

## Emergency Planning Committee

Every facility in Australia should have an Emergency Planning Committee (EPC) this is formed by the person conducting the business or undertaking. The EPC is responsible for establishing an emergency plan and emergency response procedures. They are also required to form an Emergency Control Organisation that can respond to emergencies and enact emergency response procedures.

### Course Overview

This course covers the skills and knowledge required by a member of an Emergency Planning Committee to document and maintain a facility emergency plan, to establish and maintain an emergency control organisation, to operate in accordance with the facility's emergency plan and to manage & monitor facility emergency prevention and control structures for a complex facility or a defined group of facilities such as a building, structure or workplace, as specified in Australian Standard (AS) 3745 and AS 4083.

It includes initiating emergency response planning, ensuring an emergency control organisation is in place, providing for initiation and control of an initial emergency response, providing for post initial response activities, planning and implementing emergency control training and providing support in the post response and/or recovery phase.

All aspects of this course will be undertaken in accordance with legislative requirements, organisational policies and procedures and accepted safe practices. The course has been developed to cover occupants and facilities as specified in Australian Standard (AS) 3745 and AS4083. Occupants are people attending a facility on a permanent or temporary basis such as an employee, contractor, student or resident, but not a visitor or patient and a facility is a building, structure or workplace that is, or may be, occupied by people (occupants).

### Course Units

- PUAFER003 Manage and monitor facility emergency procedures, equipment, and other resources
- PUAFER007 Manage an emergency control organisation

### Trainer - Matt Burgess

0414 494 624

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## Accreditation

Statement of Attainments for the above 3 units.

## Duration

7 hours of face-to-face training

Or

Self-paced online learning with 3 hour face-to-face assessment.

## Dates and Location

This course is offered in Canberra and Wagga Wagga but may be conducted onsite for groups of 7 or more. Contact Matt Burgess below for bookings and more information.

## Student handbook

Available at: <https://allenstraining.com.au/students/student-handbook>

## Terms and Conditions

- Minimum student number requirements must be met for the course to be conducted.
- Students will be notified of cancelled/re-scheduled courses via email as soon as practical.
- Course fees will be refunded in full for any courses cancelled by Ferst Training Solutions or by students with at least 24 hours notice (see full terms and conditions at <https://www.ferst.com.au/privacy-policy-terms-conditions-refunds/>)
- If travel is required, minimum student number requirement may increase to compensate or travel costs may be charged.
- FERST Training Solutions' nationally recognised training courses are delivered on behalf of **Allens Training Pty Ltd – Registered Training Organisation 90909**. **Allens** are responsible for the quality of the training and assessment and will issue the certificate if the student fulfills the required competency criteria.
- All students undertaking accredited training must supply a Unique Student Identifier (USI) before the training. Students can apply for a USI at <https://www.usi.gov.au/>
- Students will need to provide a valid email address so that we can forward a link to the online enrolment system. Certificates of competency are sent directly to students upon successful completion of assessments.

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