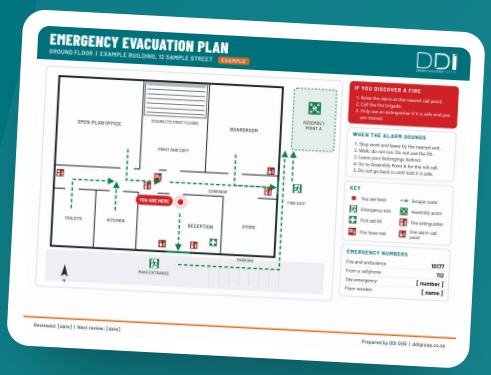
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Template version 4 November 2026
www.ddigroup.co.za/blog/emergency-evacuation-plan-template

FREE TEMPLATE

Emergency Evacuation Plan

The 11 sections the Tshwane and Johannesburg fire by-laws ask for, an example floor plan, registers and forms.



Premises name

Physical address

Version

Date issued

Next review date (at least every 12 months)

Prepared by

Approved by (name, role, signature)

Review this plan at least every 12 months, whenever the floor layout changes, and when a member of the emergency team leaves. Collect and destroy old copies when you issue a new version.

How to use this template

1. Walk the building first and check every exit against your building plans.
2. Fill in each section. Delete examples in grey that do not apply.
3. Draw a floor plan for every floor (section 9) and put copies up at every exit and strategic point.
4. Give the whole plan to every emergency team member. Keep the master copy somewhere safe that the team can reach.
5. Train the team, run a drill, record it (section 10), and fix what the drill shows.

Check this plan against the OHS Act and your municipality's fire by-law.

SECTION 1

1 Emergency telephone numbers

Service	Number
Fire and ambulance	10177
From a cellphone	112
Police	10111
Local fire station	
Ambulance service	
Security company	
Building management or landlord	
Alarm company	
Electricity faults	
Gas supplier	
Incident commander (cell)	

Put this list next to every telephone.

SECTION 2

2 General information

Physical address and GPS coordinates

What happens on the premises (activities, processes, hazardous materials stored)

Number of people present: day shift, night shift, weekends, typical visitors per day

Control room: yes / no, where

Alarm system: type, where the panel is, backup method (for example: an air horn)

Emergency contacts

Name	Role	Cell	Alternative

SECTION 3

3 Area study

Emergency incidents on the premises

Date	What happened	What was done

Important features and landmarks (access roads, fire hydrants, gates, where the fire brigade enters)

Adjacent premises

Name	Activity	Hazards that could affect us	Contact

SECTION 4

4 Threats and their impact

Threat	Likelihood (low / medium / high)	Impact on the premises	Action plan (section 8)
Fire			
Bomb threat			
Gas leak			
Chemical spill			
Armed robbery or intruders			
Civil unrest			
Flooding			
Power failure (dark stairwells, electric gates and magnetic doors)			
Medical emergency			
Structural collapse			
Other			

SECTION 5

5 Emergency equipment

Equipment	Location	Number	Last serviced	Next service
Fire extinguishers				
Fire hose reels				
Alarm call points				
First aid kits				
Emergency lighting				
Two-way radios				
Air horn or whistle				
Evacuation chair				
Defibrillator (AED)				
Other				

