

**WORKPLACE EMERGENCY PLANNING AND
EVACUATION PREPAREDNESS**

2 SAIOSH CPD CREDITS

LEARNER WORKBOOK

LEARNER NAME: _____

LEARNER SURNAME: _____

LEARNER IDENTITY NUMBER: _____



**BASIC SAFETY &
TRAINING SOLUTIONS**



Learner Information:

Details	Please Complete this Section
Name & Surname:	
Organisation:	
Unit/Dept:	
Facilitator Name:	
Date Started:	
Date of Completion:	

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I (Learner name)

Agree to and will abide by the following terms and conditions:

1. I will complete all Formative Assessment Activities in this Workbook to the best of my ability.
2. I understand that if I do not complete this work and file it in my Portfolio of Evidence I will not be credited for this unit standard.
3. If this book is lost or stolen, I accept full responsibility and will cover the expense of replacing it.
4. If this book is lost or stolen, I will redo and complete all work. It is my responsibility to negotiate this with the facilitator.
5. I will write my own responses to questions and will not copy from others and will not interfere with other learners Evidence Books.

1. Provide the definition of an emergency? (2)

2. List the 3 categories for common causes of emergencies. (3)

1	
2	
3	






3. What are the objectives of an emergency plan? (3)

4. List the five (5) factors that determine what procedures are needed in an emergency? (5)

1	
2	
3	
4	
5	

5. Awareness and the meaning of safety signs is a crucial issue and must therefore be clearly communicated to all employees on a regular basis.
Complete the table below to successfully identify the safety signs: (5)

SIGN TYPE	GEOMETRIC SHAPE	COLOUR
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6. Answer the following True or False questions. (6)

1. It is important to develop a scenario for each emergency that could occur in your area?

T	F
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2. Safety signs are required in a workplace to ensure workplace compliance on behalf of the employer with regards to instructing employees and highlighting workplace hazards.

T	F
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3. Workplace emergency planning is not a necessity if you belong to a small organisation.

T	F
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4. Staircases intended for use as fire escapes must be kept clear of any material or other obstructions.

T	F
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5. The emergency response Teams are usually coordinated by an Emergency Coordinator.

T	F
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6. An Emergency Coordinator is in charge of the Evacuation Teams, Fire Teams and First Aid Teams.

T	F
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7. List four (4) Duties of the Head of Emergency Preparedness (4)

1	
2	
3	
4	

8. List two (2) duties of the Deputy Head of Emergency Preparedness DURING and emergency.

1	
2	

US – 259597: Explain emergency preparedness and response procedures. Learners Name Overall Marks

	30
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OUTCOME ACHIEVED

YES	NO
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Facilitators Feedback

Signature: _____

Date: _____

Learners Response

Signature: _____

Date: _____