

## Head Office Administration and Warehouse

Wollongong: 21 Shaban Street, ALBION PARK NSW 2527 T:02 4257 4366 F:02 4257 4365 □

## Regional Branches

Goulburn: 4 Murac Street, GOULBURN NSW 2580 T:02 4822 2199 F:02 4821 4866 □

Batemans Bay: 73 Russell Street, BATEMANS BAY NSW 2536 T:02 4472 7788 F:02 4472 6528 □

**Satellite Locations:** Southern Fire & Safety:02 6230 5544 (Canberra) - Shoalhaven Fire Service: 02 4471 3699(Nowra)

## RE: Fire Warden Training

As requested, the following is a layout of our Fire Warden Training. The training consists of:

1. Full warden course
2. Covering Exits
3. Procedures
4. How to Plan and Conduct an Evacuation of Premises
5. General safety
6. Planning and Protocols Procedures
7. Classification and Fire Type
8. Evacuation Plans, Design and Understanding
9. Identify Fire Protection Equipment ALL
10. Race System
11. Fire Protection Systems
12. Roles and Responsibilities
13. Course Notes
14. Certificates

### IMPORTANT OHS NOTES

Hands on Use of Portable Fire Extinguishers, sturdy footwear is required as well as no loose fitting clothes.

### EMERGENCY PROCEEDURES

If you do not have any emergency procedures and/or an evacuation plan to incorporate into the training, let us know we can design a plan. Please let us know prior to the training.

Training Certificates are issued on Completion of Payment of Set Courses. Please Send Names with payment.

Training can be carried out any week day with a least 2 days notice to our office. Should you have any further queries or wish to book a date and time, please do not hesitate to contact our Training Coordinator Steve Caunt 02 4257 4366 or email [steve@fireserviceplus.com.au](mailto:steve@fireserviceplus.com.au)