

EMERGENCY CONTROL ORGANISATION TRAINING – WAR1, Everything

To train participants to a level of competency as specified by the Australian Standard AS3745: 2002 edition. This course is not only a means for management to discharge certain responsibilities under relevant state Occupational Health and Safety Acts 107/2004, Duty of Care and Building Fire and Safety Regulations. It is also an opportunity to properly train staff in handling an emergency effectively and efficiently, **thus minimising risk**.

COURSE CONTENTS

The course content would be individually designed to suit site particular needs, but include the following topics:

Stage 1 (2 hours)

- ⇒ Australian Standards AS3745: 2002 edition, Building Fire Safety Regulations & Occupational Health & Safety Act 10190- 1985, Duty of Care.
- ⇒ Emergency Control Organisation, duties and responsibilities.
- ⇒ Chief Warden, Deputy Chief, Communication Officer and Wardens.
- ⇒ Emergency situations and site procedures.

Stage 2 (2 hours) – Communication Exercises

- ⇒ Action upon receipt of Alarm.
- ⇒ Buildings fire safety features.
- ⇒ Identification, exit points & site assembly areas.
- ⇒ Accountability of all personnel.
- ⇒ Communication and Team Work.
- ⇒ Fire Safety equipment.
- ⇒ Method of Evacuation.

Stage 3 (1 hour)

- ⇒ Trial evacuation, debriefing and certificate presentation.

TRAINING OUTCOMES

At the completion of training participants will receive reference information. All participants completing training who have shown the required level of competency will receive a certificate.

As a result of the training course participants should be able to:

- ⇒ React Safely in emergency situations.
- ⇒ Operate as part of a Workplace emergency team.
- ⇒ Control small uncomplicated emergencies.
- ⇒ Identify and follow site assembly areas and assess for safety.
- ⇒ Help prevent emergencies.
- ⇒ Safeguard endangered persons.
- ⇒ Ensure accountability of staff & visitors.

COURSE DURATION

5 Hours This course is designed to be implemented over a 4 hour period of time **then if** requested by client the evacuation maybe undertaken on another day to allow knowledge gained to be enforced as a separate component maybe 2/3 weeks later.

COURSE PARTICIPATION: All Wardens (Maximum 15).

ASSESSMENT: Written test & Practical demonstration by participants

RTW SOLUTIONS TRAINING DEPARTMENT TO PROVIDE

- ⇒ Attendance Register listing the names of course participants.
- ⇒ Nationally Accredited Certificate upon attaining competency.
- ⇒ Competency Assessment for all candidates.
- ⇒ Client will receive Competency outcome for all candidates.
- ⇒ All results are recorded on a database at RTW Solutions for future reference.

CLIENT TO PROVIDE:

- ⇒ Site information for the course presentation (If applicable).
- ⇒ Suitable Training room.
- ⇒ Provision for the Trainer's Vehicle and Equipment.
- ⇒ Typed list of Participants Attending.

PRICE:

POA

In conjunction with RTW Solutions client to provide (if applicable) any site specific information to be implemented in training presentation and course participant references.

On completion of this course a detailed report will be forwarded outlining outcomes, recommendation and observations.

This course is a Competency Based Training Course.

Section 2

EMERGENCY CONTROL ORGANISATION TRAINING – WAR 2 - No Evacuation

SHORT COURSE

To train participants to a level of competency as specified by the Australian Standard AS3745: 2002 edition. This course is not only a means for management to discharge certain responsibilities under relevant state Occupational Health and Safety Acts 107/2004, Duty of Care and Building Fire and Safety Regulations. It is also an opportunity to properly train staff in handling an emergency effectively and efficiently, **thus minimising risk.**

COURSE CONTENTS

The course content would be individually designed to suit the sites particular needs, but would include the following topics:

Module 1 (1 hour)

- ⇒ Australian Standards AS3745: 2002 edition, Building Fire Safety Regulations & Occupational Health & Safety Act 10190- 1985, Duty of Care.
- ⇒ General Site Specific Awareness.
- ⇒ Standard Fire Orders (SFO)
- ⇒ Domestic Awareness.
- ⇒ Pre Emergency Planning.
- ⇒ Selection of Wardens.

Module 2 (1 hour) – Communication Exercises

- ⇒ ECO duties & responsibilities.
- ⇒ Warden Structure.
- ⇒ ECO (Team) identification.
- ⇒ Designated site assembly areas.
- ⇒ Communicating and Team Work.
- ⇒ Fire Safety equipment.
- ⇒ Accountability of all Personnel.

Module 3 (1 hour)

- ⇒ Action upon a receipt of alarm.
- ⇒ Methods of evacuation.
- ⇒ Candidates Assessment.
- ⇒ Types of emergencies.
- ⇒ Communication exercises – training room.
- ⇒ Summary & Conclusion.

TRAINING OUTCOMES

At the completion of training participants will receive reference information. All participants completing training who have shown the required level of competency will receive a Nationally Accredited Certificate.

