

# 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 \$110 per person

**Note** - Self-enrolment is available via PayPal for a 10% discount. 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](mailto:ohsandhr@gmail.com).

**Manual enrolment Instructions** – Email [ohsandhr@gmail.com](mailto:ohsandhr@gmail.com) and we can set up your enrolments and provide an invoice.