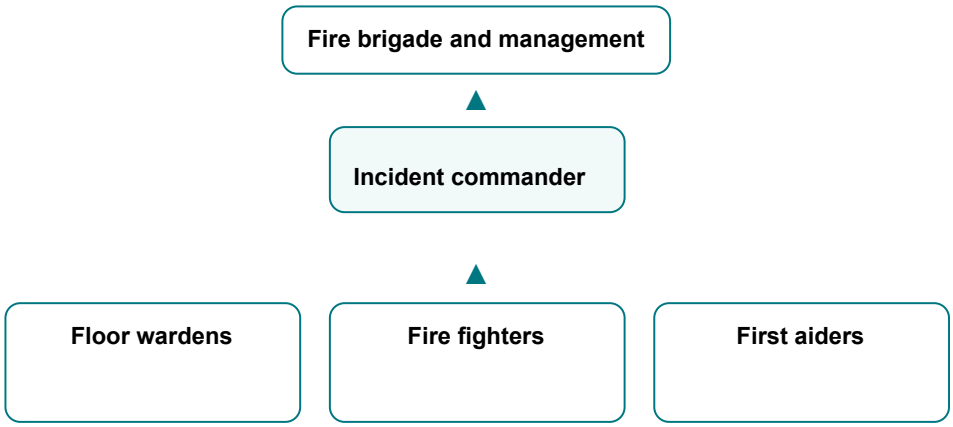
SECTION 6

6 The emergency team

Role	Name	Deputy	Cell	Trained on (course and date)	Appointed in writing (date)
Incident commander					
Deputy incident commander					
Floor warden: Ground floor					
Floor warden: 1st floor					
Floor warden: 2nd floor					
Floor warden:					
Fire fighters					
First aiders					
Security					
Continuity officer					

Appoint every role in writing. We recommend at least one warden per floor, more on large floors.

Who reports to whom



SECTION 7

7 Duties of the emergency team

Pre-filled: change them to suit your premises.

Incident commander: takes charge, receives floor reports and the roll call, decides when it is safe to go back in, briefs the fire brigade.

Floor wardens: clear their floor (toilets, storerooms, meeting rooms), guide people to the exits, report the floor clear to the incident commander.

Fire fighters: deal with a small fire only if it is safe, then evacuate.

First aiders: look after anyone injured or unwell at the assembly point.

Security: hold the visitor and contractor list, help clear floors, keep the entrance clear for the fire brigade and meet it.

Continuity officer: protects critical records and systems and plans the return to work.

SECTION 8

8 Action plans and emergency procedures

Fire

1. Raise the alarm at the nearest call point.
2. Call the fire brigade.
3. Only use an extinguisher if it is safe and you are trained.
4. Leave by the nearest exit. Walk, do not use the lift, leave your belongings.
5. Go to the assembly point for the roll call.
6. Do not go back in until the incident commander says it is safe.

Bomb threat

(Use the questionnaire in section 11)

Gas leak

Medical emergency

Power failure

Civil unrest or armed intruders

Flooding

Assembly point and roll call

Assembly point location

Alternative assembly point

Who does the roll call

How visitors and contractors are counted

In a multi-tenant building, use one assembly area with a separate line for each company.

People who need help to get out

Write one personal evacuation plan for each person who needs help to get out (form in the annex).

SECTION 9

9 Floor plans and maps

Each floor plan must show:

