



# EVACUATION PREPAREDNESS

This document is intended to ensure that your evacuation preparedness is in place in order to properly conduct emergency evacuation drills.

As each site is unique, additional measures to our A, B, C evacuation templates may be required. Your evacuation leader/s together with your OHS committee and any other relevant parties are to review our templates before and after each evacuation drill is carried out and amend accordingly.

These reviews and subsequent recommendations are important as a continuously improvement mechanism.

All recommendations identified for improvement should be discussed and agreed upon before adding to or editing the line items in the templates.

Lastly consider site-specific criteria.

Site criteria such as, but not limited to, geographic location, layout, number of staff, environment, departments etc.

*It is recommended to conduct at least two \*announced evacuation drills per annum as per the OHS Act and / or local municipal bylaws.*

*As well as one unannounced evacuation drill per annum.*

*\*announced drills – provide communique at least one week prior to conducting.*

PGCA can ensure compliance with evacuation preparedness by driving the complete A,B,C process below.

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South African Department  
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## Our simple A, B, C evacuation preparedness process is as follows:

### A] PRE-ASSESSMENT

Complete the pre-assessment and implement requirements in order to ensure evacuation drill readiness.

### B] CONDUCT DRILLS

Conduct evacuation drills and record all issues and recommendations.

### C] MANAGEMENT REPORT

Management report and compliance certificate, to be compiled by safety auditor and or the evacuation leader/s for the purposes of review by the OHS committee and management.

**Note:** *BCH Management Reports would contain recommendations as identified throughout the evacuation drill process as well as issuing a compliance certificate.*

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Request a quotation for your evacuation preparedness by contacting:

[anabela@pgca.co.za](mailto:anabela@pgca.co.za) or [etienne@pgca.co.za](mailto:etienne@pgca.co.za)

alternatively

order online <https://www.pgca.co.za/product-page/evacuation-plan>

We look forward to engaging with you and offering our safety solutions.

## SEE BELOW SAMPLE EVACUATION PREPAREDNESS CERTIFICATE

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# EVACUATION PREPAREDNESS CERTIFICATE

THIS CERTIFIES THAT PROFESSIONAL GOLF CLUB AUDITING (PTY) LTD REG # 2018/005250/07  
HAS DULY CONDUCTED AN ON-SITE EVACUATION PREPAREDNESS, EVACUATION DRILL AND RATING

FOR:

## SAMPLE GOLF & COUNTRY CLUB



### CONGRATULATIONS



ON ACHIEVING OUR 5-STAR RATING

**AUTHORISED BY:**

Etienne Breytenbach  
Founder & CEO  
Professional Golf Club Auditing (PTY) Ltd.



**DATE CONDUCTED:**  
14<sup>th</sup> MARCH 2020

**DATE EXPIRES:**  
14<sup>th</sup> MARCH 2021

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