



www.completefiresafety.net.au

Email: admin@completefiresafety.net.au



COMPLETE FIRE SAFETY

111 Howard Road, Goodwood. Tasmania. 7010.

Phone: 03 6272 3910

Lead an Emergency Control Organisation



About this Training.

This Chief Wardens Training course is competency based and has been devised to provide you with the relevant information required to Lead the Emergency Control Organisation and Manage an Emergency when it occurs.

This training must be completed Annually to comply with current Legislative requirements.



Key Elements of the course

- 1. Legislation & Standards,**
- 2. The Emergency Planning Committee (EPC) and the Emergency Control Organisation (ECO),**
- 3. Emergency Planning,**
- 4. Emergency Procedures,**
- 5. Wardens Roles & Responsibilities,**
- 6. Emergency Equipment,**
- 7. Evacuations,**



Key Elements of the course

- 8. Human Behaviour in an Emergency,**
- 9. Bomb Threats,**
- 10. Internal Disaster,**
- 11. Personal Threats**
- 12. Medical Emergencies,**
- 13. Command, Control, Coordination,**
- 14. Chief Wardens Written Assessment.**



LEGISLATION AND STANDARDS

CHIEF WARDENS WEB SAMPLE



Legislative Requirements

There are 4 main pieces of Legislation every person must adhere to to ensure the safety of all persons whilst they are in a building.

- 1. Work Health and Safety Act & Regulations**
- 2. Australian Standards**
- 3. Fire Service Act & Regulations**
- 4. Workplace Standards.**



Work Health and Safety Act

If you break down the Work Health & Safety Act into one basic paragraph it reads,

- A person must not **intentionally, recklessly or without reasonable excuse** - place at risk the health or safety of another person whilst that person is in the workplace; or by an act or omission at a workplace, put at risk the health or safety of another person.



Work Health and Safety Act requires all businesses to;

CHIEF WARDENS WEB SAMPLE



Work Health and Safety Act incorporates Policies and Procedures

CHIEF WARDENS WEB SAMPLE



Australian Standards

CHIEF WARDENS WEB SAMPLE



Fire Service Regulations

The Penalties that apply to breaches of the Fire Service Act & Regulations vary from State to State.

In general these breaches are;

CHIEF WARDENS WEB SAMPLE



Workplace Standards

SAFEWORK Organisations and Government Legislation in each State have in place Regulations concerning the Maintenance of Essential Safety and Health Features and Measures in commercial buildings. All business operators must comply with these Regulations and have the following items checked where they exist before the building can be classed as compliant.

CHIEF WARDENS WEB SAMPLE



EMERGENCY PLANNING COMMITTEE

and

EMERGENCY CONTROL ORGANISATION

CHIEF WARDENS WEB SAMPLE



Emergency Planning Committee

- The EPC is required under the Australian Standard **AS 3745-2010: Planning for emergencies in facilities**. Your EPC must comprise at least two people, who are representatives of stakeholders in your facility. One of these members should be management – unless the facility is owned or occupied by a single person, in which case the EPC may be the sole owner/occupant.
- At least one member of the EPC must be a competent person, as defined in **AS 3745-2010: Clause 1.4.5**.
- In most facilities, the EPC is made up of:
 - Senior management
 - Tenants
 - Chief warden
 - Specialist facility personnel e.g. maintenance engineer
 - Occupant with a disability, where possible

