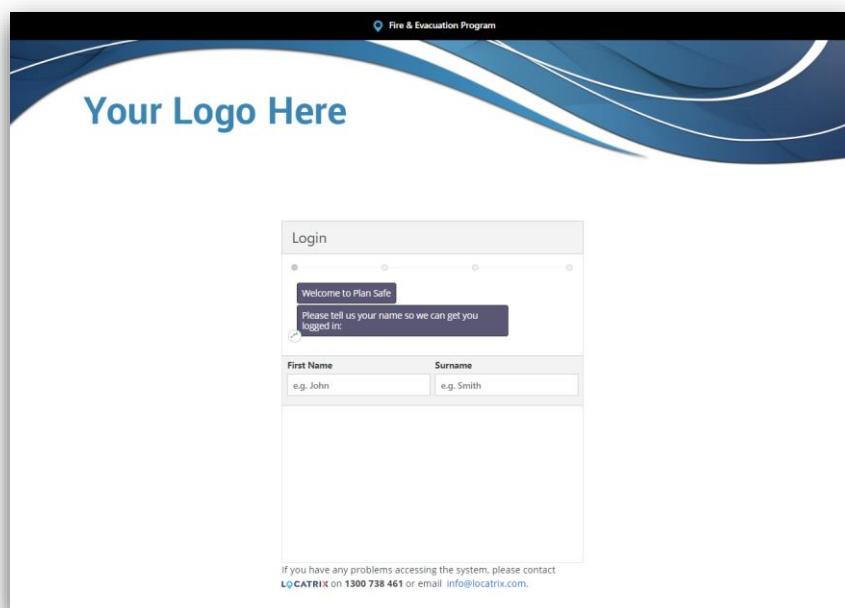
System Requirements	Quick Tips
<p>PlanSafe supports the latest versions of:</p> <ul style="list-style-type: none">• Chrome• Firefox• Safari• Edge• Internet Explorer 11 	<p>Ensure that you have:</p> <ul style="list-style-type: none">• Cookies activated;• Pop-up windows enabled;• A stable Internet connection;• Speakers to listen to sound;• PDF viewing software 



If you have any problems accessing the system, please contact Locatrix on 1300 738 461 or email info@locatrix.com.

How do I access PlanSafe?

The login page is where you begin your access to the PlanSafe - Fire and Evacuation Program. Below is an example of the landing page you will be presented with upon arrival at your training portal.



User Registration

Before registering for PlanSafe refer to your workplace policies and procedures in the first instance as the registration process may vary depending on the IT security procedures that have been adopted.

PLEASE NOTE: The pictures below may look different depending on your organisations/company's requirements as you may have other integrated IT systems i.e. Learning Management System.

Login

Welcome to Plan Safe

Please tell us your name so we can get you logged in:

First Name

PlanSafe

Surname

User

It's my first time here

Registration

Already have an account?

Login

We'll send an access code to the email address that you provide. Make sure you use an email address that you can check right now.

Email Address

Email Address

Send Access Code

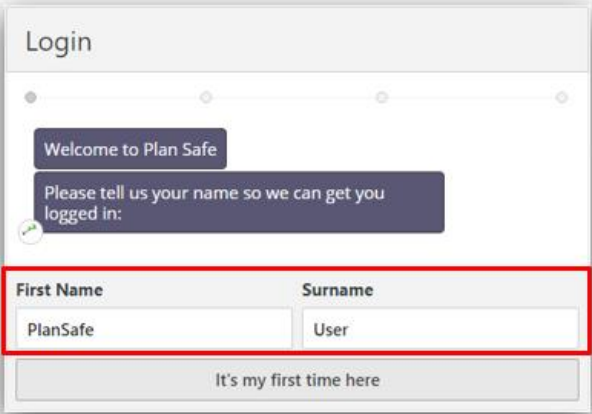
PlanSafe Fire Evacuation Program - User Guide
Approver: IMS Manager Approved Date: 15/01/2020

Review Date: 20/01/2021

Version 6.0
Page 3 of 13

Getting Started

To get started with PlanSafe you will first need an account. The program has 'auto-chat' enabled and will ask for details and prompt responses from you.