On completion of this training program participants should be able to:

- ⇒ React Safely in emergency situations.
- ⇒ Operate as part of a Workplace emergency team.
- ⇒ Control small uncomplicated emergencies.
- ⇒ Identify and follow site assembly areas and assess for safety.
- ⇒ Ensure accountability of staff, contractors & visitors on site.
- ⇒ Help prevent emergencies.
- ⇒ Safeguard endangered persons.
- ⇒ Liaison with Emergency Services.
- ⇒ Competency Assessment outcomes.

COURSE DURATION: 3 Hours

ASSESSMENT: Written test & Practical demonstration by participants

COURSE PARTICIPATION

All Wardens (Maximum 15)

RTW SOLUTIONS TRAINING DEPARTMENT TO PROVIDE:

- ⇒ Reference material to all Participants.
- ⇒ Attendance Register listing the names of course participants.
- ⇒ Nationally Accredited Certificate upon attaining competency.
- ⇒ Company Certificate provided.
- ⇒ Competency Assessment for all candidates.
- ⇒ Client will receive Competency outcome for all candidates.
- ⇒ All results are recorded on a database at RTW Solutions for future reference.

CLIENT TO PROVIDE:

- ⇒ Site information for the course presentation (If applicable).
- ⇒ Suitable Training room.
- ⇒ Provision for the Trainer's Vehicle and Equipment.
- ⇒ Typed list of Participants Attending.

**PRICE
POA**

This course is a Competency Based Training Course.

Section 2

WARDEN REFRESHER TRAINING WAR 3 – With Evacuation

This course has been designed as a follow on course, for staff with previous ECO Training experience so that client with this Emergency Control Organisation training is not as in-depth requirement of this course. Evacuation of a site and debriefing are recommended biannually.

COURSE CONTENTS

The course content would be individually designed to suit on-sites particular needs, but would include the following topics:

Module 1 (2 hours)

- ⇒ Communication and teamwork.
- ⇒ Actions upon receipt of alarm.
- ⇒ Methods of evacuation.
- ⇒ Building Fire Safety Features.
- ⇒ Fire Safety Equipment.

Module 2 (1 hour)

- ⇒ Trial Evacuation & Debriefing.

TRAINING OUTCOMES

As a result of the training course participants should be able to:

- ⇒ React Safely in emergency situations.
- ⇒ Help prevent emergencies.
- ⇒ Operate as part of a Workplace emergency team.
- ⇒ Control small uncomplicated emergencies.
- ⇒ Safeguard endangered persons.
- ⇒ Identify and follow site assembly areas and assess for safety.
- ⇒ Ensure accountability of staff & visitors.

COURSE DURATION

3 Hours with an evacuation and debrief included.

COURSE PARTICIPATION: ALL WARDENS (MAXIMUM 15)

ASSESSMENT: Written test & Practical demonstration by participants

RTW SOLUTIONS TRAINING DEPARTMENT TO PROVIDE

- ⇒ Reference material to all Participants.
- ⇒ Attendance Register listing the names of course participants.
- ⇒ Nationally Accredited Certificate upon attaining competency.
- ⇒ Company Certificate provided.
- ⇒ Competency Assessment for all candidates.
- ⇒ Client will receive Competency outcome for all candidates.
- ⇒ All results are recorded on a database at RTW Solutions for future reference.

CLIENT TO PROVIDE:

- ⇒ Site information for the course presentation (If applicable).
- ⇒ Suitable Training room.
- ⇒ Provision for the Trainer's Vehicle and Equipment.
- ⇒ Typed list of Participants Attending.

PRICE

POA

**THIS COURSE SHOULD BE UNDERTAKEN ON AN ANNUAL BASIS.
MANAGEMENT TO BE AWARE OF STAFF TURNOVER**

**On completion of this course a detailed report will be forwarded outlining outcomes,
recommendations and observations.**

**This course is a Competency Based Training Course providing prior experience can be identified and
Training has been completed within 12 months prior.**

Section 2
WARDEN REFRESHER TRAINING WAR 4 – No Evacuation

This course has been designed as a follow on course, from Emergency Control Organisation Training and has been designed for smaller commercial premises to discharge their responsibilities.

COURSE CONTENTS

The course content would be individually designed to suit on-site particular needs, but would include the following topics:

- ⇒ Communication and teamwork.
- ⇒ Actions upon receipt of alarm.
- ⇒ Methods of evacuation.
- ⇒ Building Fire Safety Features.
- ⇒ Fire Safety Equipment.

TRAINING OUTCOMES

As a result of the training course participants should be able to:

- ⇒ React Safely in emergency situations.
- ⇒ Help prevent emergencies.
- ⇒ Operate as part of a Workplace emergency team.
- ⇒ Control small uncomplicated emergencies.
- ⇒ Safeguard endangered persons.
- ⇒ Identify and follow site assembly areas & assess for safety.
- ⇒ Ensure accountability of staff & visitors.

