

Title:

Pipeline Emergency Response Officers (PERO) Course

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**Emergency Planning
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UKOPA

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Registered Office: Pipeline Maintenance Centre.
Ripley Road,
Ambergate,
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DE56 2FZ.

The names of the directors may be obtained from that address.

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GENERAL INFORMATION ABOUT THE FIRE SERVICE COLLEGE

The following information is designed to help you prepare for your visit to the Fire Service College. If after reading this document you require further assistance please do not hesitate to contact us.

Website address: www.fireservicecollege.ac.uk
Delegate support Email: delegate.support@fireservicecollege.ac.uk
Delegate support D/D: 01608 812000
Office hours are: Monday – Thursday 9am to 5pm and Friday 9am to 4pm.

Our reception is manned 24hours: 01608 650 831

FREQUENTLY ASKED QUESTIONS

Course information

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Accommodation & meals

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Other Information

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Course Information

What do I need to bring with me?

Please see your joining instruction letter for details of dress code and appropriate PPE required for your course. If your organisation does not have a work uniform, smart casual dress is appropriate unless your organisation has other requirements. If you are travelling from abroad and are unable to bring appropriate protective clothing for operational duties with you, the fire service college can provide suitable clothing for your course.

Accommodation and meals

What accommodation type do I have?

The type of accommodation depends on the course you are attending. Please see your Joining instruction letter for more information or contact the accommodation department by email on accommodation@fireservicecollege.ac.uk or by phone on 01608 812076.

What facilities are there in my accommodation?

With accommodation for over 500 delegates, we are able to offer a choice of either en-suite or standard accommodation. All en-suite rooms have a bathroom or shower room, tea/coffee making facilities and TV in the rooms. Tanner House and Bowles House both have lifts accessing all floors. Standard bedrooms have communal bathrooms on each floor, communal TV rooms and tea/coffee making facilities in each room. All accommodation blocks have laundry and kitchen facilities.

What time will my room be ready?

Check in is from 1400 hours on the day of arrival. Your room must be vacated by 1000 hours on the last day of your course. If these times are not convenient for you please email accommodation@fireservicecollege.ac.uk

How do I book extra nights' accommodation?

If you need to book additional night's accommodation for your course please email accommodation@fireservicecollege.ac.uk to obtain a booking form or phone 01608 812076. You will be sent a confirmation for the booking once it has been booked for you.

What time is the restaurant open?

All meals can be taken in the Connections Restaurant.
Connections Restaurant opening times are:

Monday to Thursday

Breakfast	7.30 am to 8.30 am
Lunch	12.00 pm to 13.45 pm
Dinner	17.30 pm to 19.30 pm

Friday to Sunday

Breakfast	7.30 am to 8.30 am
Lunch	12.30 pm to 13.30 pm
Dinner	17.30 pm to 18.30 pm

Please note that these times are subject to change. Restaurant opening times are displayed daily in the Connections Restaurant.

The college shop also sells a range of snacks.

How do I arrange catering for special diets?

Should you require a special diet for Health or Religious reasons or have any other special requirements (i.e. Halal) please ensure you update your personal profile on Firelearn. Please use the special diets drop down menu or the other requirements box on the personal profile page.

Leisure Centre

Can I use the leisure centre?

Fire Service delegates benefit from corporate membership of the College's Leisure Centre whilst staying at the College for training. All other visitors are welcome to use the facilities, for which fees are charged per visit.

Details of the opening hours, court booking procedures and charges are obtainable from the Leisure Centre Reception. Please pop in to the leisure centre at your earliest convenience and the leisure centre staff will be happy to show you around and explain how to use the facilities.

What facilities does the leisure centre have?

The leisure centre has a selection of indoor and outdoor facilities:

Indoor Facilities

Swimming pool, sports hall, squash courts, sauna and fitness gym.

The equipment brand in the fitness suite is TECHNOGYM and includes cardiovascular, resistance and free weight equipment.

Outdoor Facilities

Tennis courts, football pitches, softball and rounders.

