Emergency Planning Committee Online Training Course

Overview & Objective

This course is part one of your overall Emergency Management Training requirements. It provides you with the skills to undertake the Emergency Management planning required at your workplace or to review plans already in place.

Did you know that your facility needs to have an "Emergency Planning Committee" which requires at least 1 "competent person"?

Defined in Australian Standard 3745 as - A person who has acquired through training, education, qualification, experience, or a combination of these, the knowledge and skill enabling him/her to correctly perform the required task.

As with all things health and safety we need to keep evidence of compliance. A certificate from this course will provide you with evidence to support this requirement.

Learners will be able to understand the role and participate as a member of an Emergency Planning committee

Course Outline

Why Have an Emergency Management Plan?
Emergency Planning Committee (EPC)
Emergency Plan and procedures
Emergency identification and analysis
Potential Emergencies for Venues including Fire, Internal Threats and Visitors, Medical Emergencies, Adverse Weather, Bomb Threats, Suspect Items, Active Armed Offenders, Crowd - Related Emergencies, Terrorism
Compare your venues risks with others
Structure of the Emergency Plan & Emergency Response Procedures
Evacuation Diagram
Distribution of the Emergency Plan and procedures
Review and Routine Servicing
Key Considerations for our Emergency Response Procedures
Introduction and After-hours, event and non-event procedures
Notification, Communication, Media, Social Media, Communication equipment, Control and coordination
Children & Emergency response equipment
First Aid, lifts and escalators & media
Evacuation options, routes and assembly areas
Occupants and visitors with a disability
Personal effects, Staff protection, Search, Specialist staff, Use and characteristics of your venue, Traffic Management, Security during drill or evacuation & Emergency Colour Codes & Recovery
Selection Criteria for ECO Members, Roles, Identification & Indemnity
Who will make a good Chief Warden?
Training & Response Exercises
EPC and ECO Training
Occupants, Visitors, Skills Retention & Training Materials
Emergency Response Exercises or "Drills"

Estimated Duration & Cost

1 hour $100 (ex GST) per person

Note - Self-enrolment is available via PayPal for a 10% discount (ie GST inc). Ask about group discounts for more than 10 persons enrolled and having the course customised to suit your organisational needs.

Getting Started

Enrolment Link - https://safetyinduct.com.au/course/view.php?id=57

PayPal Enrolment Instructions -

To undertake this course, you will need to be a 'user'. If you are not already a safetyinduct user, click on the create new account link at the top right of the screen and set up as a new user. You will then be able to enrol in the course and pay via PayPal (self-enrolment has a 10% discount). If you would like assistance or other payment options, contact Julie on ohsandhr@gmail.com.

Manual enrolment Instructions – Email ohsandhr@gmail.com and we can set up your enrolments and provide an invoice.

13/04/2024