



Warden & Chief Warden Skill Set

COURSE INFORMATION - Units Delivered

- **PUAFER005 - Operate as part of an emergency control organisation**
- **PUAFER006 - Lead an emergency control organisation**

No industry recommended renewal is identified on the certificate, employers are recommended to consult with stakeholders to identify appropriate training periods.

About the Course

The course applies to individuals who may be required to make decisions about the safety of occupants of a facility during an emergency and to give instructions on the priority order for responding to an emergency incident, including command, control and coordination of facility emergency response procedures and concluding the facility emergency incident. They may also be required to act as the primary liaison with emergency services. Individuals who undertake this role will generally be members of an Emergency Control Organisation (ECO), acting as chief wardens, deputy chief wardens and communications officers.

The course has been developed to cover a broad range of emergencies and facilities as considered in Australian Standard 3745 and Australian Standard 4083. It applies to employees in the workplace within all industries and in all contexts.

Participants in this course will also learn how to effectively:

- Apply Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- Assist occupants who may require assistance
- Assist with post emergency response activities
- Contribute to facility emergency planning
- Give clear directions to occupants and visitors
- Implement safe work practices
- Initiate and control initial emergency response
- Take on a leadership role within emergency control organisation and/or a deputy role for other emergency control organisation positions
- Undertake pre-emergency planning
- Use communications systems
- Wear required emergency control organisation identification
- Brief emergency services personnel

- Command, control and coordinate facility emergency response procedures
- Comply with legislation, industry standards, codes of practice and regulations concluding facility emergency
- Give clear directions and keep others informed throughout the emergency in accordance with facility emergency plan
- Identify evacuation assembly areas
- Implement facility emergency response procedures
- Interpret information displayed on emergency control indicator equipment including fire indicator panel, building management system and security management system
- Prepare for emergencies in a facility
- Respond to emergency signals and warnings appropriately

Entry Requirements

Participants must be able to complete the practical demonstrations for the course, including wearing suitable identification, assisting occupants, using communications systems, commanding, controlling and coordination of facility emergency response procedures.

Pre-course study: Students may be required to undertake online pre-course work prior to attending the face to face session depending on the course delivery mode.

Online study: Students must have access to a computer, smartphone, tablet or other electronic devices with access to the internet to complete the online/ pre-course studies.

Course Duration

Course durations can vary for multiple reasons, so the durations below are the *minimum possible amount*.

- **Face-to-Face** Face to Face contact time of at least 6 Hours
- **Online with face-to-face assessment** Face to Face contact time of at least 45 Minutes.

Assessment Activities

Assessments conducted during face-to-face training session(s) include:

- Performance tasks – (Physical demonstrations)
 - Undertake pre-emergency planning
 - Prepare and plan for an emergency
 - Operate as part of an ECO in a fire emergency
 - Lead an ECO in a fire emergency
- Documentation - The student must complete the following to the appropriate standard:
 - Emergency equipment fault log
 - Emergency evacuation incident and debrief form
 - Facility emergency plan (extract)
- Theory assessment - A written assessment consisting of multiple-choice and short answer questions. The student must complete all assessment questions.

Course Fes & Payments

- Please refer to our booking calendar for individual course fees.
- Refund and fee protection policy – Please refer to the student handbook (<https://allenstraining.com.au/students/student-handbook>)
- Payment Terms – Payment for individual participants is upfront, group booking payment terms are based on agreement between the client and service provider.

Public Course only - \$180.00

Training will be conducted on-site or in an agreed location between the client and provider.



Training and assessment delivered on behalf of Allen's Training Pty Ltd RTO 90909