Emergency Planning Committee

CHIEF WARDENS WEB SAMPLE

Emergency Control Organisation Definition

CHIEF WARDENS WEB SAMPLE

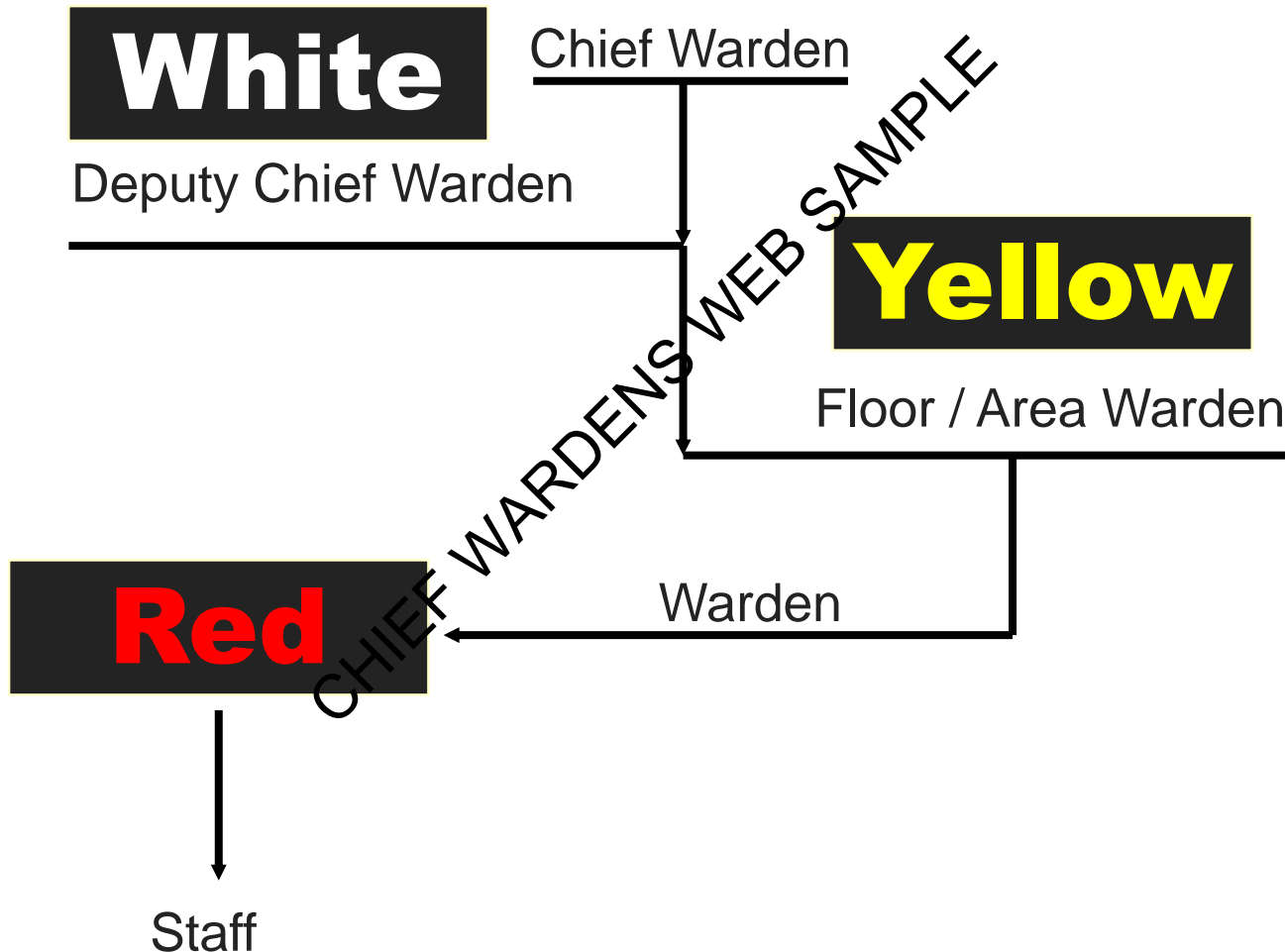


Warden Structure

CHIEF WARDENS WEB SAMPLE



Warden Structure



ECO Primary Role

CHIEF WARDENS WEB SAMPLE



EMERGENCY PLANNING

CHIEF WARDENS WEB SAMPLE



***The emergency planning process
is categorised under 4 headings.***

PREVENTION
PREPAREDNESS
RESPONSE
RECOVERY



Emergency prevention

CHIEF WARDENS WEB SAMPLE



Emergency preparedness

CHIEF WARDENS WEB SAMPLE



Emergency Response

CHIEF WARDENS WEB SAMPLE



Emergency Recovery (Debrief)

