

**LIF003**

**EVACUATION COORDINATION  
INSTRUCTIONS (Warden Training)**



This training course provides Emergency Control Organisation (ECO) members (Wardens) with the knowledge to plan for possible workplace emergencies, respond to a workplace emergency, manage a workplace emergency, and ensure the safe evacuation of all personnel. This course also provides information regarding the formation and functions of the Emergency Planning Committee (EPC). This course meets the requirements of AS3745-2010 (section 6) and the QLD *Building Fire Safety Regulation 2008* (subdivision 5).

**FURTHER TRAINING OPTIONS:**

Students completing this unit may be required to complete further training such as -

- LIF004** General Evacuation Instructions
- LIF005** First Response Evacuation Instructions

**AWARD ISSUED:**

Students who successfully complete this training will be awarded a *Statement of Achievement*.

**COURSE INCLUSIONS:**

- All training and assessment resources
- A4 Certificate
- Secure retention of student records

**COURSE REQUIREMENTS:**

Basic Language, Literacy & Numeracy skills are required to undertake this course.

**COURSE DURATION:**

- Face-to-face training 1 hour
- Course times and training location will be confirmed and communicated at the time of booking

**ONGOING TRAINING REQUIREMENTS:**

AS3745-2010 requires this training to be undertaken six-monthly and the QLD *Building Fire Safety Regulation 2008* requires this training to be undertaken annually. New wardens are required to undertake this training within one month of their appointment to the ECO.

**COURSE INCLUSIONS:**

The following topics are covered during the training course –

- |                                    |                               |
|------------------------------------|-------------------------------|
| Safety First                       | Recording and Reporting       |
| The Emergency Planning Committee   | Managing Specific Emergencies |
| Planning for An Emergency          | Briefing Emergency Services   |
| The Emergency Control Organisation | Post Incident Management      |
| ECO Communication                  | Evacuation Exercises          |
| Roles of ECO Members               | Proactive Fire Safety         |

**YOUR RIGHTS & RESPONSIBILITIES:**

Student's rights and responsibilities are outlined in our Student Agreement.

**STUDENT AGREEMENT:**

Life International Training's Student Agreement outlines your rights and responsibilities whilst undertaking training with us.

The Student Agreement is available by contacting our Training Coordinator on 07 3889 1032.