



Manage an Emergency Control Organisation

(Nationally Accredited)

3-Day Duration

10-15 hours self-study

This Public Safety Unit (PUAWER007B) is designed to deliver information to designated staff that will be assuming a leadership role within the Emergency Control Organisation of an industry or workplace. It holds accreditation as an elective unit for people studying for an Advanced Diploma in Public Safety (Community Safety)(PUA60704). Under Emergency Response Category it is categorized as an “*evacuation*” skill.

Learning Outcomes (*Key Elements*):

- Initiate a system of emergency response planning.
- Ensure Emergency Control Organisation (ECO) is in place.
- Provide for initiation and control of initial emergency response.
- Provide for post initial response activities.
- Plan implement emergency control organisation training.
- Provide advice and support for people in the post response and recovery phase.

Upon satisfactory completion of this unit, the participant will be able to:

- Plan, specify, implement and maintain a system of emergency alerting based on the workplace emergency plan, needs, resources and relevant legislation.
- Ensure the alerting system for evacuation or other initial emergency response is provided in accordance with relevant legislation or appropriate standards.
- Develop and implement emergency risk management processes in accordance to legislative requirements and relevant standards.
- Establish and ensure training of the ECO to meet the needs and resources of the workplace.
- Identify and allocate the resources required to support the effective operation of the ECO.

Identify possible emergencies, define and develop plans to deal with them.

Analyse building plans for initial response issues.

- Ensure emergency response procedures are based on emergencies identified in the hazard analysis.
- Develop procedures for initiating and controlling the initial emergency response.
- Establish suitable arrangements for the evacuation of people who need assistance.
- Provide plans for the securing of assets.
- Provide strategies for evacuation of restricted areas.
- Conduct evacuation exercises to validate procedures and amend as required.
- Implement a system to account for all people during emergencies.
- Prioritize evacuation and post initial response activities.



- Establish the need for post initial response activities.
- Ensure documentation of post initial response activities and procedures
- Develop, implement recovery activities.
- Identify and document training needs.
- Ensure relevant training is conducted regularly according to the workplace emergency plan, legislative requirements and relevant standards.
- Ensure relevant refresher training, drills and exercises are conducted so that competencies needed are maintained.
- Provide relevant resources for training.
- Ensure training reflects the needs of the workplace, the individuals and statutory requirements.
- Ensure qualified and experienced people are used to provide training.
- Evaluate training.
- Ensure provisions are made for minimizing adverse consequences of emergencies to people, environment, and the organisation.
- Provide processes for debriefing.
- Provide processes in which external support services can be accessed as necessary.
- Ensure provision for media liaison.
- Complete appropriate reports according to organisation procedures.

Nationally Recognised Training: *These courses are part of a nationally recognised Public Safety Training Package (PUA00. Information about nationally recognised training can be found through the Training.gov.au web site. Training.gov.au is the official national register of information on Training Packages, Qualifications, Courses, Units of Competency and Registered Training Organisations (RTOs). www.training.gov.au/*

Legislative Approvals: *This unit conforms to the requirements for competency under various State Occupational Health and Safety Legislation.*