Fitness Suite Usage

If you use a gym in your home area bring along current proof of your gym membership and we should be able to get you started in the fitness suite fairly quickly. Alternatively, an e-mail, letter or fax from your Fire & Rescue Service verifying your current experience can be provided to the Leisure Centre. This is subject to our understanding and verification of your level of experience. If you are unable to provide proof of current gym usage elsewhere you will need to attend an induction. Group inductions are carried out on Mondays and Tuesdays at 8pm. The induction needs to be pre-booked with the Leisure Centre reception, in person or by 'phone. Bring some comfortable trainers and clothing such as track suit bottoms, leggings or shorts and a tee shirt. A filtered water machine is available in the fitness suite but you will need to bring a water bottle with you as cups are not supplied. Don't forget to bring a towel too, in order to wipe down the equipment after use. This will help to extend the life span of the equipment and make a nicer environment for everyone. The fitness suite operates a 'no towel, no entry' policy.

How do I book the facilities?

If you wish to book any of the facilities in the leisure centre please contact The Leisure Centre Reception:

Tel: 01608 812163

Fax: 01608 812013

E-mail: leisure.enquiry@fireservicecollege.ac.uk

Health and Safety

How fit do I need to be to Participate in a course?

If you are a course delegate and feel that you have a health problem that may affect your ability to participate safely, and fully, in any aspect of your course you should contact us as a matter of urgency prior to your arrival. Please consult your Course Director for further details of Health & Safety issues and policy.

What is the College speed limit?

The college has a *maximum speed limit of 20 mph throughout the whole site*. This is to minimise noise disturbance and reduce the risks of accidents as there is a high proportion of pedestrians travelling around the site.

What should I do in a Medical Emergency?

In a Medical Emergency please contact Switchboard / Reception on extension 2222. There are trained first aiders who deal with minor injuries the names and locations of these are available from Switchboard / Reception on extension 0.

What if I need a Doctor / Dentist?

If you need to consult a doctor or dentist during your stay at The FSC there are facilities available locally. If you are unable to organise transport to medical appointments this can be arranged via your Course Director. Should you require treatment from a Hospital, Doctor, Dentist or Optician GP fees may be applicable. Any cost for treatments, including prescription charges will have to be met by you or your sponsoring Authority / Company

What is the smoking policy at the Fire Service College?

In Accordance with Government legislation, smoking is **prohibited** on site apart from designated smoking shelters. Please respect this policy for the benefits of other college users.

If I am travelling from abroad do I need travel insurance for my stay?

It is strongly recommended that you take out a form of medical insurance to cover yourself in case of such an event during your stay in the United Kingdom.

Travel

How do I get to the FSC?

There is a map with Directions on the syllabus page of your course with information about travelling by road and by train. Alternatively, please see the website www.fireservicecollege.ac.uk.

Can I get transport from the airport?

We provide an Airport transfer service to and from Birmingham International, London Heathrow and London Gatwick Airports for all delegates attending courses at the Fire Service College. If you require Transport from the airport please download and email the booking form found on the syllabus page of your course to delegate.transport@fireservicecollege.ac.uk or print and fax to 01608 651 839. Confirmation of your booking will be sent to you a week prior to your date of travel, if you do not receive confirmation please ring the delegate transport office on 01608 812171 during office hours. All transport must be pre-booked. There is a 20Kg baggage assumption therefore if you are bringing additional baggage, bicycles or other large items please notify us in advance so we are able to arrange the most suitable vehicle.

I need to arrange flights?

The fire service college does not book or amend flights. Please contact your sponsoring company to arrange or amend flights for you.

I am arriving by train can I get a taxi from the station?

There is not a taxi rank at Moreton-in-Marsh station and we do not provide a collection service from Moreton-in-Marsh train station. A list of taxi phone numbers can be obtained through reception or the delegate transport office.

Facilities

Are there any cash points or banks on site?

There are no banks or cash points on site, however there are branches of Lloyds and HSBC banks and a Cheltenham and Gloucestershire building society in Moreton-in-Marsh.

What facilities are there for Worship?

The Fire Service memorial chapel, which is interdenominational, is open at all times. A weekly service is held on Thursday from 0800hrs – 0815hrs, to which all are welcome. The college chaplain may be contacted at any time, day or night, via reception.

A prayer room facility is available in Bowles House (B13) for those of Islamic faith. Other denominations are also welcome to use this facility.