1

Login

Welcome to Plan Safe

Please tell us your name so we can get you logged in:

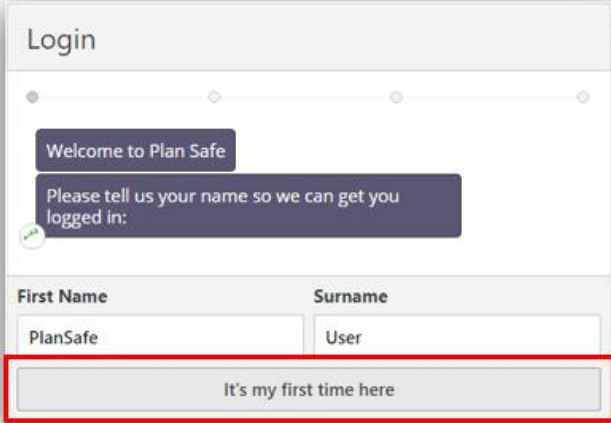
First Name Surname

PlanSafe User

It's my first time here

STEP 1: Type your 'First Name' and 'Surname' into the input boxes provided.

STEP 2: Click on the 'It's my first time here' button.



2

Login

Welcome to Plan Safe

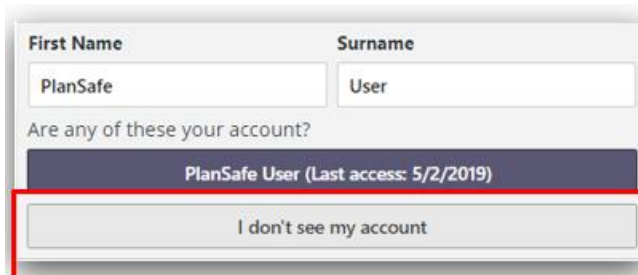
Please tell us your name so we can get you logged in:

First Name Surname

PlanSafe User

It's my first time here

Note: If you have previously registered on the training system or have a name like one which already exists in the system, you will be presented with several options. Either click on the button that displays your details to proceed to the login page or click on the 'I don't see my account' button.



First Name Surname

PlanSafe User

Are any of these your account?

PlanSafe User (Last access: 5/2/2019)

I don't see my account

STEP 3: Type your '*Email Address*' and then click on the '*Confirm Email*' button

PLEASE NOTE: The pictures below confirming your account may look different depending on your organisations/company's requirements as you may have other enhanced security questions i.e. asking you for your payroll, year of birth, mobile number or employee number.

Note: If you would like to go back to the previous login screen, Click the '*Start Over*' button.

The image shows two screenshots of the PlanSafe login interface. The left screenshot displays a 'Login' screen with a welcome message and a prompt to enter an email address. The 'Email Address' field and the 'Confirm Email' button are highlighted with a red box. A blue circle with the number 3 is positioned to the left of this box. The right screenshot shows a 'Login' screen with a prompt to enter an employee/payroll number and first name. The 'Employee/payroll number' and 'First name' fields are highlighted with a red box.

STEP 4: Check your email inbox - PlanSafe will confirm your account by sending an *Access Code* to the email address you have provided. Enter the *Access Code* into the input box provided and then click on the '*Confirm Code*' button - alternatively, you can verify your account directly from the *access code email*.

The image shows two screenshots of the PlanSafe email confirmation process. The left screenshot displays an email from Locatrix with the 'Access Code' field highlighted with a red box. The right screenshot shows the 'Access Code' input field and the 'Confirm Code' button highlighted with a red box. A blue circle with the number 4 is positioned to the left of this box.

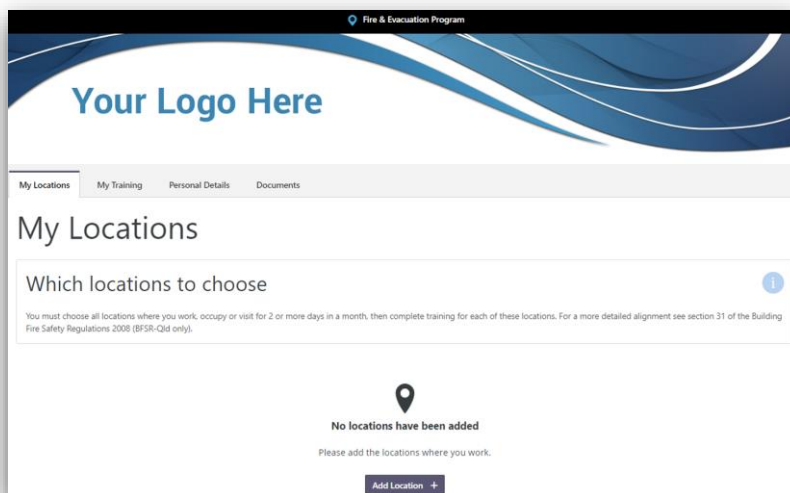
Note: If you do not see the confirmation email. Check your Junk or Spam folders. If you did not receive an *access code*, click the '*Resend Code*' button.

