



**Ensure Safe  
Consultancy**

# FIRE WARDEN COURSE (FWC)



## Course Overview



This course provides participants with the knowledge and skills required to act as competent Fire Wardens within their workplace. It covers essential topics such as fire prevention, evacuation procedures, fire extinguisher usage, and emergency response protocols.

## ENTRY REQUIREMENT



Learners must be able to apply numbers, listen, read, speak & write English at a proficiency level equivalent to the Employability Skills System (ESS-Level-2)

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## Course Objectives



By the end of this course, participants will be able to:

1. Understand the importance of fire safety in the workplace.
2. Identify common fire hazards and implement preventive measures.
3. Demonstrate proficiency in using fire extinguishers.
4. Effectively coordinate and execute emergency evacuation procedures.
5. Communicate effectively during fire emergencies.
6. Understand the role and responsibilities of a Fire Warden.

## Course Content



### Module 1: Introduction to Fire Safety

- Overview of fire safety regulations and standards
- Importance of fire safety in the workplace
- Statistics and common causes of workplace fires

### Module 2: Fire Prevention

- Identifying fire hazards in the workplace
- Good housekeeping practices
- Electrical safety precautions
- Flammable materials handling and storage

### Module 3: Fire Detection and Warning Systems

- Types of fire detection systems (smoke detectors, heat detectors, etc)
- Understanding fire alarm signals and their meanings
- Testing and maintenance of fire detection system

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**Module 4: Emergency Evacuation Procedures**

- Developing and implementing evacuation plans
- Roles and responsibilities of evacuation team members
- Evacuation routes and assembly points
- Considerations for individuals with disabilities

**Module 5: Fire Extinguisher Training**

- Types of fire extinguishers and their uses
- Understanding fire classes (A, B, C, D, and K)
- Hands-on training in operating fire extinguishers
- Safety precautions when using fire extinguishers

**Module 6: Communication and Coordination**

- Effective communication during fire emergencies
- Role of Fire Wardens in coordinating evacuation efforts
- Conducting headcounts and accounting for personnel

**Module 7: Emergency Response and Aftermath**

- Responding to different types of fire emergencies
- First aid considerations for fire-related injuries
- Post-fire procedures and debriefing

**Module 8: Legal and Regulatory Requirements**

- Overview of relevant fire safety legislation
- Responsibilities of employers, employees, and Fire Wardens
- Reporting and documenting fire incidents

**Module 9: Practical Exercises and Drills**

- Conducting simulated fire drills
- Role-playing scenarios to practice emergency response
- Reviewing and analyzing drill outcomes for continuous improvement

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## For Whom



- Employees designated as Fire Wardens or Emergency Response Team members.
- Anyone interested in enhancing their knowledge of fire safety and emergency procedures.
- The Fire Warden Training Course equips participants with the knowledge, skills, and confidence to
- effectively respond to fire emergencies and fulfill their role as Fire Wardens within the workplace. By
- fostering a culture of fire safety awareness and preparedness, organizations can mitigate risks and
- ensure the safety of their personnel and assets.

## Course Fees



\$150/-

## Medium of Instruction



English

## Trainer to Trainee Ratio



1: 20 (Classroom)

## Course Duration



8 hours (Training 7 hours, Assessment 1 hour)

## Attendance requirements



100% Attendance

## Assessment



Written MCQ- Learner must achieve 60%  
Practical assessment of fire extinguisher  
usage and emergency response skills

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## Training Methodology – Blended Learning



Lecture Slides presentation, self-directed learning, e-learning, group discussion, presentation sharing of best practice and incident. Hands on practical session.

## Passing marks



Pass Criteria is 60%. MCQ, Short Answers & Case Study.

## Certifications



Upon successful completion of the course a Certificate of Competency will be awarded by Ensure safe Consultancy Pte Ltd.

## Course Venue



No. 3 Soon Lee Street, #02-05, Pioneer Junction, S (627606).



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