



EVACUATION TEMPLATES A, B & C

These templates are intended to assist with base-line compliance and provide a means to improve your organisation's implementation and scheduled evacuation preparedness.

The tables contained in this document are a guide and can be edited to suit your requirements.

Our goal is to provide a structure in order to conduct proper emergency evacuation drills.

The following templates are available in this document:

A] PRE-ASSESSMENT

See tables A.1 / A.2 & A.3

B] CONDUCT DRILLS

See tables B.1 / B.2 & B.3

C] MANAGEMENT REPORT

This template is ONLY provided with an Evacuation Solution ordered from PGCA.

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A] PRE-ASSESSMENT (EVACUATION DRILL READINESS)

Table # A.1 READINESS CHECKLIST

#	DESCRIPTION	TICK
DOCUMENTATION REQUIREMENTS		
1	Is there an OHS File on-site?	
2	Is there an evacuation plan in place? <i>Containing all nearby emergency services and contact numbers.</i>	
3	Is there an evacuation policy in place?	
4	Is there a means to communication an evacuation drill date and time to all staff? <i>Note: This does not apply to unscheduled surprise drills.</i>	
5	Is there a rollcall system in place? <i>Recommend the evacuation leaders to receive daily attendance registers. Complete sector / department roll call records</i>	
TRAINING REQUIREMENTS		
1	Have all staff completed evacuation induction training? <i>In order to understand the evacuation processes and procedures.</i>	
2	Evac leaders (fire marshals) trained? 1 per 50 or section / department	
3	Have all OHS Committee members been trained?	
PRODUCT REQUIREMENTS		
1	Is there an evacuation alarm or siren? <i>Recommend evacuation alarm is different to other alarms, i.e. security alarm.</i>	
2	Are all exit signs in place?	
3	Are emergency assembly points visible?	
4	Are emergency assembly points in the most suitable areas?	
5	Are there sufficient emergency assembly points for all departments / sections?	
6	Timer to record time taken to evacuate the site.	
SITE REQUIREMENTS		
1	Ensure the layout of the site does not hinder conducting evacuation drills. <i>If so, discuss possible solutions.</i>	
2	Location of the site geographically does not hinder conducting evacuation drills. <i>If so, discuss possible solutions.</i>	
3	Environmental factors of the site do not hinder conducting evacuation drills. <i>If so, discuss possible solutions.</i>	

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Table # A.2 LIST OF SECTORS / DEPARTMENTS

#	DESCRIPTION	TICK
ROLL CALL RECORDS PER SECTION / DEPARTMENTS		
a.	GUESTS	
b.	ADMIN	
c.	KITCHEN	
d.	WORKSHOP	
e.	STAFF VILLAGE	

Table # A.3 CHECKLIST ADDITIONS

#	DESCRIPTION	TICK
DOCUMENTATION REQUIREMENTS		
TRAINING REQUIREMENTS		
PRODUCT REQUIREMENTS		
SITE REQUIREMENTS		

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B] EVACUATION DRILL (TEMPLATE)

Table # B.1 DRILL SCHEDULE CHECKLIST

#	DESCRIPTION	TICK
ITINERARY		
1	Communicate an announced evacuation drill (date and time) to all staff at least one week prior. <i>Note: Unannounced (surprise) drills, go to # 3.</i>	
2	Record date communique above was sent:	
3	Inform all relevant emergency services of planned (announced or unannounced) drills. <i>See Table # 2 below and add any other applicable services.</i>	
4	Record date of drill:	
5	Record start time of drill:	
6	Sound the evacuation alarm. <i>At the specified time as per announced communique in # 1. For unannounced drills, alarm may be sounded at any time.</i>	
7	Start the timer.	
8	Observe and record findings in table # 3 below.	
9	Most senior designation on-site and or safety auditor to receive all completed roll call records from evacuation leader/s. <i>As per Pre-assessment Table # 2</i>	
10	Once ALL roll call records have been received and EVERYONE is accounted for, ONLY then stop the timer.	
11	Record exact time (minutes and seconds) taken to complete drill: minutes and seconds.	
12	<i>Once drills are conducted seamlessly, hide someone in order to review processes of recovering missing persons.</i>	

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Table # B.2 LOCAL EMERGENCY SERVICES

#	DESCRIPTION	CONTACT #	TICK
RECORD LOCAL EMERGENCY SERVICE DETAILS			
1	EMERGENCY (Police)	10111	
2	EMERGENCY (General)	112	
3	FIRE / AMBULANCE	10177	
4	HOSPITAL		
5	POISON EMERGENCY		
6	MOUNTAIN RESCUE		
7	MUNICIPALITY (Water & Electricity)		
8			
9			
10			

Table # B.3 DRILL RECOMMENDATIONS

#	DESCRIPTION	TICK
RECORD OBSERVATIONS & FINDINGS		
a.		
b.		
c.		
d.		
e.		
f.		
g.		
h.		
i.		
j.		
k.		
l.		
m.		

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Request a quotation for your evacuation preparedness by contacting:

anabela@pgca.co.za or etienne@pgca.co.za

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