Is there Wi-Fi access on site?

The Fire Service College provides free to use Wireless internet access throughout the Library and in the communal landing areas of **Bowles** and **Tanner** accommodation blocks. There is no service in individual accommodation rooms at this time.

If you are unable to access the internet in any of the above areas, please report this to the Customer Support Desk by telephoning extension 2900. The IT Department will investigate your report at the earliest opportunity during normal working hours.

Is there a shop on site?

There is a college shop that stocks a wide range of goods including confectionery, snack foods, toiletries, stationery items, newspapers and magazines, gifts, souvenirs and college sweatshirts and t-shirts. Stamps and phone cards can also be purchased.

Local information

What will the weather be like during my stay?

Approximate temperatures during the year in the United Kingdom are as follows:

MONTH	NIGHT (Minimum)	DAY (Maximum)
November – March	-6 – 0 C	8 – 12 C
April – May	2 – 6 C	16 – 20 C
June – August	8 – 12 C	24 – 28 C
September – October	2 – 6 C	16 – 20 C

General Clothing

Be sure to bring some warm clothing with you or enough money to buy warm clothing when you arrive in the United Kingdom.

What local amenities are there?

Moreton-in-Marsh has a range of shops including a Tesco, Co-op and a Budgens food stores, restaurants and hotels. The tourist information centre can provide details of local attractions and places to visit.

How far is the college from Moreton-in-Marsh?

The college is approximately 20mins walk or 5mins drive from Moreton-in-Marsh centre.

Other Information

Can I bring my pets?

We do not allow pets on site.

PHOTOGRAPHS AND FILMING

Please be aware that there is a possibility you may be photographed or filmed when you attend The Fire Service College on a course, seminar or other event. The images may be taken as part of your learning experience at FSC.

Photographs or films may also be taken for use:

- ◆ In printed publications produced by the College and/or UKOPA
- ◆ On FireLearn, the College's electronic managed learning system
- ◆ On the websites supported by UKOPA and the College, which is available worldwide, including in countries where individual rights are not protected by data protection law
- ◆ In promotional videos or exhibitions
- ◆ They may also be circulated to local, national and specialist press and media, in order to further the work of the College or the speciality of fire and rescue and UKOPA
- ◆ They may also be supplied for re-use by other organisations and individuals as required by the Re-use of Public Sector Information Regulations. For this use of the images, whenever possible we will ensure that individuals can not be identified.

If you do **not** consent to your image being used by the FSC or UKOPA other than to enhance your learning experience, please complete the details below.



Photographs and Filming

I agree to be photographed or filmed, if required, as part of my learning experience during my current course at The Fire Service College, but **do not** consent to the images being used for any other purpose.

Name: _____

Organisation: _____

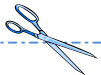
Course: ICPEROBZ - Pipeline Emergency Response Organisation

Dates of course: _____

Signature: _____

Please send to: Information Services,
The Fire Service College,
London Road,
Moreton-in-Marsh,
Glos.
GL56 0RH

Or email the details to: informationservices@fireservicecollege.ac.uk



**DONT FORGET TO COMPLETE AND RETURN THIS FORM IF YOU DO NOT
CONSENT FOR YOUR IMAGES BEING USED FOR ANY OTHER PURPOSE**

COURSE PROGRAMME

Previous PM	Delegates arrive	
Day 1		
0830 - 0900	Course Introduction – FSC & UKOPA	Sim suite
0900 - 1000	Overview of Emergency Planning	Sim suite
1000 - 1115	Role of the PERO	Sim suite
1115 - 1130	Tea/ Coffee & biscuits	
1130 - 1215	Role of emergency services	Sim suite
1215 - 1300	Introduction to Sim suite & TDX's	Sim suite
1300 - 1345	Buffet lunch	Sim suite
1345 - 1500	Barford TDX	Sim suite
1500 - 1530	Debrief Barford	Sim suite
1530 - 1545	Tea/ Coffee & biscuits	
1545 - 1645	Linn Moor TDX	Sim suite
1645 - 1715	Debrief Linn Moor	Sim suite
1730 ->	Evening meal	
Day 2		
0830 - 0945	Causes of Pipeline Incidents	Sim suite
0945 - 1045	Management of Damaged Pipelines	Sim suite
1045 - 1100	Tea/ Coffee & biscuits	
1100 - 1115	Safety Brief for fire ground exercises	Sim suite
1115 - 1230	Exercise - The Grange	Fire Ground
1230 - 1300	Exercise debrief	Sim suite
1300 - 1345	Buffet lunch	Sim suite
1345 - 1500	Exercise - Ellis Plantation	Fire Ground
1500 - 1530	Exercise debrief	Sim suite
1530 - 1545	Tea/ Coffee & biscuits	Sim suite
1545 - 1630	Course debrief and evaluation	Sim suite
1630	Close	

