



Evacuation Coordination Instruction

Duration:

4 hours - Emergency Warden

8 hours - Chief Warden

Onsite Course:

\$800 Emergency Warden

\$1600 Chief Warden

maximum 10 participants

*prices GST exempt and subject to change

Total Management and Training

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RTO Provider No. 31178

V16 - 29/11/2016

Emergency Warden Training (Evacuation Coordination Instruction)

This nationally recognised training course will provide employees with the knowledge and ability to act as Evacuation Coordinators in the workplace. This course meets the employer obligations under the Building Fire Safety Regulation 2008 and may be used for Wardens and Chief Wardens.

The course content covers emergency preparedness, emergency identification, assessment of risk, understanding of human behaviour during an emergency situation and effectively planning for all types of emergencies within an organisation. The course complies with the Building Fire Safety Regulation 2008 and AS3745-2010 Planning for Emergencies in Facilities.

Session 1 is a half day course for Emergency Wardens (Evacuation Coordinators). For those who wish to continue on to become Chief Wardens, you will need to stay for Session 2 in the afternoon. Please note you cannot undertake session two (Chief Warden) without doing session one first, as this is a pre-requisite unit of competency.

Course Program

- ▶▶ Fire Safety Regulations
- ▶▶ Evacuation Coordination Instructions
- ▶▶ Role of the Emergency Warden under the Emergency Control Organisation
- ▶▶ Fire Prevention Methods
- ▶▶ Evacuation Procedures
- ▶▶ Fire Safety Measures

Program Outline

- ▶▶ Types of emergencies
- ▶▶ Emergency Control Organisation team
- ▶▶ Emergency Warden Procedures and Responsibilities
- ▶▶ Emergency Safety Plans and Procedures
- ▶▶ Evacuation Plans and Procedures
- ▶▶ Building Fire Alarms and Communications Systems
- ▶▶ Emergencies that may require Evacuation
- ▶▶ Investigating the Fire / Alarm / Incident
- ▶▶ Classification and Fire Types
- ▶▶ Emergency Coordination and Safety of Evacuees
- ▶▶ Post-Evacuation Activities

Competencies Achieved

Emergency Wardens (Session 1)

PUAWER005B Operate as part of an emergency control organisation

Chief Emergency Wardens (Session 2)

PUAWER006B Lead an emergency control organisation

What will I receive at the conclusion of the course?

Participants who demonstrate competency by passing both written and practical assessments will receive a Statement of Attainment. Where the course is conducted onsite, a Fire and Evacuation Instruction Record will be provided on completion of the course as required under the Building Fire Safety Regulation 2008.





Assistance with reading, writing or mathematics

We can provide support in some areas. Where we cannot, we will provide direction to other agencies who may be able to assist.

Are there any prerequisites?

The course is for those participants who have been delegated to perform the role of Evacuation Coordinator (also known as Emergency Warden, Area Warden or Floor Warden, including Assistant Building Warden and Chief Warden). There are no pre-requisites for this course.

How is the course run?

The Evacuation Coordination Instruction course is both theoretical and practical in structure. Training is conducted onsite at your premises over a four hour period. Students in the Emergency Warden course are required to perform practical activities throughout the duration of the course, as well as a workplace assignment. Due to the practical components of the course, participants are advised to wear comfortable casual attire including long pants and enclosed shoes. Those who wish to become Chief Warden will need to undertake further training in the afternoon.

Can previous study and experience be taken into account? (RPL)

Yes, your history of study, skills and experience can be taken into account but it must support the performance criteria set out in the units of competency. Documentary evidence and interview will be required.

Is recertification required?

Refresher training of Evacuation Coordination Instruction should occur every 12 months .

Additional Costs and Expenses

Where the training is conducted outside the immediate Cairns or Townsville area then additional costs will be applicable. Any airfares, travel, accommodation, meals and materials freight incurred in the provision of this training will be on-charged. Mileage will be charged at 80¢ (plus GST) per kilometre and traveling time will be charged at our standard rates. Please contact us for a formal quotation for courses conducted outside of Cairns or Townsville.

Course Venue & Equipment

Where courses are conducted on-site then a suitable venue, data projector and white board are to be provided by the client company. The venue shall have sufficient space for the participants to be seated comfortably for the duration of training. Any catering costs shall be borne by the client company. Please contact us to discuss alternate arrangements if there is any difficulty in providing these facilities and equipment.

To book an On-site or Dedicated Course

Contact our office to book an on-site or dedicated course for your organisation for either Emergency Warden training or Chief Warden training. Dates will be scheduled on receipt of booking.

Enrolling in a Public Course

Please note there are no public courses scheduled at this time.