CHIEF WARDENS WEB SAMPLE



EMERGENCY PROCEDURES

CHIEF WARDENS WEB SAMPLE



Workplace emergency procedures

- Section 43 of the Work Health & Safety Regulations 2012 states.
- (1) A person conducting a business or undertaking at a workplace must ensure that an emergency plan is prepared for the workplace, that provides for the following:
 - (a) emergency procedures, including –
 - (i) an effective response to an emergency; and
 - (ii) evacuation procedures; and
 - (iii) notifying emergency service organisations at the earliest opportunity; and
 - (iv) medical treatment and assistance; and
 - (v) effective communication between the person authorised by the person conducting the business or undertaking to coordinate the emergency response and all persons at the workplace;
 - (b) testing of the emergency procedures, including the frequency of testing;
 - (c) information, training and instruction to relevant workers in relation to implementing the emergency procedures.



Workplace emergency procedures

The workplace emergency response procedures provide guidelines developed to help maintain personnel safety while in the workplace.

They assist in the response to emergencies encountered in the workplace, and assist in the controlled movement of people from the emergency within a building to a place of safety.

It is important that you are familiar with the workplace emergency procedures.



What is an Emergency

CHIEF WARDENS WEB SAMPLE



Common types of Emergencies

Animal or livestock emergencies

Bomb threat

Armed invasion

Civil disorder

Cyclones, including storm surge

Earthquake

Fire

Hazardous substances incidents

Industrial accident

Medical emergency

Structural instability

Transport accident

Veterinary emergencies

Biohazard

Building invasion

Chemical, biological and radiological incidents

Criminal acts

Deliberate self-harm

Failure of utilities

Flood

Hostage situations

Letter bomb

Severe weather and storm damage

Terrorism

Toxic emission

Wildfire



WARDENS ROLES AND RESPONSIBILITIES

CHIEF WARDENS WEB SAMPLE



Wardens Initial Response should be:

CHIEF WARDENS WEB SAMPLE



Assessing Emergencies

CHIEF WARDENS WEB SAMPLE



Very important information.

CHIEF WARDENS WEB SAMPLE



***Information for the
responding agency
before they arrive***

CHIEF WARDENS WEB SAMPLE



***The Chief Warden should pass on the
following Information to the Fire
Brigade WHEN they arrive***

CHIEF WARDENS WEB SAMPLE



Chief Warden Duties

CHIEF WARDENS WEB SAMPLE



Chief Warden Duties

CHIEF WARDENS WEB SAMPLE



Deputy Chief Warden Duties

CHIEF WARDENS WEB SAMPLE



***A Record of
all activities
related to the
emergency
must be
kept.***

CHIEF WARDENS WEB SAMPLE

Floor/Area Warden Duties

CHIEF WARDENS WEB SAMPLE



Floor/Area Warden Duties

CHIEF WARDENS WEB SAMPLE



Warden Duties

CHIEF WARDENS WEB SAMPLE



Warden Duties

CHIEF WARDENS WEB SAMPLE



Wardens Post Response

CHIEF WARDENS WEB SAMPLE



Warden Duties on a Regular basis

CHIEF WARDENS WEB SAMPLE



Wardens must be familiar with

CHIEF WARDENS WEB SAMPLE



EMERGENCY EQUIPMENT

CHIEF WARDENS WEB SAMPLE



***In the event of a fire
the alarm can be raised
by the following.***

CHIEF WARDENS WEB SAMPLE



Fire Detection Systems



CHIEF WARDENS WEB SAMPLE

There are many different types of Fire Indicator Panels (FIP) in buildings.

Please make yourself familiar with your particular type and its operation.

