

EVACTRAC Training Material Content

Evacuation Planner / Marshal Training

Part 1 What Does the Law Require

★ General duties of employers to their employees ★
Section 8 OHS Act Hazard/Risk assessment ★ OHS Act
Section 19 & 20 – Consult with the Committee ★ Draft
Regulation 13J: Fire precautions & Means of Egress
[possible amendments] ★ Secure document storage

Part 2 Evacuation – Hazard/risk assessment

★ Tabletop Section 8 Hazard/risk assessment – identify
potential emergencies ★ Tabletop exercise – possible
emergency scenarios ★ Tabletop exercise – Typical
places that may require evacuation ★ Hazard/risk
assessment report

Part 3 Evacuation Team – Roles & Responsibilities

★ Evacuation team members ★ Control
center/manager ★ Evacuation director ★ Evacuation
director – activation ★ Evacuation marshals ★
Engineering/maintenance technicians ★ Security
personnel ★ First aid responders ★ Evacuees pre-
evacuation ★ Personal protective equipment

Part 4 Evacuation Planning - Elements

★ Elements of an evacuation plan ★ Developing an
evacuation plan ★ Cooperating with the emergency
services ★ Emergency contact information

Part 5 Controlled Evacuation by Marshal

★ Conduct an orderly evacuation ★ Evacuation search
& accountability ★ Roll calls – accounting for evacuees
★ Evacuating disabled, infirmed or injured evacuees ★
Trapped during an emergency ★ Animal evacuation ★
Review and update the evacuation plan

Part 6 Evacuation Routes and Assembly Points

★ Determine safest routes & assembly points ★
Security vs safety – locks & restrains on emergency
exit ★ Evacuation route lighting, signage, layout plans
& notices ★ Fire escape doors, gates, stairs, ladders,
booms & barriers ★ Vehicle management – parking
areas & garages ★ Emergency transport plan

Part 7 Communication During Emergencies

★ Evacuation marshal communication & equipment

Part 8 Training & Preparation

★ Training & Drills ★ Document & Review Training
Activities

Part 9 Media Management

★ Managing the Media & Press ★ Social media
information sharing during emergencies



South African Institute of
Occupational Safety and Health
Verified - 2 CPD Points



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