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EMERGENCY PLANNING COMMITTEE (EPC) TRAINING REQUIREMENTS

Key training areas to support effective emergency planning and preparedness in the workplace.

TRAINING REQUIREMENT	SHORT, ENCOMPASSING EXPLANATION
 1. LEGISLATION AND COMPLIANCE	Understand the workplace health and safety legislation, Australian Standards (particularly AS 3745), and legal obligations that govern emergency planning and response.
 2. EPC ROLES AND RESPONSIBILITIES	Understand the purpose of the EPC, the responsibilities of committee members, and how the committee develops, maintains and improves workplace emergency preparedness.
 3. EMERGENCY RISK ASSESSMENT	Identify potential emergency hazards, assess risks, and ensure emergency arrangements are appropriate for the workplace's people, activities and environment.
 4. EMERGENCY PLANS AND PROCEDURES	Develop, review and maintain documented emergency plans and procedures that provide clear guidance for responding to foreseeable emergencies.
 5. EMERGENCY CONTROL ORGANISATION (ECO)	Establish and support an effective Emergency Control Organisation by defining roles, responsibilities, authority and communication arrangements.
 6. SELECTION AND TRAINING OF WARDENS	Ensure suitable personnel are appointed, trained and regularly refreshed so they can competently perform their emergency response duties.
 7. EMERGENCY RESPONSE PROCEDURES	Determine the most appropriate response actions for different emergency scenarios, including evacuation, shelter-in-place and other protective actions.
 8. EMERGENCY COMMUNICATION SYSTEMS	Ensure effective methods are available to notify occupants, coordinate the ECO, communicate with emergency services and provide clear instructions during emergencies.
 9. EMERGENCY EQUIPMENT AND FACILITIES	Ensure emergency equipment, evacuation aids and supporting systems are suitable, maintained, accessible and fit for their intended purpose.
 10. TRAINING, EXERCISES AND EVACUATION DRILLS	Plan, conduct and evaluate emergency training sessions and exercises to validate emergency procedures and improve organisational preparedness.
 11. REVIEW AND CONTINUOUS IMPROVEMENT	Regularly review emergency arrangements following drills, incidents or organisational changes to identify improvements and maintain compliance.
 12. RECORD KEEPING AND GOVERNANCE	Maintain accurate records of emergency plans, committee meetings, training, exercises and reviews to demonstrate compliance and support continual improvement.



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Be prepared. Act quickly. **Save lives.**