Fire Detection Systems



Smoke Detector



Smoke Detector



Thermal Detector



Concealed Detectors



Manual Call Point



An Activated Detector will Display a Constant Red Light



Emergency Notification

You could be alerted to the fire detection systems activation by auditory and visual means



Audible sounds via
the PA system



Strobe Lights



Audible sounds via
a bell or siren

Emergency Lighting



CHIEF WARDENS WEB SAMPLE

Please avoid confusing
the red status lights for
an activated detector

Action in the Event of Fire

YOU NEED TO BE

**S
A
F
E**

CHIEF WARDENS WEB SAMPLE



EVACUATION

CHIEF WARDENS WEB SAMPLE



Evacuation

CHIEF WARDENS WEB SAMPLE



CHIEF WARDENS WEB SAMPLE



Practice Evacuations

CHIEF WARDENS WEB SAMPLE



Mobility Impaired Persons

CHIEF WARDENS WEB SAMPLE



Mobility Impaired Persons

CHIEF WARDENS WEB SAMPLE



Refusing to Evacuate

CHIEF WARDENS WEB SAMPLE



Procedure

CHIEF WARDENS WEB SAMPLE



HUMAN BEHAVIOUR IN AN EMERGENCY

CHIEF WARDENS WEB SAMPLE

Human Reactions

The 4 most common reactions are

CHIEF WARDENS WEB SAMPLE



Avoidance:

CHIEF WARDENS WEB SAMPLE



Commitment:

CHIEF WARDENS WEB SAMPLE



Affiliation:

CHIEF WARDENS WEB SAMPLE



Role:

CHIEF WARDENS WEB SAMPLE



Managing Resources

CHIEF WARDENS WEB SAMPLE



Tendencies in an Emergency

CHIEF WARDENS WEB SAMPLE



Responding to this behaviour

CHIEF WARDENS WEB SAMPLE



Methods of reducing fear

CHIEF WARDENS WEB SAMPLE



No physical force

CHIEF WARDENS WEB SAMPLE



BOMB THREAT

OR

SUSPICIOUS

PACKAGE

CHIEF WARDENS WEB SAMPLE



Bomb Threats

CHIEF WARDENS WEB SAMPLE



Bomb Threats

CHIEF WARDENS WEB SAMPLE



Bomb Threat Considerations

CHIEF WARDENS WEB SAMPLE



If a suspected bomb or package is located:

CHIEF WARDENS WEB SAMPLE



INTERNAL DISASTER

CHIEF WARDENS WEB SAMPLE



Is where an event has occurred that impairs the ability to deliver services and further assistance is required.

CHIEF WARDENS WEB SAMPLE



PERSONAL THREAT

CHIEF WARDENS WEB SAMPLE



Under no circumstance should staff or visitors place themselves in further jeopardy.

CHIEF WARDENS WEB SAMPLE



MEDICAL EMERGENCY

CHIEF WARDENS WEB SAMPLE



- On finding a person in a potentially life threatening condition
- Get help from others in the area,
- Dial **000** for an ambulance, include location, building name, patient location and call back number.
- Implement basic life support procedures.

