

"SEMPER PARATUS"



## Evacuation Office

**Unit standard:** 242852

**Unit Standard Title:** Conduct evacuation and emergency drills

**SETA:**

**Duration:** 8 Hours

### Target Audience:

Persons who are appointed as Evacuation Officers or who assist with emergency or evacuation in an organization

### Pre-Requisites:

Communication Skills at NQF level 3.

### Course Content:

1. Reasons for Emergency Preparedness
2. Definitions
3. Emergency Evacuation Priorities
4. Alarm Systems
5. Emergency Announcement Messages
6. Emergency Planning Organization
7. Planning and Preparations
8. The Evacuation Plan
9. Identifying the emergency
10. Assisting with an evacuation drill
11. Responding to emergency signals in own area of responsibility
12. Exercises

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