APPLICATION FORM

Course number	Date of PERO training course	CUT OFF date for registration
1	9-10 May 2011	28 th March 2011
2	13-14 September 2011	2 nd August 2011
3	29-30 November 2011	18 th October 2011
4	12-13 March 2012	30 th January 2012

Applications for registration received after the CUT OFF dates will not be accepted.

If insufficient numbers are received to fill the minimum attendance by the cut off date then the course will be cancelled.

Complete all boxes below:

Course applied for (mark with X)	1		2		3		4	
CANDIDATE FULL NAME								
COMPANY								
E-MAIL								
TELEPHONE NUMBER								

The cost of registration covers the training delivery over two days, including food and accommodation for two days.

By submitting this application you agree to accept payment liability of the course at £975.00. This cost is non refundable if cancelled by you after the cut off date.

Costs will be invoiced by the Fire Service College following course delivery.

Fire Service College Invoice to be sent to:

NAME		PURCHASE order Number (If used)	
POSTAL ADDRESS			

Please forward all applications to: Phil Jones: phill.jones@pieuk.co.uk

Any course queries please contact:

UKOPA EPWG Chairman, Barry Dalus: bdalus@northerngas.co.uk

Requirements

Delegates are requested to bring:

- i. PPE, including boots, overalls, safety hat, hi-vis jacket/tabard, gloves and waterproofs.
- ii. Copy of your company pipeline emergency procedure

FEED BACK & EVALUATION

Name		Candidate Company	
Course Date	DD/MM/YYYY	Course	PERO

Your feed back and evaluations help deliver and develop further a successful training program please complete this form at the end of your course and return to the course tutor.

Please circle the answer that best suites your opinion.

CL01 Aims & Objectives	Disagree						Agree					
Course aims and objectives met	1	2	3	4	5	6						
Your own personal objectives met	1	2	3	4	5	6						

CL02 Content & Level of Training	Disagree						Agree					
Content was relevant to course objectives	1	2	3	4	5	6						
Content was relevant to your job	1	2	3	4	5	6						
Training methods were appropriate	1	2	3	4	5	6						
The course was sufficiently interactive	1	2	3	4	5	6						
The course was interesting & challenging	1	2	3	4	5	6						
The use & quality of learning material was appropriate	1	2	3	4	5	6						
The course was well placed	1	2	3	4	5	6						
You will be able to apply what you have learned	1	2	3	4	5	6						
You learned a lot from this course	1	2	3	4	5	6						

CL03 Practical Exercises	Disagree						Agree					
Effective exercise debrief & feedback	1	2	3	4	5	6						
Received detailed & helpful feedback	1	2	3	4	5	6						
The incident ground exercise and scenarios were realistic & relevant to the course	1	2	3	4	5	6						
Exercises contributed to effective learning	1	2	3	4	5	6						

CL04	Which part of the learning do you think will be the most useful	
CL05	Which part of the learning do you think will be the least useful	
CL06	What would you have liked to be included in the course	

CL07 Tutors	Disagree				Agree	
Were the tutors sufficiently knowledgeable	1	2	3	4	5	6
Did they have an effective style & delivery	1	2	3	4	5	6
Were they sensitive to the diverse needs of the group	1	2	3	4	5	6
Any further comments?						

CL08 Overall	Disagree				Agree	
How do you rate the overall learning on this course	1	2	3	4	5	
How do you rate the overall experience taking into account accommodation, food etc.	1	2	3	4	5	
Any further comments?						

Do you have any additional comments?	
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