STEP 5: The final step to confirm your account and complete the registration phase is to type your '*First Name*' and '*Surname*' into the input boxes provided. Click the '*Submit*' button.

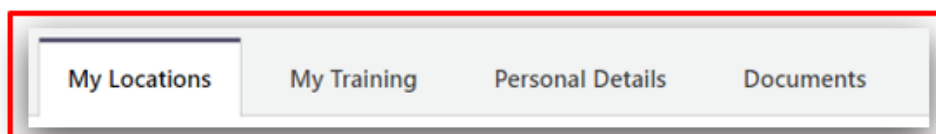
The image shows two screenshots of the PlanSafe login interface. The left screenshot displays a 'Congratulations, you have successfully set' message. The right screenshot shows a 'Login' screen with a prompt to enter first name and surname. The 'First name' and 'Surname' fields are highlighted with a red box. A blue circle with the number 5 is positioned to the left of this box.

Navigation Menu

Once logged in to PlanSafe you will need to familiarise yourself with the navigations of the platform.



The home screen is divided into **four (4) tabs**; **My Locations > My Training > Personal Details > Documents**



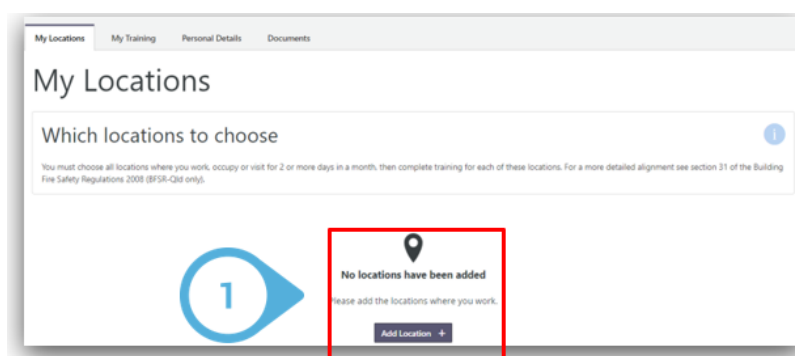
The four (4) tabs contain areas you can navigate between:

- **My Location** takes you directly to your locations.
- **My Training** expands to show you the courses you are enrolled to complete.
- **Personal Details** expands to allow you to view and edit your profile.
- **Documents** shows you all the forms and documents you have access within PlanSafe.

My Location

Once logged in, to start your training *select* the **Location** of your building.

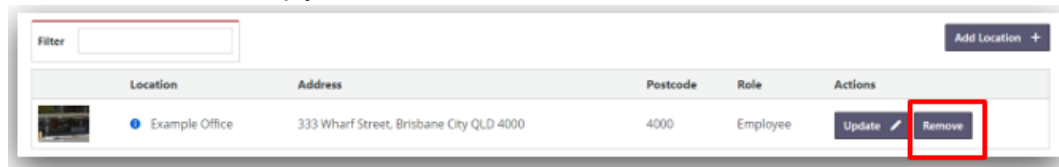
STEP 1: In the *My Locations* tab, select location/s. *Select* the **'Add Location +'** button to view a list of all locations.



STEP 2: Select '*Add +*' to add your account that current building.



Note: To *remove* a location. Simply *Click* the *Remove* button.



Select Your Role

Once you have selected a building, you will be asked to **Select Your Role** within that building.

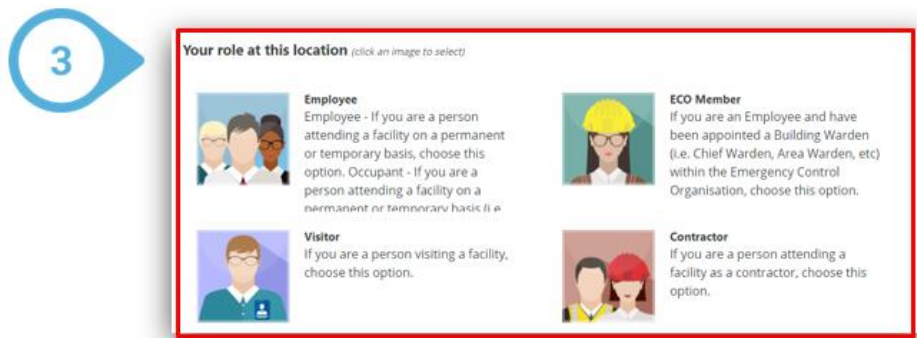
STEP 3: Select *one (1)* of the user types

