

PUAFER007

Manage an Emergency Control Organisation

THE PUAFER007 – MANAGE AN EMERGENCY CONTROL ORGANISATION (CHIEF WARDEN COURSE) PROVIDES PARTICIPANTS WITH THE SKILLS AND KNOWLEDGE REQUIRED TO EFFECTIVELY LEAD AND COORDINATE EMERGENCY RESPONSES IN THE WORKPLACE. IT FOCUSES ON ESTABLISHING AND MANAGING AN EMERGENCY CONTROL ORGANISATION (ECO), INCLUDING DIRECTING WARDENS, IMPLEMENTING EMERGENCY PROCEDURES, CONDUCTING EVACUATIONS, AND LIAISING WITH EMERGENCY SERVICES. KEY FEATURES INCLUDE LEADERSHIP AND DECISION-MAKING IN HIGH-PRESSURE SITUATIONS, COMMUNICATION STRATEGIES, AND COMPLIANCE WITH WORKPLACE HEALTH AND SAFETY (WHS) AND EMERGENCY MANAGEMENT REGULATIONS. THE COURSE BENEFITS ORGANISATIONS BY IMPROVING EMERGENCY PREPAREDNESS, MINIMISING RISK TO PERSONNEL AND PROPERTY, AND ENSURING A STRUCTURED, CONTROLLED RESPONSE TO INCIDENTS SUCH AS FIRES, EVACUATIONS, OR OTHER WORKPLACE EMERGENCIES, WHILE BUILDING CONFIDENCE AND CAPABILITY IN DESIGNATED CHIEF WARDENS.



Newcastle Rescue and Consultancy Pty Ltd

RTO ID: 41033

Phone: 1300 356 686

Email: enquiries@newcastlerescue.com.au

Website: www.newcastlerescue.com.au

Address: Unit 1, 6 Pippita Close,
Beresfield, NSW 2322

PUAFERO07 Manage an Emergency

Control Organisation



Release #: 1 | Release Date: 16/07/2019

Course Description

This unit of competency involves 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 and to operate in accordance with the facility's emergency plan. 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.

The unit has been developed to cover facilities as specified in Australian Standard (AS) 3745 and AS4083. For this unit, as outlined in covered by AS3745 and/or 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).

All aspects of the unit must be undertaken in accordance with legislative requirements, organisational policies and procedures and accepted safe work practices. It applies to members of an Emergency Planning Committee.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Target Cohort / Entry Requirements

This course is intended for:

- Appointed Chief Wardens and Deputy Chief Wardens responsible for leading emergency responses
- Fire wardens and members of an Emergency Control Organisation (ECO) progressing into leadership roles
- Supervisors, team leaders, and managers with responsibility for workplace safety and emergency coordination
- Health and Safety (WHS) officers and advisors overseeing emergency management systems
- Facility managers and building managers responsible for emergency planning and evacuation procedures
- Personnel in medium to large workplaces (e.g. offices, construction sites, industrial facilities) requiring structured emergency coordination
- Any employee designated to manage or control workplace emergencies such as evacuations, fires, or critical incidents

Entry requirements may include:

- Language, literacy, numeracy and digital skills (LLND test may apply)
- Minimum age of 18 (If under 18 parental consent is required).
- Physical requirements - A participant must be in good health and medically fit for work.
- All students participating in VET qualifications are required to have a Unique Student Identifier (USI).
- The RTO will provide the prospective student with a Course Suitability Checklist that will help the student and the Trainer / Assessor if the course is relevant and applicable to students' needs.
- The RTO will provide constructive and honest feedback to the prospective student if it is decided that the VET student does not yet have the LLN+D skills or meet the entry requirements to cope with the rigor of the training and assessment material and process.

Selection Criteria

Learners should demonstrate:

- Reading and writing ability in varied contexts
- Oral communication and comprehension skills
- Basic numeracy and mathematical problem-solving

Course Duration & Delivery

- **Delivery Mode:** Face-to-face
- **Delivery Location:** 1/6 Pippita Close Beresfield NSW 2322
- **Duration:** 4 hours (1/2 day)

Assessment Information

Assessment methods may include:

- Written tasks
- Practical demonstrations
- Simulated tasks

Resources to be provided by the VET Student

- Transport to training facility.
- Appropriate clothing, closed-in footwear.
- Students will be required to provide their own digital devices, able to access reliable internet

Resources and services to be provided by the RTO

- A safe, inclusive and engaging learning environment.
- Pre-enrolment processes to ensure the course is appropriate and suitable for VET Students' needs.
- Access to LMS with personal secure login
- All Learning and Assessment resources.
- Public liability Insurance Cover (for on- and off-site training).
- Risk assessed facilities, equipment and processes for safety and duty of care, including accessibility.
- Policies and procedures to ensure and monitor delivery of high-quality services.

Course Fees

- **Total Course Fee:** \$325.00 per person

Please note all course fees must be paid before issuing qualifications.

Refund Policy

Refer to the Enrolment Agreement or Student Handbook for full terms, including refund conditions and withdrawal procedures. This can be accessed via the website <https://newcastlerescue.com.au/resources/>.

Support Services

All students have access to:

- LLND support.
- Wellbeing and counselling referral.
- Trainer support (via email enquiries@newcastlerescue.com.au, phone 1300 356 686, or online platform <https://newcastlerescue.com.au/resources/>).
- The enrolment application process identifies any support needs and possible matters which may impact training and assessment via the Suitability Checklist.
- Contextualisation and additional support needs are reviewed for reasonable adjustment and implementation prior to training commencement.
- Support, progression and adjustments are reviewed throughout the nominal duration of the training.

Recognition of Prior Learning (RPL) & Credit Transfer

All students may apply for RPL or Credit Transfer.

More information is available in the Student Handbook or from Newcastle Rescue and Consultancy Pty Ltd and RTO Website <https://newcastlerescue.com.au/resources/>.

Units of Competency

Code	Title
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The RTO reserves the right to adjust elective units to meet training package requirements.

Please refer to the Enrolment Form, for the terms and conditions of enrolment, which includes Enrolment and Selection; Training Guarantee; Course Fees, Payments and Refunds; Course Fees paid in Advance; Recognition of Prior Learning (RPL) or Credit Transfer