



GOULBURN CLUB EMERGENCY CONTROL ORGANISATION

TIME DAY DATE YEAR

Location

Attendees: First Surname

Apologies: First Surname

AGENDA

- 1 **Welcome and introductions**
- 2 **Minutes of the previous meeting – *accept or amend***
- 3 **Standing items of business**
 1. Building occupancy - *discuss any changes in use of building or activities.*
 2. ECO membership – *identify new volunteers who require training.*
 3. Hazardous areas and/or dangerous goods. – *identify any new products, review where stored.*
 4. Building alterations and/or construction work – *discuss the nature of the work and likely impact on emergency egress and/or the assembly area.*
 5. Building Fire Systems – *discuss any changes to the fire detection and alarm system.*
 6. People with disabilities – *discuss any special procedures established for patrons who require assistance during an evacuation.*
 7. Review/update of the Building Emergency Procedure Document
 8. Training –*training for Chief Wardens and Deputy Wardens.ie all volunteers. Identify outstanding training requirements.*
- 4 **Correspondence:**
- 5 **Recent evacuations:** review the reports from recent building evacuations.
- 6 **Date/time of next evacuation exercise:**
- 7 **New business:**
- 8 **Next meeting:**