



# EMERGENCY EVACUATION PROCEDURES

SAQA US: 259597  
NQF Level: 2, SAQA Credits: 3  
SAIOSH CPD Credits: 5  
Duration: 2 Days

## Course description

The Emergency Evacuation Procedures course is intended for individuals who need specialised training in planning, implementing, and managing evacuation procedures. Participants learn to develop comprehensive evacuation plans, coordinate evacuations, and ensure the safety of individuals during critical incidents.

## Course outcome

The person credited with this unit standard is able to distinguish between an emergency and an incident as well as understanding the different types of emergencies that may take place in the workplace. The learners will be able to explain the types of emergency alarms in the workplace, the procedures for responding to them and the methods and procedures which need to be applied in an assembly area after an alarm.

The qualifying learner will be capable of:

- Explaining different types of emergencies that may be encountered in a workplace.
- Explaining various responses to an alarm.
- Explaining actions required of a safety officer in an assembly area.
- Explaining the functions of an emergency control centre.

## Course Content

### MODULE 1: LEGISLATION

- 1.1 General Duties of Employers to Their Employees. (Sec 8 of OHS Act)
- 1.2 Environmental Regulations for Workplaces, 1987 (ERW 9)

### MODULE 2: IDENTIFY THE EMERGENCY SITUATION

- 2.1 The role of the workplace fire marshal / emergency evacuation warden.
  - 2.1.1 Prevention
  - 2.1.2 Protection
  - 2.1.3 Definition of a workplace emergency.
- 2.2 Emergency Planning
  - 2.2.1 AIM
  - 2.2.2 Goal
  - 2.2.3 Types of emergencies
  - 2.2.4 Reasons why security guards should be involved in emergency planning.
  - 2.2.5 Risk assessment

### MODULE 3: EMERGENCY PLANNING

- 3.1 Steps in the emergency planning process
- 3.2 Chain of Command
  - 3.2.1 Top Management
  - 3.2.2 Emergency Controller
  - 3.2.3 Co-ordinators
- 3.3. Alarm or Warning System
- 3.4. Communication Systems
- 3.5. Shut Down Procedures
- 3.6 Evacuation
  - 3.6.1 Assembly points
  - 3.6.2 Specific security responsibilities during emergencies

FSG	Document number	Revision ID	Revision Date	Page Number
	FSG-T 07.02.2.2.2A	2.0	30/10/2023	Page 1 of 2

- 3.6.2.1 Access control
- 3.6.2.2 Traffic control
- 3.6.2.3 Protection of property
- 3.6.2.4 Direction and control of personnel
- 3.6.2.5 Assistance in first aid, rescue, fire fighting and other emergency needs
- 3.6.2.6 Crime reduction and confrontation
- 3.6.2.7. Documentation

**MODULE 3: EVACUATIONS**

- 4.1 Types of evacuations
  - 4.1.1 Partial Evacuation
  - 4.1.2 General evacuation
- 4.2 Mobility Impaired or Other Impaired Persons During an Evacuation
- 4.3 Evacuation drills during the event of a bomb threat
- 4.4 Refusal to comply with evacuation drills
- 4.5 Golden rules to consider during an evacuation:
- 4.6 Standard operating procedures
- 4.7 Victim support
- 4.9 Emergency Signs/signals

**THEORETICAL ASSESSMENT**

- Formative Assessment (Open book test)
- Summative Assessment (Closed book test)

**PRACTICAL ASSESSMENT**

- Evacuation Procedure exercise

<b>FSG</b>	Document number	Revision ID	Revision Date	Page Number
	FSG-T 07.02.2.2.2A	2.0	30/10/2023	Page 2 of 2