



# TRAINING SCHEDULE PROPOSAL

In accordance with AS 3745:2010 – Planning for Emergencies in Facilities, emergency training for the Emergency Control Organisation (ECO) is required every 6 months, with a minimum of one evacuation exercise per year.

This proposal outlines the recommended training schedule and content for the specified period.

## **December 2025 – Initial Emergency Warden Training, ECO Setup & Evacuation Exercise**

Covers setting up ECO roles, WHS/AS3745 basics, emergency types, response and communication procedures, site equipment, and an evacuation exercise with debrief.

## **June 2026 – Warden Refresher & First Attack Fire Training (Optional Practical CO2 Fire Extinguisher)**

Brief refresher of ECO duties plus fire training on extinguisher use, fire types, basic fire behaviour, and practical techniques.

## **December 2026 – Emergency Warden Training (Other Emergencies) & Evacuation Exercise**

WHS/AS3745 basics, other emergency types, response and communication procedures, site equipment, and an evacuation exercise with debrief.