



FIRE WARDEN
— TRAINING —

EMERGENCY PLANNING COMMITTEE (EPC) CHECKLIST

Based on AS 3745:2010 *Planning for Emergencies in Facilities*

PARENT CATEGORY	REF	EPC RESPONSIBILITY	TRAINING CONTRIBUTION (How much closer it gets you)	MY PROGRESS (Tick when actioned)
 A. ESTABLISH THE EMERGENCY PLANNING COMMITTEE (EPC)	A1	Establish the Emergency Planning Committee.	MODERATE – Training explains the purpose and value of an EPC; the organisation must formally establish it.	☐
	A2	Determine committee membership.	HIGH – Training covers who should be on the EPC, representation and competency requirements.	☐
	A3	Define the roles and responsibilities of the EPC.	HIGH – Training explains the EPC's roles and responsibilities under AS 3745.	☐
	A4	Allocate resources to support emergency planning.	MODERATE – Training explains resource needs; allocation decisions and funding are a workplace responsibility.	☐
	A5	Schedule and conduct regular EPC meetings.	HIGH – Training covers meeting frequency, timing and agenda best practice.	☐
 B. EMERGENCY RISK MANAGEMENT	B1	Identify hazards relevant to the facility.	HIGH – Training shows how to identify internal and external hazards.	☐
	B2	Identify credible emergency scenarios.	HIGH – Training provides practical sources and methods for identifying scenarios.	☐
	B3	Assess emergency risks.	MODERATE – Training explains risk assessment principles and tools; the risk assessment must be done by the facility.	☐
	B4	Determine appropriate emergency response strategies.	MODERATE – Training explains prevention, preparedness and mitigation strategies; strategies must be site-specific.	☐
 C. EMERGENCY PLANNING	C1	Develop the Emergency Plan.	MODERATE – Training explains required content and structure; the organisation must create the plan.	☐
	C2	Develop emergency response procedures.	MODERATE – Training explains response procedures; workplace procedures must be developed.	☐
	C3	Determine the Emergency Plan review/validity period.	HIGH – Training covers validity periods and review triggers.	☐
	C4	Ensure the Emergency Plan is readily accessible.	HIGH – Training covers access requirements for relevant persons before and during emergencies.	☐
	C5	Maintain supporting emergency documentation.	MODERATE – Training identifies required documentation maintenance; it is a workplace responsibility.	☐
 D. EMERGENCY CONTROL ORGANISATION (ECO)	D1	Determine the ECO structure.	HIGH – Training explains how to design an appropriate ECO structure.	☐
	D2	Appoint Chief Wardens, Deputy Chief Wardens, Communications Officers and Wardens.	MODERATE – Training explains roles and selection considerations; appointments are a workplace responsibility.	☐
	D3	Establish Emergency Response Teams where required.	MODERATE – Training explains when ERTs may be needed and what they do.	☐
	D4	Maintain the ECO register and contact details.	MODERATE – Training explains the importance and type of workplace register; must be maintained.	☐
	D5	Replace vacant ECO positions as needed.	LIMITED – Training explains succession planning and maintaining continuity of the ECO.	☐

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 E. MAINTENANCE AND REVIEW	E1	Monitor and review the Emergency Plan regularly.	MODERATE – Training explains how to monitor the Emergency Plan and review it against changes to the facility, operations, risks or legislation.	☐
	E2	Review the outcomes of exercises and incidents.	HIGH – Training shows how to analyse exercise and incident outcomes to identify improvements and strengthen preparedness.	☐
	E3	Update the Emergency Plan as required.	HIGH – Training explains how to update the Emergency Plan to address changes, lessons learned and identified improvements.	☐
	E4	Ensure the Plan remains compliant with standards and legislation.	MODERATE – Training covers compliance requirements including AS 3745 and relevant legislation.	☐
	E5	Maintain accurate emergency information and records.	MODERATE – Training explains the importance of keeping emergency information current, accurate and readily available.	☐
 F. TRAINING AND AWARENESS	F1	Identify training needs for EPC members and staff.	HIGH – Training explains how to identify training needs based on roles, risks and responsibilities.	☐
	F2	Provide appropriate training for EPC members.	HIGH – Training provides EPC members with the knowledge and skills to perform their responsibilities.	☐
	F3	Promote emergency awareness across the workplace.	MODERATE – Training explains how to build awareness of emergency procedures and responsibilities.	☐
	F4	Ensure records of training and awareness activities are kept.	MODERATE – Training covers maintaining training records as evidence of compliance and currency.	☐
 G. COMMUNICATION AND CONSULTATION	G1	Communicate emergency arrangements to all relevant personnel.	HIGH – Training explains how to communicate emergency arrangements clearly and effectively.	☐
	G2	Consult with relevant stakeholders as required.	MODERATE – Training explains the importance of consultation with workers, contractors and other stakeholders.	☐
	G3	Manage information during emergencies and exercises.	HIGH – Training covers communication protocols and information management during emergencies.	☐
 H. CONTINUOUS IMPROVEMENT	H1	Identify opportunities to improve emergency preparedness.	HIGH – Training encourages identifying gaps and opportunities to strengthen emergency preparedness.	☐
	H2	Implement improvements and evaluate effectiveness.	MODERATE – Training explains how to implement improvements and evaluate their effectiveness.	☐