

## Warden & Chief Warden Course

Commonly referred to as the Warden and Chief Warden course, these units apply 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.

## Provider of Training and Assessment

This course is delivered and assessed on behalf of  
Allens Training Pty Ltd RTO 90909

by

OCD Training, Assessing & Consulting

TRAINING AND ASSESSMENT DELIVERED ON BEHALF OF



## Important information prior to enrolment

### Unit Being Delivered

The following unit(s) will be awarded to successful participants in this course. The certificate will be issued by Allens Training Pty Ltd RTO 90909.

**PUAFER005 - Operate as part of an emergency control organisation.**

**PUAFER006 - Lead an emergency control organisation.**

To view full unit details please visit [www.training.gov.au](http://www.training.gov.au)

### Course Delivery

This course will be delivered:

- In the workplace or at an OCD Training, Assessing & Consulting facility
- Online learning with face to face assessment

### 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 device with access to the internet to complete the online/ pre-course studies.

## Course Duration

- **Face to Face – 6 hours** (minimum) – full face to face course
- **Online delivery with face-to-face Practical assessment** – self paced online learning with a scheduled **45-minute** face to face practical assessment.

## Assessment Requirements

Individuals undertaking this course will be expected to complete both written and practical assessment tasks. These are detailed in the sections following.

## Certificate Renewal Requirements

There are no renewal periods for this course set.

## Learners Rights, Responsibilities and Support, including Complaints

Please note that enrolment to this course is made with Allens Training Pty Ltd RTO 90909. Please refer to the student handbook located on the RTO website [allenstraining.com.au](http://allenstraining.com.au) (<https://allenstraining.com.au/students/student-handbook>) for all details relating to rights and responsibilities including complaints and appeals.

## What happens at the course?

### Learning Activities

Delivery of course information and learning activities.

### Assessment Activities

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

#### Performance tasks:

- 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.