Employee - If you are a person attending a facility on a permanent or temporary basis

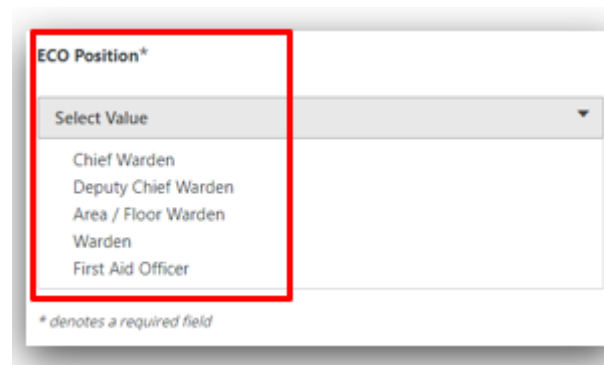
Contractor - If you are a person who is attending the building as a contractor

Visitor - If you are a person visiting the building

ECO Member - If you are an occupant and have been appointed an additional role and duty within the Emergency Control Organisation.

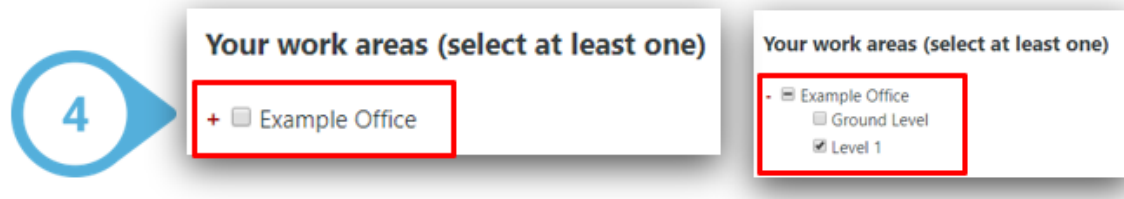


Note: If you are an **ECO (Emergency Control Organisation) Member** an additional drop-down menu will appear. You *must* select what ECO Position you hold as part of the Emergency Control Organisation.



Select Your Work Area

STEP 4: Once you have selected your role, '**Select Your Work Area**' within that building.



4

Your work areas (select at least one)

+ Example Office

Your work areas (select at least one)

- Example Office

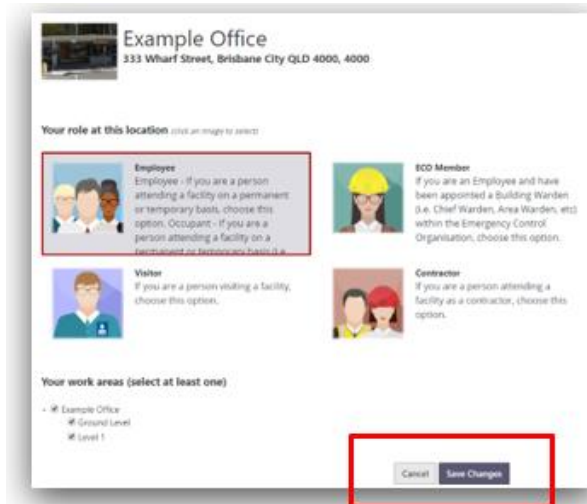
Ground Level

☒ Level 1

Note: If you have **multiple levels** within the building you work, **tick ONLY** the level of which you are located.

Click '**Save Changes**' which will take you back to the Home Page.

The role you select determines what level of Fire and Evacuation training you be required to complete.



Example Office
333 Wharf Street, Brisbane City QLD 4000, 4000

Your role at this location click an image to select

Employee
If you are a person attending a facility on a permanent or temporary basis, choose this option. Occupant - If you are a person attending a facility on a permanent or temporary basis (i.e. a regular visitor), choose this option.

BEO Member
If you are an Employee and have been appointed a Building Warden (i.e. Chief Warden, Area Warden, etc.) within the Emergency Control Organisation, choose this option.

Visitor
If you are a person visiting a facility, choose this option.

Contractor
If you are a person attending a facility as a contractor, choose this option.

Your work areas (select at least one)

- Example Office

Ground Level

☒ Level 1

Cancel Save Changes

How do I start my training?

