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

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