



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

Evacuation Procedures for Persons and Critical Resources

Health Sciences and Social Services / Preventive Health

Unit Standard 254217 · NQF Level 3 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the knowledge and skills to describe and implement evacuation procedures for all affected persons and movable critical resources or effects during emergencies. It covers the identification of evacuation routes, assembly points, and the prioritization of critical resources to ensure safety and minimize loss. The course aligns with South African health and safety regulations and promotes a culture of preparedness.

Category	Health Sciences and Social Services
Subfield	Preventive Health
Unit Standard	254217
Accreditation	SAQA Accredited · NQF Level 3 · 3 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Describe the legal and regulatory requirements for evacuation procedures in South Africa.
- Identify and evaluate potential emergency scenarios that require evacuation of persons and critical resources.
- Develop and document evacuation plans, including routes, assembly points, and resource prioritisation.
- Demonstrate the correct procedures for evacuating persons with special needs and securing movable critical resources.
- Implement communication protocols and drills to test the effectiveness of evacuation procedures.
- Analyze post-evacuation reports to recommend improvements to emergency response plans.

WHO SHOULD ATTEND

- This course is intended for employees, supervisors, safety representatives, and managers responsible for emergency planning and evacuation in workplaces, including offices, industrial sites, and public facilities.

COURSE OUTLINE

Day 1: Evacuation Procedures for Persons and Critical Resources

- Legal framework: Occupational Health and Safety Act, SANS 10400, and organisational policies.
- Types of emergencies requiring evacuation (fire, chemical spill, bomb threat, natural disaster).
- Roles and responsibilities: evacuation warden, marshal, floor warden, and emergency coordinator.
- Evacuation routes, assembly points, and muster areas.
- Critical resource identification: documents, equipment, hazardous materials, and IT systems.
- Evacuation procedures for persons with disabilities and special needs.
- Communication methods: alarms, public address systems, two-way radios, and runners.
- Post-evacuation: headcount, roll call, accountability, and return to normal operations.

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 3**.

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	Cape Town, South Africa
11 Aug 2026	11 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	13 Aug 2026	On-Campus	Abu Dhabi, UAE
14 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
14 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	17 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	17 Aug 2026	On-Campus	Dubai, UAE

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 254217) 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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