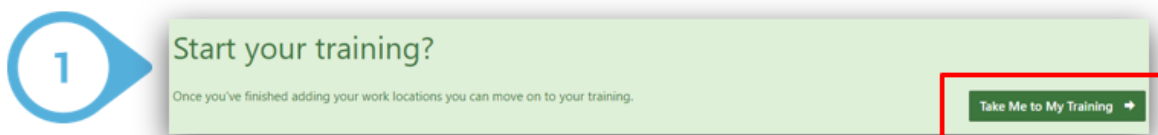
Once you have added your location, you now have access to complete your Fire and Evacuation training.

PLEASE NOTE: You may have additional courses depending on your organisations/company's requirements.

PlanSafe provides you with the online self-paced training required:

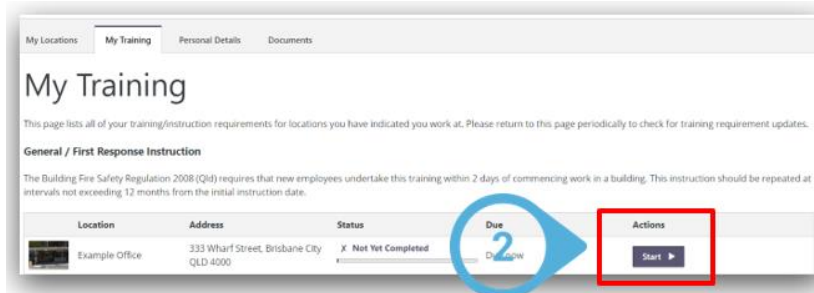
- **General/First Response Instruction** - must be given to occupants within 2 days of a person commencing work in the building and completed every 12 months.
- **Emergency Control Organisation Instruction** - must be given to the person/s responsible for carrying out the evacuation coordination procedure every year and within one month of any changes to the procedures or personnel.

STEP 1: At the 'My Locations' page, click on the button 'Take Me to My Training'.



STEP 2: To start your training, click on the button under *Actions* - 'Start'

NOTE: Please ensure that you complete each course and module assigned to you, reading all of the course content, watch all training videos and locate all fire safety reference points and the procedures for evacuating the building safely in the event of a fire or *hazardous materials* emergency in the interactive floor plan.



STEP 3: Select 'Next' to begin.



Assessments

At the end of each course you will be assessed on your knowledge. This will be based on your individual building requirements pass rating selection. First you will need to confirm that you have viewed and understood the information by selecting each *checkbox*, then click '**Next**' to complete the questions. After you have completed all questions, *click* to submit your answers.

Assessment

To successfully complete this assessment you should note the following:
All 10 questions must be answered correctly.
Select the corresponding radio button/check boxes next to your answer.
Click "Submit" once you have answered all of the questions.

Upon completion:
Once you have completed the assessment your results will be available immediately and will be retained as a record of you having undertaken this mandatory training.

Your Details

First Name: Plansafe
Surname: User
Email: Plansafe.user@locatrix.com

I confirm that I have viewed and understood:

☐

1. the location of the fire safety reference points for the building.*

☐

2. the procedures for evacuating the building.*

☐

3. the instructions for raising an alarm / using manually operated fire alarms.*

☐

4. instruction in the use of fire fighting equipment in the building.*
* denotes a mandatory field

Locatrix - Passed!

Reference number: #703

Your answers indicate that your score is: 10 out of 10 correct and You have passed!

Your results have been recorded.

Thank you for your efforts in helping us make our workplace a safer environment.

If you have answered questions **incorrectly**, you can to '**Reattempt**' the assessment or '**Complete Later**'.

Reattempt Required

Reference number: #702

Your answers indicate that your score is: 9 out of 10 correct and you must reattempt the assessment

Where you have made an error you may wish to review the content to improve your score.

If you have answered any questions incorrectly, we suggest revisiting the relevant section.

Your results have been recorded.

Thank you for your efforts in helping us make our workplace a safer environment.

Your answers indicate that your score is: 9 out of 10 correct.

Reference number: #3

Where you have made an error you may wish to review the content to improve your score.

If you have answered any questions incorrectly, we suggest revisiting the relevant section.

Your results have been recorded.

Thank you for your efforts in helping us make our workplace a safer environment.

Your answers

☒

1. All fire extinguishers are safe to use on any type of fire.
You answered: "False"

☒

2. The ABC acronym is used to help people to remember what to do in a fire situation. Which of the following is correct?
You answered: "C - Confine fire and smother. Close windows and doors if it is safe to do so."

