

OCCUPATIONAL SKILLS PROGRAMME: EVACUATION MARSHAL



The Evacuation Marshal Skills Programme equips learners with the knowledge and practical skills required to assist in the safe, orderly and efficient evacuation of people during workplace emergencies. The programme focuses on emergency preparedness, evacuation procedures, assembly point management, communication during emergencies and post-evacuation activities. Learners develop the competence to support emergency response structures and help ensure the safety of employees, visitors and contractors during emergency situations. The programme is registered as **SP-250817**, with Curriculum Code **900406-000-00-00**, at **NQF Level 2** and carries **2 Credits**.

This programme is ideal for employees appointed as Evacuation Marshals, Floor Marshals, Fire Marshals, Safety Representatives, Team Leaders and individuals responsible for supporting emergency evacuation procedures within workplaces such as offices, warehouses, retail facilities, manufacturing plants and educational institutions.

The programme is designed to develop competencies in:

- Understanding workplace emergencies and evacuation requirements
- Preparing for emergencies before they occur
- Identifying evacuation routes and assembly areas
- Coordinating the movement of personnel during evacuations
- Assisting vulnerable persons during emergency situations
- Managing assembly points and headcounts
- Communicating effectively during emergency events
- Conducting area checks and evacuation sweeps
- Supporting emergency management structures
- Assisting with post-emergency reporting and recovery activities

Programme Code

SEM010

Accreditation Status

- Quality Council for Trades and Occupations (QCTO)
- Occupational Skills Programme: Evacuation Marshal
- Skills Programme ID: SP-250817
- Curriculum Code: 900406-000-00-00
- NQF Level 2
- 2 Credits
- Occupational Skills Programme (OSP)

Duration

3 - 6 Months

Entry Requirements

Recommended entry requirements include:

- Basic literacy and communication skills
- Employment within, or access to, a workplace environment
- Appointment as, or intention to serve as, an Evacuation Marshal
- Basic Occupational Health and Safety awareness is advantageous but not mandatory.

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Knowledge Modules (4)

- KT0101: Preparing for Emergencies as an Evacuation Marshal
- KT0102: Emergency Preparedness for the Evacuation Marshal Role
- KT0103: Managing Evacuations – Roles, Structures and Assembly
- KT0104: Activation to Assembly – Safely Evacuating People

Practical Skills Modules (1)

- PM-01: Coordinate and Participate in a Workplace Evacuation Exercise and Assembly Point Management Activity.

Total Major Assessment Components

6 Major Assessment Components

- 4 Knowledge Assessments
- 1 Practical Skills Assessment
- 1 Integrated Assessment (FISA)

Career Opportunities

Successful learners may perform duties associated with:

- Evacuation Marshal
- Floor Marshal
- Fire Marshal Assistant
- Emergency Response Team Member
- Occupational Health and Safety Representative
- Workplace Safety Coordinator Assistant
- Emergency Preparedness Support Officer
- Assembly Point Coordinator.

This programme also provides progression opportunities into Emergency Response and Evacuation Coordinator, Occupational Health and Safety Representative and other workplace safety programmes.

Type of Certificate Awarded

Upon successful completion of the programme and all assessment requirements, learners will receive a:

Statement of Results and Skills Programme Certification for Evacuation Marshal (SP-250817)

Issued through an accredited QCTO Skills Development Provider in accordance with QCTO Skills Programme requirements.