



## PRM Consulting | Emergency Planning Committee (EPC) Training

The focus of this training relates to the development and management of the workplace emergency management plan (EMP), by a learned group within the organisation, the Emergency Planning Committee (EPC). Contemporary EPC's have a valuable function overseeing all functions relating to the prevention, preparation and response for emergencies, and similarly are a valuable resource in the fact-finding mission post emergency stage of recovery.

As a function of this training and PRM's commitment to our clients, PRM staff remain a continuing resource to the EPC post training to maintain the momentum of the group.

The EPC will be trained and operates within the boundaries of AS 3745 Planning for emergencies in facilities, relevant workplace health and safety regulations and industry best practice.

### Topics Discussed

- Relevant Legislation
- Executive sponsorship
- Terms of reference, charter and meeting agenda
- Development and maintenance of the EMP based on hazard identification and risk mitigation
- Emergency Organisation roles and responsibilities
- Induction of new staff members, and exposure to emergency procedures
- Innovative skills maintenance activities
- Post emergency reporting by the EPC in an initial and substantial capacity
- Connecting with the work group, making the EPC visible
- Pre and Post Emergency activities
- Assisting occupants with disabilities and visitors in the workplace (including Personal Emergency Evacuation Plans)
- Conducting a foundation EPC meeting

**Class Size** / 30 maximum

**Duration** / 4 hours

**Style** / In class seminar, with demonstrations and discussions, including slides and video. This is seminar-based training with participant tabletop exercises. Additional class participation is encouraged through discussions, questions, and answers.

### Recommended Attendance

This course is suitable for anyone who is or may sit on an Emergency Planning Committee.

**Let's talk**

**T: 1800 304 944**

**Contact us: [admin@prmtraining.com.au](mailto:admin@prmtraining.com.au)**

**For more information: [prmtraining.com.au](http://prmtraining.com.au)**