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| --- |
| **Date of Review:** |
| **EPC Members Present:** |
|  Lalor St  Ameeyk House  106 Palmer St  108 Palmer St  PNH Waratah Cres.  Seawinds - Wellington Rd  Support Coordination - The Plaza |

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| **EPC Task / Responsibilities** | **Status** | **Actions / Action Officer to ensure facility compliance** |
| Does the site have a suitable Fire and Emergency Response Procedure? |  |  |
| Are Emergency Contacts up to date? |  |  |
| Is the procedure appropriate for the participants? |  |  |
| Is the evacuation floor plan up to date? |  |  |
| Are Standard Orders Displayed? *Emergency Information Noticeboard contents SF-18* |  |  |
| Is the Emergency Control Organisation procedure current and are all staff aware of it? *SF-62 Emergency Response Plan* |  |  |
| Has a site induction for all workers been completed including emergency assembly areas? *Check records on Sentrient* |  |  |
| Are participants familiar with ongoing training on evacuation procedure including evacuation routes and assembly points? |  |  |
| Are Evacuation Exercises being conducted and recorded/filed as scheduled? |  |  |
| Have all staff participated in required Evacuation exercises? |  |  |
| Have Fire Evacuation Exercises been reviewed as effective and appropriate by the EPC? |  |  |
| Is an Evacuation Pack containing required contents available? |  |  |
| Are Covid policies and procedures being met in line with govt. recommendations? |  |  |
| Comments: |  |  |

**Record Keeping**: K:\OH&S, OHS Risk Registers, EPC & ESM\Emergency Planning Committee (EPC)\EPC Annual Self-Reviews SF-12