☒

3. When using a mobile phone to report an emergency, you should call:
You answered: "999"

☒

4. Fire extinguishers must be turned upside down to help force out the contents.
You answered: "False"

☒

5. Fire blankets can only be used on small kitchen fires. They should never be used to extinguish a clothing fire.
You answered: "False"

☒

6. In order the circumstances in which it would be appropriate to fight a fire near to your immediate work area.
You answered: "If you have a safe line of retreat"☒☒

Reattempt

Complete Later

To finish your training, *click* on the button '**Completed**'. You will be redirected back to My Training tab with the status updated to '**Completed just now**'.

Status	Due	Actions
<div><div><div>✓ Completed just now</div></div></div>	Not due until 21/11/2020	<div><div>Review</div><div>Certificate</div></div>

To Review the training at any time, click '**Review**'. Click on the '**Certificate**' button to review and print your results.

To Logout

Plansafe

Home

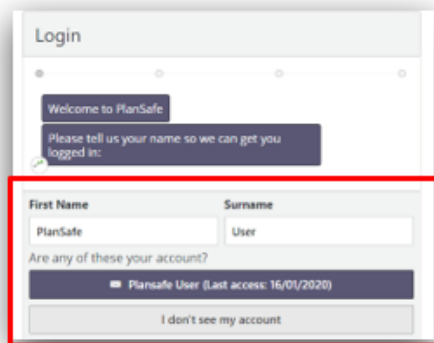
Logout

To log out, simply *click* on **your name** in the right-hand corner, *click* on the drop-down arrow and *select* '**Logout**'.

Frequently Asked Questions - FAQ's

What if I have logged in previously?

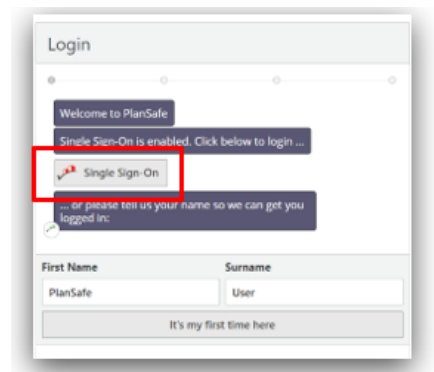
If your account is still active, you should continue to use it. To log back into your account. **Enter your First Name then Surname.** If any of the shown accounts are yours, Click on your account.



The screenshot shows the 'Login' page for PlanSafe. It includes a welcome message, a prompt to enter the name, and two input fields: 'First Name' (containing 'PlanSafe') and 'Surname' (containing 'User'). Below these fields is a button labeled 'Plansafe User (Last access: 16/01/2020)' and a link 'I don't see my account'. A red rectangular box highlights the 'First Name' and 'Surname' input fields.

What is Single Sign On?

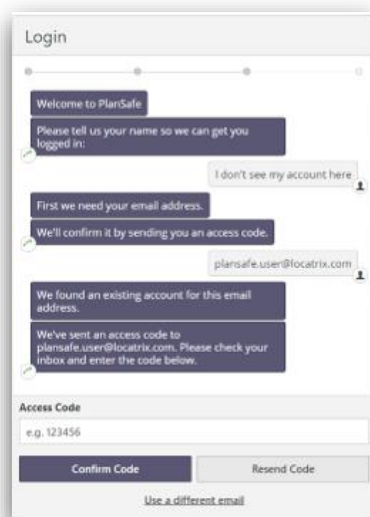
Single Sign-On is an easy way to log into your account with your email address and password. **If Single Sign-On is enabled. Click Single Sign-On, then click Sign-In**



The screenshot shows the 'Login' page for PlanSafe. It includes a welcome message, a prompt to enter the name, and a button labeled 'Single Sign-On' which is highlighted with a red rectangular box. Below the button is a link 'It's my first time here'.

Not sure what account you logged in as last?

If you have forgotten what account, you logged into last. **Enter your Email Address. Enter the code sent to your Email Address. Click Confirm Code.**



The screenshot shows the 'Login' page for PlanSafe. It includes a welcome message, a prompt to enter the name, and a button labeled 'Single Sign-On'. Below the button is a link 'It's my first time here'. The page also displays the email address 'plansafe.user@locatrix.com' and an 'Access Code' field with the value 'e.g. 123456'. At the bottom, there are buttons for 'Confirm Code' and 'Resend Code', and a link 'Use a different email'.

Phone: +61 1300 738 461

Email: info@locatrix.com

Address: Level 1
Unit 12/3908 Pacific
Highway Loganholme QLD 4129

 **LOCATRIX**
www.locatrix.com

