



**[www.completefiresafety.net.au](http://www.completefiresafety.net.au)**

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# COMPLETE FIRE SAFETY

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# WARDENS

# Operate as part of an ECO



## ***About this Training.***

**This Wardens Training course is competency based and has been devised to provide you with the relevant information required to act as part of the Emergency Control Organisation when an emergency occurs.**

**It is suitable for persons who are Wardens, Floor Wardens or Area Wardens.**

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



# ***Key Elements of this course***

- 1. Legislation & Standards,**
- 2. The Emergency Control Organisation,**
- 3. Emergency Planning,**
- 4. Emergency Procedures,**
- 5. Wardens Roles & Responsibilities,**
- 6. Emergency equipment,**
- 7. Evacuations,**
- 8. Written Assessment.**

# **Legislation And Standards**



# ***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  
requires all businesses to;***



# ***Work Health and Safety Act incorporates Policies and Procedures***

- 





# ***Australian Standards***



# ***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;**



# ***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 on a regular basis where they exist.**



# **Emergency Control Organisation**



# ***ECO Definition***

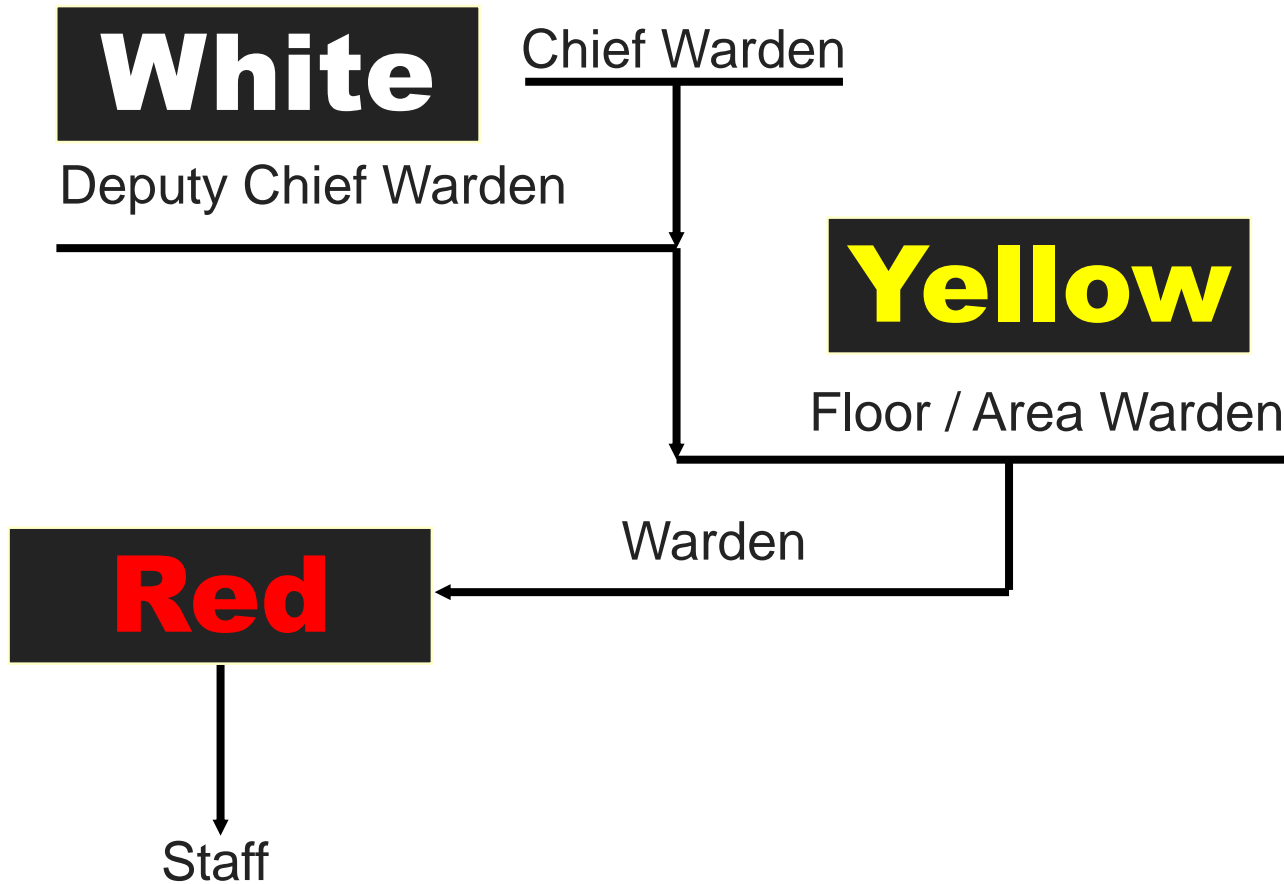
**The Emergency Control Organisation is a Structured Organisation that will initiate an appropriate response to any Emergency Situation.**



# ***Warden Structure***



# Warden Structure & ID



The above Warden colours are in accordance with Australian Standards 3745.



