



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Emergency Count Procedures Implementation

Services / Hospitality, Tourism, Travel, Gaming and Leisure

Unit Standard 246741 · NQF Level 4 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the skills to implement emergency count procedures in the workplace, ensuring accurate and efficient accounting of personnel during emergencies. It focuses on practical application to enhance safety and compliance with occupational health and safety regulations.

Category	Services
Subfield	Hospitality, Tourism, Travel, Gaming and Leisure
Unit Standard	246741
Accreditation	SAQA Accredited · NQF Level 4 · 3 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate the ability to prepare for and conduct emergency counts in various scenarios.
- Apply communication protocols to report count results to emergency control personnel.
- Evaluate the effectiveness of count procedures and recommend improvements.
- Implement corrective actions when discrepancies in counts are identified.
- Analyze potential hazards that may affect emergency count procedures and mitigate risks.
- Document and maintain records of emergency counts in compliance with organisational policies.

WHO SHOULD ATTEND

- This course is designed for safety officers, emergency response team members, supervisors, and any personnel responsible for conducting headcounts or managing evacuation procedures in a workplace setting.

COURSE OUTLINE

Day 1: Emergency Count Procedures Implementation

- Introduction to emergency count procedures and relevant legislation (OHS Act, SAQA unit standards).
- Roles and responsibilities: emergency controller, floor marshals, area wardens, and headcounters.
- Methods of conducting a headcount: manual roll call, electronic tracking, and zone sweeps.
- Communication systems: two-way radios, PA systems, and backup methods.
- Reporting and documentation: completing headcount registers, incident reports, and debrief forms.
- Common challenges: missing persons, visitors, contractors, and people with disabilities.
- Conducting a simulated emergency count drill.
- Debriefing and continuous improvement: identifying gaps and updating procedures.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **3 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 12,800.00	R 12,800.00
1	In-House	R 16,600.00	R 16,600.00
1	On-Campus (Pretoria)	R 19,200.00	R 19,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	10 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	11 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	12 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	12 Aug 2026	On-Campus	Mauritius
13 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
14 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	17 Aug 2026	On-Campus	Abu Dhabi, UAE
18 Aug 2026	18 Aug 2026	On-Campus	Durban, South Africa

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 246741) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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