| EMPLOYEE | | | |
| --- | --- | --- | --- |
| Name and Title | Signature | Email | Date |
| <Members> |  |  |  |

| TRAINING RECORD | | | | |
| --- | --- | --- | --- | --- |
| ID | Emergency Planning and Control | Start Date | Finish Date |
|  | * Developing, managing and maintaining an emergency plan. |  |  |
|  | * The duties of the Emergency Planning Committee and Emergency Control Organisation as described in the emergency response procedures and emergency plan. |  |  |
|  | * The duties of all staff when responding to an emergency, where it exists, as described in the emergency response procedures and emergency plan. |  |  |
|  | * The conduct of site-specific emergency identification and analysis. |  |  |
|  | * Establishing and managing an Emergency Control Organisation |  |  |
|  | * The management of appropriate documentation. |  |  |
|  | * The management and development of assessment activities. |  |  |
|  | * The development and implementation of training activities including emergency exercise management. |  |  |
|  | * Emergency mitigation, emergency preparedness and emergency prevention. |  |  |
|  | * The installed fire safety systems, for example, sprinkler systems, fire doors and installed emergency communications, notifications and warnings. |  |  |
|  | * Liaison with Emergency Services. |  |  |
|  | * Post-evacuation management. |  |  |

| MANAGER / SUPERVISOR | | | |
| --- | --- | --- | --- |
| Name and Title | Signature | Email | Date |
|  |  |  |  |