# ***ECO Primary Role***





# **Emergency Planning**



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

**PREVENTION**

**PREPAREDNESS**

**RESPONSE**

**RECOVERY**



# ***Emergency prevention***



# ***Emergency preparedness***



# ***Emergency Response***



# ***Emergency Recovery (Debrief)***



# **Emergency Procedures**



# ***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***



# ***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**



***Wardens Initial Response should be:***



# *Assessing Emergencies*



***Very important information.***



# ***Information that must be given to the Chief Warden***





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



# ***Floor/Area Warden Duties***



# ***Floor/Area Warden Duties***



# ***Warden Duties***



# ***Warden Duties***



# ***Wardens Post Response***

***(After the emergency is over)***



# ***Warden Duties on a Regular basis***



***Wardens must be familiar with***





# EMERGENCY EQUIPMENT



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



# 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/or visual means**



Audible sounds via  
the PA system



Audible sounds via  
a bell or siren



Strobe Lights

# Emergency Lighting



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**



# EVACUATIONS



# *Evacuation*





# ***Practice Evacuations***



# ***Mobility Impaired Persons***



# ***Mobility Impaired Persons***



# ***Refusing to Evacuate***



# ***Evacuation refusal procedure***



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

**Prevention**

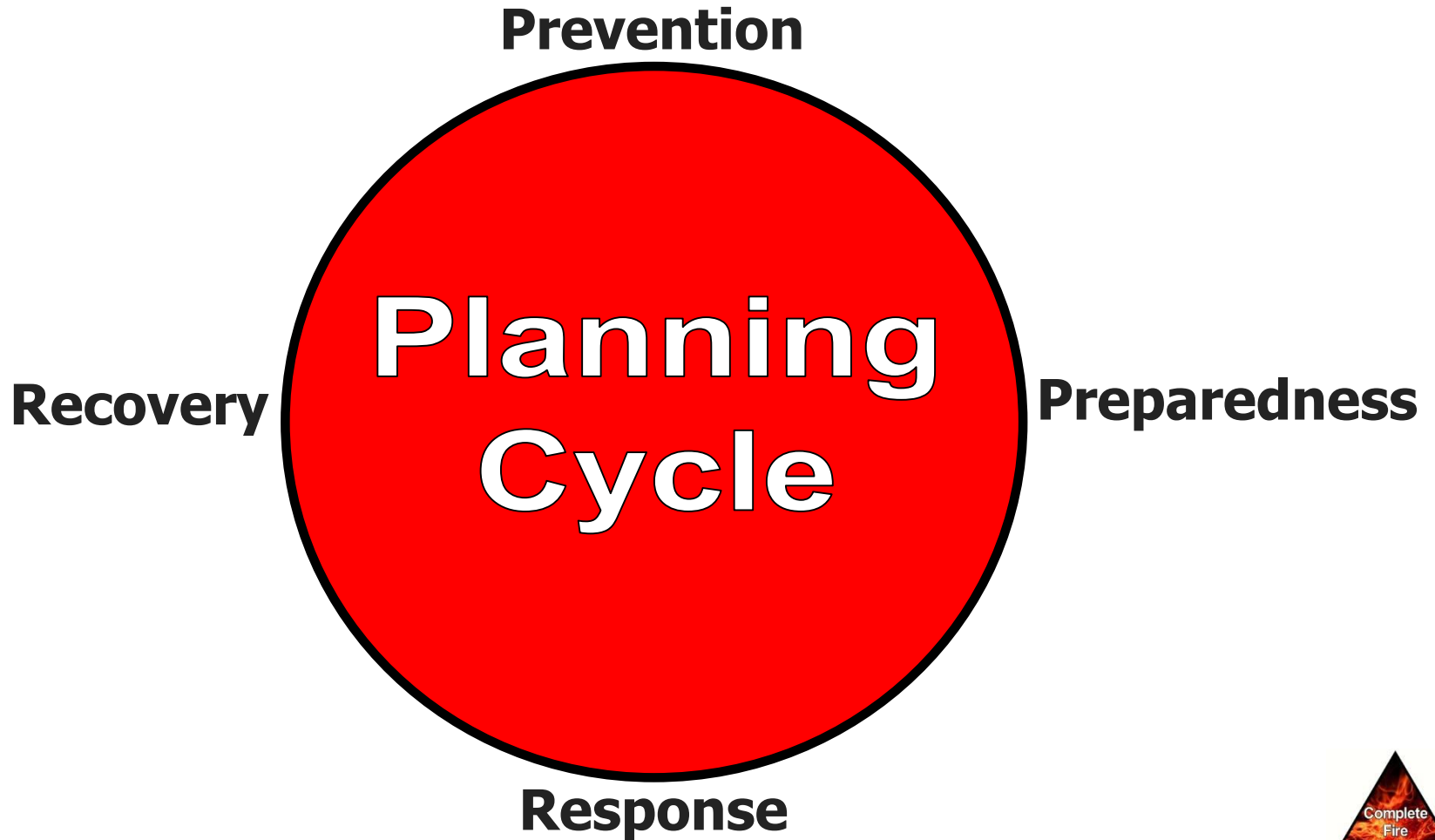
**Preparedness**

**Response**

**Recovery**



*After putting procedures in place  
we finish up with*







**Thank you for completing this Wardens Training Session.**



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

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