



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 Evacuation Procedures

Custom Courses / Health, Safety and Environment (HSE)

Unit Standard AATICD-0300 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the knowledge and practical skills to respond effectively during emergency evacuations. It covers the principles of evacuation planning, the roles and responsibilities of evacuees and wardens, and the procedures for safe and orderly evacuation in various emergency scenarios. The aim is to minimize risk to life and property and ensure compliance with occupational health and safety regulations.

Category	Custom Courses
Subfield	Health, Safety and Environment (HSE)
Unit Standard	AATICD-0300
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the principles of emergency evacuation planning to identify potential risks and develop effective evacuation procedures.
- Demonstrate the correct procedures for raising the alarm, initiating an evacuation, and accounting for all personnel.
- Evaluate the effectiveness of evacuation plans through drills and simulations, and recommend improvements.
- Implement the roles and responsibilities of an evacuation warden or coordinator during an emergency.
- Analyze the human factors that influence evacuation behavior and apply strategies to manage panic and ensure orderly evacuation.
- Demonstrate the use of emergency equipment and signage, including fire extinguishers, exit routes, and assembly points.

WHO SHOULD ATTEND

- This course is designed for all employees, including managers, supervisors, and designated fire and evacuation wardens, who may be required to participate in or lead emergency evacuations in the workplace.

COURSE OUTLINE

Day 1: Introduction to Emergency Evacuation

- Overview of occupational health and safety legislation (OHSA, disaster management)
- Types of emergencies: fire, chemical spill, bomb threat, natural disasters
- Human behaviour in emergencies
- Principles of evacuation: alarm, response, assembly
- Roles and responsibilities: fire wardens, floor marshals, first aiders
- Introduction to evacuation plans and procedures

Day 2: Risk Assessment and Evacuation Planning

- Risk assessment process: hazard identification, risk analysis, evaluation
- Developing evacuation procedures: floor plans, routes, exits
- Assembly point selection and management
- Special considerations for persons with disabilities, visitors, and contractors
- Integration with emergency response plans
- Documentation and communication of evacuation plans

Day 3: Evacuation Procedures and Communication

- Communication systems: alarms, public address, two-way radios
- Alerting and warning procedures
- Coordination with emergency services (fire, medical, police)
- Evacuation control: roll call, accountability, search and rescue
- Managing panic and crowd control
- Post-evacuation procedures: headcount, re-entry, debrief

Day 4: Training, Drills, and Continuous Improvement

- Training requirements and methods for staff
- Designing and conducting evacuation drills
- Drill evaluation: observation, feedback, and documentation
- Incident analysis and lessons learned
- Plan review and update cycles
- Continuous improvement processes

Day 5: Integration and Practical Application

- Integration with business continuity and crisis management
- Case studies of real evacuation incidents
- Comprehensive practical exercise: simulated emergency
- Critique and debrief of practical exercise
- Final assessment and course wrap-up

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 **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,700.00	R 17,700.00
1	In-House	R 23,100.00	R 23,100.00
1	On-Campus (Pretoria)	R 26,700.00	R 26,700.00

UPCOMING SESSIONS

Start	End	Method	Venue
05 Oct 2026	09 Oct 2026	On-Campus	Kigali, Rwanda
05 Oct 2026	09 Oct 2026	On-Campus	Bangkok, Thailand
05 Oct 2026	09 Oct 2026	On-Campus	Lusaka, Zambia
05 Oct 2026	09 Oct 2026	Online	—
05 Oct 2026	09 Oct 2026	On-Campus	Windhoek, Namibia
05 Oct 2026	09 Oct 2026	On-Campus	Nairobi, Kenya
05 Oct 2026	09 Oct 2026	On-Campus	Mbabane, Eswatini
12 Oct 2026	16 Oct 2026	On-Campus	London, UK

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 AATICD-0300) 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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