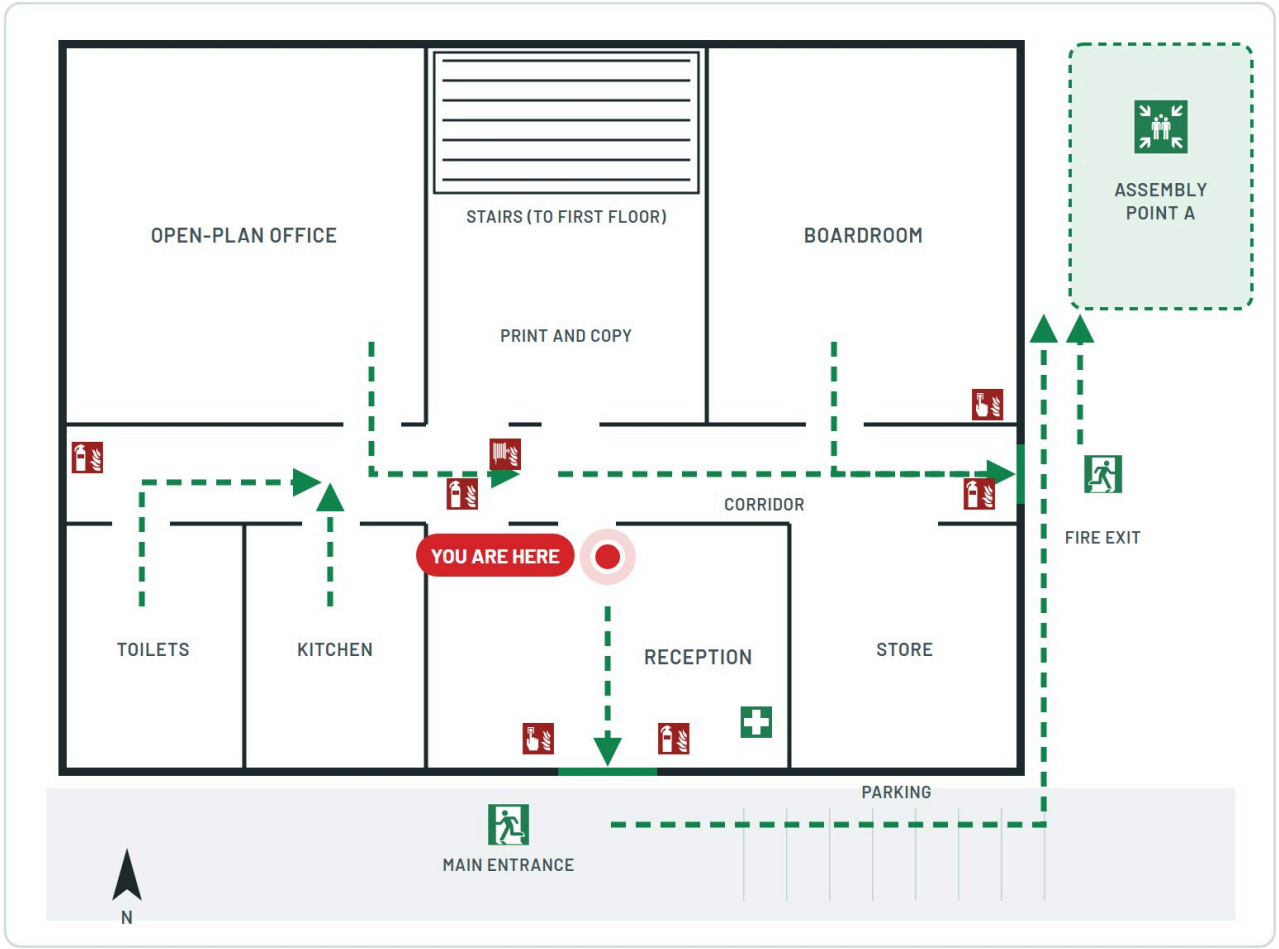
- [ ] a "you are here" marker
- [ ] escape routes as arrows matching the signs on the walls
- [ ] exits and stairs
- [ ] the assembly point
- [ ] fire extinguishers, hose reels, alarm call points and first aid kits
- [ ] a key
- [ ] what to do in a fire
- [ ] the date and next review date

Use the safety signs in SANS 1186 (they match ISO 7010) and follow SANS 23601 for the plan layout.

EMERGENCY EVACUATION PLAN

GROUND FLOOR | EXAMPLE BUILDING, 12 SAMPLE STREET EXAMPLE

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IF YOU DISCOVER A FIRE

1. Raise the alarm at the nearest call point.
2. Call the fire brigade.
3. Only use an extinguisher if it is safe and you are trained.

WHEN THE ALARM SOUNDS

1. Stop work and leave by the nearest exit.
2. Walk, do not run. Do not use the lift.
3. Leave your belongings behind.
4. Go to Assembly Point A for the roll call.
5. Do not go back in until told it is safe.

KEY

- You are here
- Escape route
- Emergency exit
- Assembly point
- First aid kit
- Fire extinguisher
- Fire hose reel
- Fire alarm call point

EMERGENCY NUMBERS

Fire and ambulance	**10177**
From a cellphone	**112**
Site emergency	**[number]**
Floor warden	**[name]**

Reviewed: [date] | Next review: [date]

Prepared by DDi OHS | ddigroup.co.za

EMERGENCY EVACUATION PLAN

FLOOR _____ BUILDING AND ADDRESS _____

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DRAW THE FLOOR PLAN HERE, OR PASTE A DRAWING

IF YOU DISCOVER A FIRE

1. Raise the alarm at the nearest call point.
2. Call the fire brigade.
3. Only use an extinguisher if it is safe and you are trained.

