

OHSCompliance Practical Checklist

Fire Safety Training South Africa: Evacuation Planning for Employers

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How to use this checklist:

- Use it before requesting a quote, uploading a safety file or preparing for a client review.
- Do not upload private learner records, ID numbers or certificate copies through public channels.

Client audit readiness:

- Identify emergency roles before assigning training.
- Check routes, assembly points, alarms and visitor procedures.
- Record drills with findings and corrective actions.
- Link FIRETRAC, EVACTRAC and first aid records to emergency arrangements.

Documents to prepare:

- Emergency plan: Explains alarm, evacuation and response arrangements. Owner: Employer or facilities lead. Up
- Marshal appointment list: Shows who coordinates evacuation. Owner: Emergency coordinator. Update: After role
- Drill report: Tests whether the plan works in practice. Owner: Emergency coordinator. Update: After every dr
- Fire inspection checklist: Shows equipment, exits and housekeeping are monitored. Owner: SHE representative

Related service: Safety File Services South Africa

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Privacy warning: keep learner IDs, signatures and certificate copies out of public submissions unless a secure