

UNIVERSITY OF CAPE TOWN	
EMERGENCY EVACUATION DRILL REPORT	Reference Number
	UCT / CON / 022
	Implementation Date
	26/07/2022
	Rev / Amendment No
	Rev / Amendment Date

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1. Introduction

An evacuation drill program must include periodic practice of movement of occupants to Emergency Assembly Points. The frequency of these drills will depend upon the type of building occupancy and building users. The emergency evacuation plan must be tested in its entirety at a maximum of six-monthly intervals or when the plan has been revised and a record of the testing must be kept in a register as per *Chapter 5, Community Safety By-Law, Western Cape Provincial Gazette no. 5832*.

2. Guidelines on steps to follow

An evacuation drill is a permanent training exercise for evacuation preparedness. When preparing an evacuation drill, the planning team must be included, and steps 1 to 7 can be used:

Step 1 - Write out the details of the evacuation drill and share amongst the planning team. The plan should include:

- The time or date and how the alarm would be triggered.
- The available exit identification and definition of exits of each part of the building.

Exits should be determined by proximity and accessibility. Arrangement should be made for persons with disabilities regarding "buddies" or dedicated area to assemble at.

Step 2 - Communicate details of the plan for evacuation to the staff.

- Each member should know that the evacuation drill and time will be unannounced.
- It is recommended that the fire drill schedule is predefined. For subsequent tests, only the day should be divulged to test preparedness.

Step 3 - Incorporate specific details into your drill. Fire drills should have all realistic processes for:

- Campus Protection Services (CPS) notification (021-6502222)
- building alarm activation,
- mechanisms to contain or expel smoke,
- organizing an evacuation,
- evacuation of disabled persons,
- fire point operations,
- special activities after the evacuation (e.g., return to operation processes; discussion of the evacuation drill observations)
- communications channels e.g. Whatsapp groups or SMS; loudhailer usage.

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Step 4 – Take account of all evacuees at the assembly point.

- It is important to account for each person during an evacuation (including visitors) and that everyone is removed from the venue/location safely.
- Having a prepopulated list of occupants is recommended where possible. All hosts should be accountable for visitors/ Contractors should account for their staff and report to the person taking roll call.

Step 5 - Define specific evacuation roles for staff.

- Assign a person to monitor each section of the building and others to conduct a head count once outside. When selecting an evacuation evaluation team, CPS, external service providers such as the fire brigade staff, or paramedics can be included.

Step 6 - Prepare to accommodate special needs persons and personnel.

- As a guideline, dedicate at least two persons or buddies as per the number of special needs staff to help evacuate this group. Use additional personnel where needed.

Step 7 – Understand the processes required in Coordinating with Campus Protection Services to organize transportation services and alternate accommodation in case a real emergency arises during the drill.

Step 8 - Once the Evacuation Drill is complete, conduct a post-mortem i.e the evacuation evaluation team will provide feedback to the person assigned to compile the report.

- A record of the Drill must be completed and maintained using the Monitoring and Evacuation Checklist report (Annexure).
- An evaluator is an individual member/s of the evacuation drill team assigned to assess the effectiveness of the drill, i.e. with respect to people-preparedness; processes and systems being followed and the effectiveness of the integration of technology.
- Risks and opportunities are identified, thus leading to an iterative process of continual improvement.
- The report is to be submitted to the UCT (University of Cape Town) OHSE (Occupational Health Safety Environment) Manager and UCT OHSE Officer within the OHSE Division.

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Annexure: Monitoring & Evaluation Checklist

Drill Date		Evaluator	
Building/Area			
Time Start		Time End	
No. of Evacuees		Time taken to Evacuate	

1. Evacuation staff response

Evacuation Staff Response	Yes	No	NA
Building evacuation staff reported to proper locations on floor.			
Aides or "buddies" for persons with disabilities were available and assisted occupants to a safe location to await evacuation.			
All areas of the floor were searched.			
Floor Monitors waited for all occupants in the area to evacuate before evacuating themselves.			
Roll-Takers took roll at the emergency assembly point and accounted for personnel.			

1.1 Comments on evacuation staff response:

2. Occupant response

Occupant Response	Yes	No	NA
Occupants reacted to alarm immediately.			
Fume hood sashes were closed.			
Hazardous equipment turned off.			
Knew or were directed to the location of alternate means of egress from the area.			
Attempted to use elevators for evacuation.			
Evacuated in an orderly manner.			
Responded to directions from evacuation staff.			
Visitors in the area were directed to evacuate.			
Interior doors were closed on evacuating.			
Occupants were prevented from re-entering the building once they were outside.			
Staff reported to assigned assembly point and checked in.			

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2.1 Comments on Occupant Response:

3. Emergency protection

Emergency Protection	Yes	No	NA
Alarm was audible on floor.			
Visual alarm indicators (if applicable) operated.			
Voice notification (if applicable) was audible and understandable.			
Doors, corridors and stairways were unobstructed.			
Automatic door closers (if applicable) operated.			
Automatic equipment shutdown was activated as required.			

3.1 Comments on Emergency Protection:

4. Evaluator Comments

Name: _____

Signature: _____

Date: _____