



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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Emergency Evacuation Drills & Procedures

Overview

The loss of human life is one of the most devastating consequences of an emergency in the workplace. A well-planned and regularly practised emergency evacuation procedure is critical to ensuring the safety of employees, visitors, contractors, and other occupants during emergencies.

The Emergency Evacuation Drills & Procedures course equips learners with the knowledge and practical skills required to manage, participate in, and support safe and orderly evacuations during various emergency situations. The course emphasises legal compliance, risk assessment, clear communication, and the importance of conducting regular evacuation drills to ensure organisational readiness.

Course Objectives

On completion of this course, delegates will be able to:

- Identify the nature and severity of different emergency situations
- Prioritise and grade emergencies to determine appropriate evacuation responses
- Apply emergency evacuation procedures effectively and safely
- Conduct ongoing threat and risk assessments within their area of responsibility
- Understand individual and designated evacuation roles and responsibilities
- Participate confidently in emergency evacuation drills

Course Prerequisite

- Communication: ABET / NQF Level 3 or equivalent
- Mathematical Literacy: ABET / NQF Level 3 or equivalent
- Copy of ID document (required for registration and certification purposes)
- English proficiency sufficient to engage with training materials

Language of Delivery

English

Delivery Methods

The course is facilitated by a competent subject matter expert using a combination of:

- Interactive discussions
- Role plays and evacuation simulations
- Practical exercises and case studies
- Video and slide presentations
- Written questions and knowledge checks

Training & Evaluation

- Training conducted on a 70% theoretical and 30% practical basis
- Continuous evaluation throughout the course

Who should attend?

This course is suitable for all employees, including:

- General Employees
- Fire Wardens / Fire Marshals
- Health and Safety Representatives
- Emergency Response Team Members
- Supervisors and Line Managers
- Facilities and Building Management Personnel

Course Outline

This course consists of the following 5 modules

Module 1	Understanding Emergencies and Legal Requirements • Types and nature of workplace emergencies • Causes of emergencies: • Natural causes • Accidental causes • Societal causes • Legal requirements and employer responsibilities • Duty of care and employee obligations
Module 2	Emergency Evacuation Planning and Procedures • Emergency evacuation processes • Procedures to follow during a fire or other emergencies • Individual actions during an evacuation • Emergency signals and alarm systems • Communication during emergencies

Module 3	Roles, Responsibilities, and Special Evacuation Considerations • Duties and responsibilities of: • Employers • Fire Wardens / Marshals • Designated evacuation personnel • Evacuation procedures for persons with disabilities • Assembly points and roll call procedures • Accountability and reporting during evacuations
Module 4	Evacuation Drills and Emergency Scenarios • Types of evacuation drills: • Comprehensive fire drills • Silent fire drills • Table-top (table talk) drills • Fire drill checklists and evaluation • Simultaneous evacuation • Continuous improvement through drill reviews
Module 5	High-Risk Scenarios and Practical Application • Hostage situations and emergency response planning • Bomb threats and suspicious objects • Evacuation procedures during security-related incidents • Fire risk assessments • Emergency evacuation signage • Practical role-play evacuation exercise

Additional Information

Duration	1 Day	
Includes	• Comprehensive Training Manual • Lunch & Refreshments (not applicable to on-site / online training) • SAIOSH Accredited (2 CPD Credits/Points)	• Electronic Certificate (on successful completion) • Electronic Delegate Feedback Questionnaire