



Emergency Response and Evacuation Plan Design Training Course

8 – 12 August 2027
Accra

Emergency Response and Evacuation Plan Design Training Course

Ref: 661_150614 **Date:** 8 – 12 August 2027 **Location:** Accra **Fees:** 4100 Euro

Overview

Emergency Response and Evacuation Plan Design Training Course is a five-day course for safety and facility managers, emergency coordinators, security teams, and evacuation wardens who leave with an Emergency Response and Evacuation Plan Pack. Participants connect an emergency action plan with command roles, alarm decisions, evacuation route planning, occupant accountability, assisted evacuation, drills, and evacuation drill improvement. Agile Leaders Training Center presents emergency response and evacuation as a coordinated planning discipline.

Who Should Attend

- Safety functions responsible for emergency arrangements and worker protection
- Facility functions responsible for routes, exits, assembly areas, and critical operations
- Emergency-coordination functions responsible for activation, command, and external interfaces
- Security functions responsible for alarms, access control, and movement coordination
- Warden and floor-monitor functions responsible for assistance and accountability

The course assumes participants support workplace emergency planning or evacuation duties and leaves out firefighting, rescue, medical treatment, and specialist incident-command certification.

Departments and Industries

The course supports departments and industries that need controlled evacuation and coordinated emergency action.

- Occupational safety, security, facilities, and emergency management
- Offices, hospitality, retail, and public venues
- Manufacturing, warehousing, utilities, and construction
- Healthcare, education, and community services
- Transport, infrastructure, and property management

Learning Objectives

By the end of this course, participants will be able to:



- Analyze hazard scenarios and select evacuation or shelter actions
- Build activation, command, alarm, and communication arrangements
- Apply route, assembly-point, and assisted-evacuation controls
- Use accountability methods for workers, visitors, and contractors
- Evaluate drill performance and assign corrective actions
- Build an emergency response and evacuation plan pack

Course Agenda

Day 1: Hazards and Activation

- All-Hazards Emergency Scenario Register
- Evacuate-or-Shelter Decision Matrix
- Emergency Activation Threshold Checklist
- Incident Command Role Assignment Chart
- Critical Operations Shutdown Decision Log

Day 2: Alarm and Coordination

- Emergency Reporting and Notification Flow
- Distinctive Alarm Signal Action Matrix
- Emergency Communication Message Template
- Warden and Floor-Monitor Duty Card
- External Responder Handover Brief

Day 3: Routes and Assisted Evacuation

- Primary and Alternative Evacuation Route Map
- Exit and Route Condition Inspection Checklist
- Assembly Point Suitability Assessment
- Visitor and Contractor Evacuation Procedure
- Assisted Evacuation Support Arrangement

Day 4: Accountability and Exercise Control

- Occupant Accountability and Roll-Call Register
- Missing-Person Escalation Protocol
- Evacuation Drill Objective and Scenario Sheet
- Exercise Observer Evidence Log
- Debrief and Corrective-Action Tracker



Day 5: Response and Evacuation Practice

- Exercise: Select Actions for Changing Hazard Conditions
- Exercise: Activate Command, Alarm, and Communications
- Exercise: Manage Routes, Assistance, and Assembly Points
- Exercise: Reconcile Occupant Accountability Records
- Capstone Exercise: Emergency Response and Evacuation Plan Pack

Practical Exercises

The course uses suggested activities to test emergency arrangements across different workplaces.

- Suggested activity: decide between evacuation and shelter actions for hazards affecting an office and a warehouse.
- Suggested activity: map primary and alternative routes and assess an assembly point.
- Suggested activity: reconcile worker, visitor, and contractor records after a simulated evacuation.
- Suggested activity: conduct a tabletop drill debrief and assign corrective actions.

Frequently Asked Questions

Who is emergency response and evacuation training for, and what does it assume?

It suits safety, facilities, security, emergency-coordination, and warden functions and assumes participants support workplace plans or evacuation duties.

How does emergency response and evacuation planning differ from firefighting training?

Emergency response and evacuation planning organizes decisions, alarms, movement, assistance, accountability, coordination, and exercises rather than teaching technical fire suppression.

How should occupant accountability work during an evacuation?

Occupant accountability uses current worker, visitor, and contractor records, assigned roll-call responsibility, identified assembly areas, missing-person escalation, and controlled updates to incident leadership.

How do evacuation drills improve an emergency action plan?

Drills test defined objectives, reveal route and communication problems, record evidence, support a structured debrief, and convert findings into owned corrective actions.



Conclusion

Participants leave with an Emergency Response and Evacuation Plan Pack covering scenarios, activation, roles, alarms, routes, assistance, assembly, accountability, drills, and corrective actions. The pack aligns facility, safety, security, and operations teams around shared procedures. It also creates a repeatable basis for testing and improving emergency readiness.