WHEN THE ALARM SOUNDS

1. Stop work and leave by the nearest exit.
2. Walk, do not run. Do not use the lift.
3. Leave your belongings behind.
4. Go to the assembly point for the roll call.
5. Do not go back in until told it is safe.

KEY

- You are here
- Escape route
- Emergency exit
- Assembly point
- First aid kit
- Fire extinguisher
- Fire hose reel
- Fire alarm call point

EMERGENCY NUMBERS

Fire and ambulance	**10177**
From a cellphone	**112**
Site emergency	_____
Floor warden	_____

REVIEWED _____ NEXT REVIEW _____

PREPARED BY _____

Site map or relevant topographical map (paste or draw here)

SECTION 10

10 Registers

Plan register

Version	Date	What changed	Changed by	Approved by

Training register

Name	Role	Course	Date trained	Certificate expiry

Drill register

Date and time	Planned or unplanned	Participants (staff, visitors, others)	Evacuation time	Roll call result	Outcome	Problems found	Corrective action	Responsible person	Due date	Supervisor name and signature

SECTION 11

11 Bomb threat questionnaire

One page. Keep a copy at every telephone.

Stay calm. Keep the caller talking. Write down their exact words. Do not hang up first.

Questions to ask

When is the bomb going to explode? _____

Where is it right now? _____

What does it look like? _____

What kind of bomb is it? _____

What will make it explode? _____

Did you place the bomb? _____

Why? _____

What is your name? _____

Where are you calling from? _____

Record

Date and time of the call _____

Number displayed _____

Exact words of the threat _____

Caller: male / female, approximate age, accent or language _____

Voice: calm / angry / excited / slow / rapid / slurred / disguised _____

Background noises: traffic / voices / music / machinery / quiet _____

Was the voice familiar? _____

Call ended at _____

Your name _____

Who you reported it to and when _____

Report it to the incident commander and the police (10111) immediately. Do not touch any suspicious object.

ANNEX

Personal evacuation plan

One page per person.

Name

Department

Usual location (floor and room)

Help needed (for example: cannot use stairs, visual impairment, hearing impairment, temporary injury, pregnancy)

How they will be alerted to the alarm (for example: a buddy, visual alarm, phone message)

Buddy 1 (name, cell)

Buddy 2 (name, cell)

Route out, and safe waiting area if the stairs cannot be used

Equipment needed (for example: an evacuation chair)

Copy given to security: yes / no

Practised in a drill on

Review date

Signature of the person

Signature of the warden

Only the people who need to know see this form. Keep it with the emergency team, not on a notice board.

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Need help with your plan?

- **We write and draw your plan,** from your building plans, checked against the building as it is today.
- **We train your emergency team:** evacuation wardens, fire fighters and first aiders.
- **We run your drills** and give you a written report of what worked and what to fix.

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OHS Navigator
Painless Compliance.

PAINLESS COMPLIANCE

Keep this plan, and all your health and safety, in order all year

You have an accountant so you know your finances are in order. OHS Navigator does the same for health and safety, from one partner.

Everything OHS Navigator includes

Your safety file and system
health and safety file, policies, risk assessments (HIRA), legal appointment letters

Training for your team
training places every year, matched to what your workplace legally needs, and your SHE committee

Equipment and emergencies
extinguishers serviced, first aid boxes replenished, signage, evacuation drills with a report

Ongoing compliance
a site visit every 3 months, safety audits, incident investigations, an annual review

Inspection support
when a Department of Employment and Labour inspector arrives, one call and we help you through it

One monthly fee, quoted for your workplace

No big once-off bills. Ready for an inspector in about 90 days, then kept there.

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