

## MESSANA GROUP

Emergency Management Training & Consulting

# Fire Warden Training

## Course Outline

Floor Wardens | Area Wardens | General Wardens

**Duration:** 2 Hours

**Delivery:** On-site at your workplace

**Certification:** Included (valid 12 months)

**Compliance:** AS3745 Compliant

 **4.8/5** from 312 participant responses



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Messana Group | ABN 73 756 917 737  
Australia's trusted emergency management experts since 2016

## Course Overview

When the fire alarm sounds, your wardens are the first to respond. Floor wardens, area wardens, and general wardens each play distinct roles in your Emergency Control Organisation (ECO). They check their assigned areas, guide colleagues toward exits, assist those who need help, and report to the Chief Warden. Their actions in those critical first minutes determine how smoothly the evacuation proceeds.

But warden duties can feel overwhelming to those who have not been properly prepared. Without training, wardens may hesitate, forget their responsibilities, or feel uncertain about their authority to direct others.

### **Messana Group's Fire Warden Training transforms uncertainty into confidence.**

We prepare your wardens to act decisively when their colleagues are depending on them.

## What Your Wardens Will Learn

- ✓ Understand your specific warden role and responsibilities
- ✓ Confidently direct evacuation procedures under pressure
- ✓ Systematically sweep and clear assigned areas
- ✓ Assist mobility-impaired and distressed colleagues
- ✓ Communicate effectively with Chief Wardens and emergency services
- ✓ Identify common fire hazards in your workplace
- ✓ Operate basic fire safety equipment correctly
- ✓ Maintain compliance with AS3745 requirements

## Understanding Warden Types

Warden Type	Role
<b>Floor Warden</b>	Responsible for an entire floor or level. Coordinates the evacuation of their floor, checks all areas, and reports to the Chief Warden.
<b>Area Warden</b>	Assigned to specific zones within a floor or building. In larger facilities, multiple area wardens operate under a floor warden, each responsible for a defined section.
<b>General Warden</b>	Assists floor and area wardens with evacuation duties. Helps direct people to exits, assists those requiring help, and supports the overall evacuation effort.

## Who Should Attend

- Floor Wardens
- Area Wardens
- General Wardens
- Deputy Wardens
- New Warden Appointees
- Wardens Requiring Renewal

## Course Outline – 6 Modules

### 1 Understanding the Warden Role

- Warden responsibilities before, during, and after emergencies
- Authority to direct evacuation and the limits of that authority
- Coordination with Chief Wardens and emergency services
- Legal obligations under workplace safety legislation

### 2 Fire Safety Fundamentals

- How fires start, spread, and behave in buildings
- Fire detection and alarm systems
- Sprinkler systems and their limitations
- Common fire hazards in the workplace

### 3 Evacuation Procedures

- Systematic area sweeping techniques
- Checking rooms, toilets, and enclosed spaces
- Guiding people to exits calmly and efficiently
- Managing assembly points and accountability
- Reporting to the Chief Warden

### 4 Assisting Others During Evacuation

- Helping mobility-impaired persons evacuate
- Managing people who are confused, panicked, or resistant
- Personal Evacuation Emergency Plans (PEEPs)
- When and how to request additional help

### 5 Communication Skills

- Using clear, direct language during emergencies
- Projecting calm authority under pressure
- Using two-way radios and other communication equipment
- Reporting effectively to the Chief Warden

### 6 Fire Equipment Familiarisation

- Locating fire safety equipment in your building
- Understanding what each type of equipment does
- Basic fire extinguisher operation overview
- When to attempt firefighting versus immediate evacuation

## In-House Training Delivery

All fire warden training is delivered on-site at your workplace, so your team trains in the environment they'll actually respond in.



### Your Location

Your workplace across AU & NZ



### Flexible Scheduling

Tailored to your team's availability



### Customised Content

Your building layout and procedures

#### What's included:

- ✓ Training at your workplace — no travel required
- ✓ Content customised to your building layout and procedures
- ✓ Flexible scheduling including evenings and weekends
- ✓ Groups sized for interactive participation
- ✓ Practical exercises using your actual evacuation routes
- ✓ Same-day certification for all participants

## Certification & Renewal



**Same-Day Certification** — Participants receive certification valid for 12 months, issued on the same day as training.



**Renewal Tracking** — We track your wardens' certification dates and notify you when renewals are due.

## Why Choose Messana Group

- ✓ **25+ years industry experience**
- ✓ **On-site training across Australia & New Zealand**
- ✓ **Certificates issued same day**
- ✓ **Training customised to your workplace**
- ✓ **AS3745 compliant training**

## What Participants Say

*“Practicing the evacuation drill gave me confidence in my ability to respond to a fire emergency.”* — **Tina Nguyen**

*“I found the step-by-step instructions on using fire extinguishers particularly useful.”* — **Winning Chung**

*“Great place to train. Trainers are well-informed and up-to-date with all the new tech used.”* — **Sarah Mahfoud**

## Get a Free Quote

Protect your people with practical, engaging warden training.

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