CHIEF WARDENS WEB SAMPLE

COMMAND

CONTROL

COORDINATION

CHIEF WARDENS WEB SAMPLE



COMMAND

CHIEF WARDENS WEB SAMPLE

CONTROL

CHIEF WARDENS WEB SAMPLE

COORDINATION

CHIEF WARDENS WEB SAMPLE

***When we started the planning process
we had the 4 categories as a list***

Prevention

Preparedness

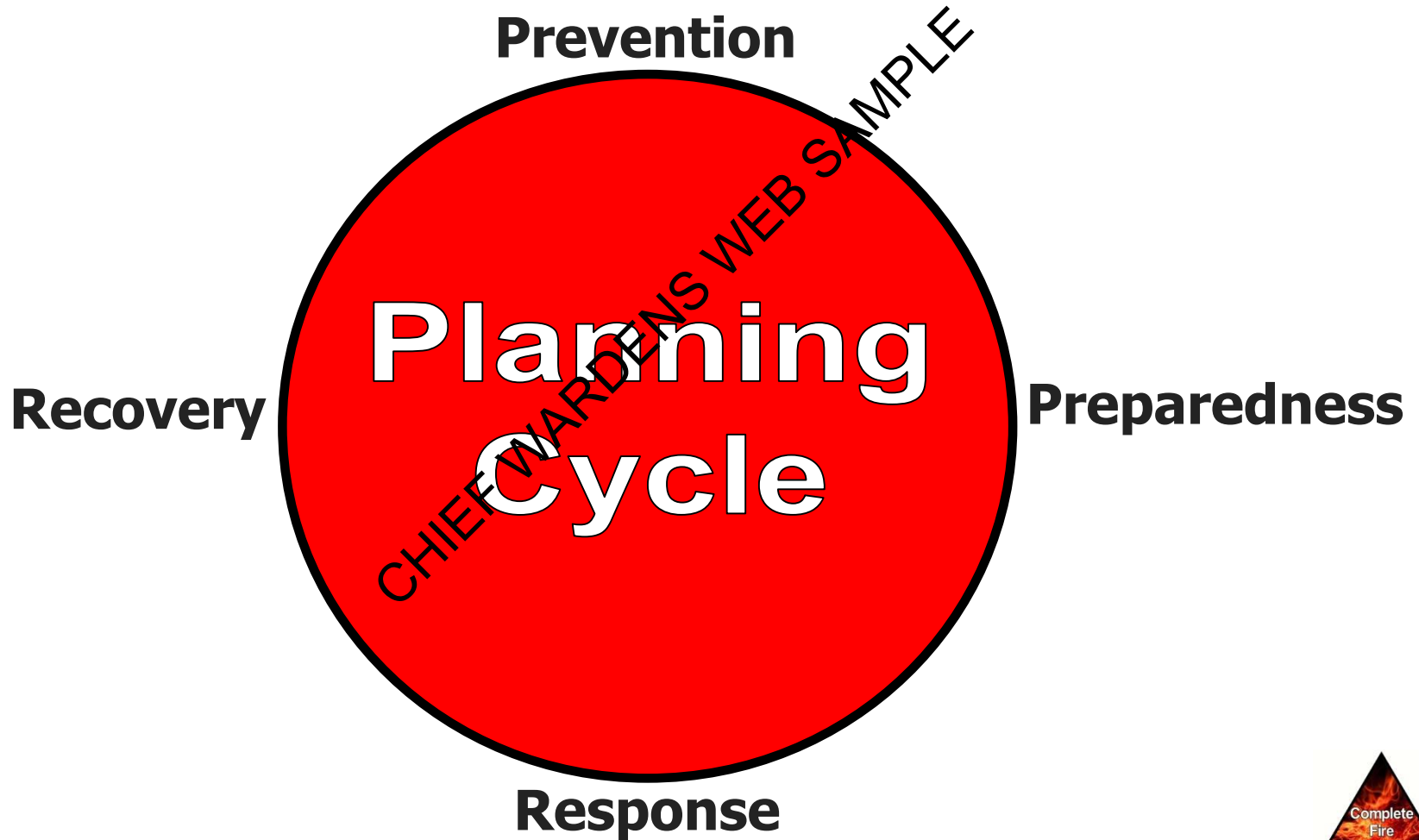
Response

Recovery

CHIEF WARDEN'S WEB SAMPLE



*After putting procedures in place
we finish up with*



[illegible]

Complete
Fire
Safety

Thank you for completing this Chief Wardens Training Session.



www.completefiresafety.net.au

**If you would like any further information on fire safety, either at work
or at home please contact;**

Phone: 03 6272 3910 or email: admin@completefiresafety.net.au