COURSE DURATION: 2 HOURS

ASSESSMENT: WRITTEN TEST

COURSE PARTICIPATION: ALL WARDENS (MAXIMUM 15)

RTW SOLUTIONS TRAINING DEPARTMENT TO PROVIDE

- ⇒ Reference material to all Participants.
- ⇒ Attendance Register listing the names of course participants.
- ⇒ Nationally Accredited Certificate upon attaining competency.
- ⇒ Company Certificate provided.
- ⇒ Competency Assessment for all candidates.
- ⇒ Client will receive Competency outcome for all candidates.
- ⇒ All results are recorded on a database at RTW Solutions for future reference.

CLIENT TO PROVIDE:

- ⇒ Site information for the course presentation (If applicable).
- ⇒ Suitable Training room.
- ⇒ Provision for the Trainer's Vehicle and Equipment.
- ⇒ Typed list of Participants Attending.

PRICE:

POA

THIS COURSE SHOULD BE UNDERTAKEN ON AN ANNUAL BASIS.

MANAGEMENT TO BE AWARE OF STAFF TURNOVER.

AS PER AS3745: 2002: IT IS RECOMMENDED THAT EVACUATION EXERCISES ARE UNDERTAKEN ANNUALLY. On completion of this course a detailed report will be forwarded outlining outcomes, recommendations and observations.

Section 2

ON SITE EMERGENCY EVACUATION & EVALUATION - WAR 5

This assessment is designed to evaluate your organisations current emergency evacuation procedures as per AS3745: 2002 edition. RTW Solution provide experienced Fire & Safety Trainers who have had previous experience in the Fire Emergency Services. RTW Solutions can also provide accredited training within the emergency evacuation response structure.

ASSESSMENT OUTCOMES:

- ⇒ Current Emergency Evacuation Procedures.
- ⇒ Up to date Evacuation Plans.
- ⇒ Duties & Responsibilities of all Wardens.
- ⇒ Communication (Team Work).
- ⇒ Action upon receipt of an alarm.
- ⇒ Accountability of all personnel on site.
- ⇒ Identification of exit points and designated site assembly area's.
- ⇒ Methods of evacuation.
- ⇒ Staff, visitors and contractors registered checklist.
- ⇒ Identify required safety equipment.

DURATION OF EVACUATION: 1 Hour

ASSESSMENT: PRACTICAL DEMONSTRATION BY SITE WARDENS & STAFF PARTICIPANTS

RTW SOLUTIONS TO PROVIDE:

- ⇒ On site evaluation.
- ⇒ Debriefing with designated wardens.
- ⇒ Company Certificate.
- ⇒ Detailed report on outcomes*

CLIENT TO PROVIDE:

- ⇒ Suitable Training Room for Certificate Presentation and debriefing.
- ⇒ Provision for Trainers vehicle.

PRICE:

POA

- * **Cost includes a detailed report, which will be forwarded to management outlining recommendations, outcomes and observations.**
- ** **Cost may vary depending on site structure. On some sites extra staff from RTW Solutions may be required. Hourly rate for extra staff is \$115.00 per hour - per consultant.**

AS PER AS3745: 2002: IT IS RECOMMENDED THAT EVACUATION EXERCISES ARE UNDERTAKEN ANNUALLY.

On completion of this course a detailed report will be forwarded outlining outcomes, recommendation and observations.

KEEP YOURSELF SAFE TO HELP OTHERS

RTW Solutions Training Department Confirmation Purchase Order Request Form

Phone No. 03 9563 2122

Fax No. 03 9563 1833

FROM:-Stephen Yeats 0418 373504

DATE:

COMPANY: _____

ATTENTION: _____

ADDRESS: _____

PHONE NO: _____ FAX NO: _____

EMAIL: _____

Purchase Order No.: _____

Preferred Training Dates/Times: _____

Training Facilities and Equipment – Can your company provide:

Training Room Yes No

TV/Video Yes No

I would like to provide our staff training and instruction in the following:-

War 1 - EMERGENCY CONTROL ORGANISATION TRAINING – Incl. Evacuation

War 2 - EMERGENCY CONTROL ORGANISATION TRAINING – No Evacuation

War 3 - WARDEN REFRESHER TRAINING – With Evacuation

War 4 - WARDEN REFRESHER TRAINING – No Evacuation

WAR 5 - ON SITE EMERGENCY EVACUATION & EVALUATION

Other i.e safety equipment etc.....

Additional Overtime Rate for Instructors Provided

Weekday - After 7pm a minimum charge of 1.5 hours will apply at a rate of \$80.00 per hour per instructor

Weekend - A minimum charge of 2 hours will apply at a rate of \$100.00 per hour per instructor.

Additional costs will be incurred for country, regional and national sites, i.e. travel, accommodation & expenses if applicable. P.O.A.

Please contact our training department for further details of these and other courses that we can design & develop for your needs.

Commercial In Confidence

If notice of cancellation is not forwarded within 7 days prior to date of training, a cancellation fee may be incurred.

For your convenience we have Credit Card facilities - should you wish to avail yourself of these a 5% surcharge on the total cost will apply.

I wish to pay by credit card Yes Card Type: Mastercard Visa Bankcard

Card Number: Exp.Date: