Fire Warden Training for Offices

Service Objectives

A scenario-led programme aligned to UAE office realities and compliance frameworks.

- Build confidence to manage evacuations in high-rise, multi-tenant office environments.
- Apply UAE Fire and Life Safety Code and NFPA-aligned practices to alarm response and egress.
- Interpret fire alarm panel indications and PA/VA messages; act on pre-alarm vs general alarm.
- Conduct safe floor sweeps; assist Persons Requiring Assistance (evacuation chairs, buddy systems, refuge floors).
- Use appropriate extinguishers for incipient fires and recognise withdrawal/escalation points.
- Coordinate effectively with building management, Security/FM teams, and Civil Defence.

> Key outcomes: faster, safer evacuations; improved stairwell control and PRA support; accurate roll call with visitor/contractor accounting; stronger incident documentation for audits.

Who This Service Is For

- Organisations in corporate towers, business parks, free-zone offices, shared workspaces, call centres, and government/semi-government offices across the UAE.
- Ideal delegates: floor wardens, deputy wardens, assembly/muster coordinators, security supervisors, facility coordinators, reception/front-of-house leads, HSE representatives, and tenant safety champions.
- Office-specific complexities: crowded lift lobbies, pressurised stairwells, access-control turnstiles, refuge floors, PRAs support, visitor/contractor roll call.
- Common triggers: new tenancy fit-outs, annual drills, Civil Defence or OSHAD audit actions, incident learnings, leadership directives.
- Delivery in English and Arabic; bilingual sessions available; joint warden sessions for multi-tenant settings.

Duration & Process Overview

- Half-day (4 hours) focused core topics; full-day (6–7 hours) adds extinguisher practicals and extended role-play; modular blended (2 × 2 hours with e-learning prep); virtual theory for refreshers.
- On-site delivery preferred for route familiarisation; central venue or virtual options for theory where appropriate.
- High-rise or multi-tenant sites: sequence by shifts/floor groups; weekend or evening sessions by arrangement.
- Typical cohort size: 10–16; additional cohorts scheduled back-to-back to cover larger populations.

Methodology

Scenario-driven modules mapped to your floor plans, alarm/voice systems, and tenant/FM procedures.

Phase	Objective	Duration / Deliverable
Pre-training needs analysis	Questionnaires; review floor plans, routes, muster maps, PRA lists; tailor scenarios.	Site-tailored plan and materials
Alarm Response & Egress Basics	Alarm stages, PA/VA cues, stairwell pressurisation, lift recall.	60–90 minutes
Floor Sweeps & PRA Support	Sweep patterns, buddy systems, evacuation chairs, refuge floors.	60 minutes
Extinguisher Use for Offices	Class A/B/C, server/UPS considerations; when to withdraw.	45–60 minutes (live-fire or simulator)
Muster & Accountability	Assembly control, roll call, visitor/contractor accounting.	45 minutes
Joint Drill Planning	Cross-tenant alignment; Security/FM integration; Civil Defence liaison.	30–45 minutes
Communications role-play	PA announcements and megaphone use; clear scripts for wardens.	Practised scripts
Tabletop walkthroughs	Use actual floor plans and muster maps to validate routes and roles.	Route validation
High-rise evacuation focus	Refuge-floor decisions; smoke migration risk; stairwell interface with incident commander.	Applied to tower configurations
Multi-tenant & business park integration	Common language for assembly areas, communications hierarchy, and phased evacuations.	Harmonised procedures
Assessment & certification	Knowledge check; practical extinguisher drill or familiarisation; tabletop scenario; certificate issuance.	Certificate of Completion

High-Rise Evacuation Focus

- When to hold at refuge floors and how to manage smoke migration risks.
- Stairwell control and coordination with the incident commander.

Multi-Tenant & Business Park Integration

- Shared egress routes and assembly areas managed through common procedures.
- Phased evacuations coordinated by building management to reduce bottlenecks.