# EVACUATION POLICY FOR 2026/2027 FY

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**DATE:** 22/06/2026

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## 1. BACKGROUND

Establishing procedures for the orderly and swift removal of people from dangerous areas.

## 2. PURPOSE

To provide a fundamental procedure whereby all personnel and visitors, in municipal buildings can be accounted for and located in a safe area in the event of an emergency.

## 3. OBJECTIVE OF POLICY

a) To create a standard orderly procedure whereby evacuation can take place.
b) To ensure that, all employees, visitors and contractors are evacuated.
c) To ensure the safety of employees, visitors and contractors.

## 4. SCOPE

This policy shall apply to all employees of the Mbhashe Local Municipality including visitors and contract employees.

## 5. POLICY DEFINITIONS

Terminology used shall bear same original meaning unless otherwise stated.

## 6. LEGISLATIVE FRAMEWORK

- Constitution Act 108 of 1996
- Occupational Health and Safety Act
- Labour Relations Act
- Compensation for Occupational Injury and Diseases Act
- Disaster Management Act

## 7. POLICY PROCEDURE

a) The senior manager: corporate services/delegate shall assume responsibility for evacuation point in the main building; unit managers shall assume responsibility in the units thereof.

b) Evacuation shall take place immediately once the alarm is sounded, or on instruction from either the senior manager or delegate.
c) All employees must endeavour to remain calm.
d) Do not run under any circumstances.
e) Adhere to the instructions of the senior manager or delegate.
f) Lifts must not be used under any circumstances during an emergency.

## 7.1 RESPONSIBILITY OF THE OHS REPRESENTATIVES

a) To ensure that all employees and visitors are evacuated from the affected area.
b) The senior manager/delegate to inform municipal manager of successful evacuation or any problems experienced or encountered.
c) Report any missing persons immediately.
d) Ensure that, the evacuation points as well as any instructions given by the senior manager/delegate are clear.
e) To manage the evacuation points as well as ay instructions given by the senior manager/delegate.
f) Do not ignore any alarm sound and respond to all.
g) Lock away all important records and cash.
h) Carry out all instructions.
i) Evacuate orderly and stay calm.
j) Proceed to the dedicated assembly point.

## 7.2 THE TELEPHONE CALL RECEIVER

a) Any person receiving a telephonic bomb threat must obtain all relevant information in order to complete the bomb threat questionnaire.
b) Must contact the following:
    i. Security to sound the evacuation alarm.
    ii. Disaster Management coordinator /delegate
    iii. Fire Brigade
    iv. South African Police Services

c) disaster management coordinator/delegate to take control of the situation in conjunction with the emergency services
d) Senior manager/delegate to
    i. Ensure a safe and orderly evacuation.
    ii. Liase with emergency teams.

iii. Ensure no one is left behind.

iv. Ensure that windows and doors are closed when evacuating for fire, whilst windows and doors are closed should be open in case of a bomb threat.

v. Arrange evacuation drills as often as possible.

vi. Ensure that the bomb threat questionnaire is available at all telephones.

e) FIRST AIDERS to ensure that first aid boxes are available at assembly points

f) EMERGENCY TEAMS

g) Fire Brigade personnel to assist where required.

h) Clinic staff will assist with medical attention.

i) Traffic officials will assist with traffic control.

j) In case of Bomb threat, employees should remain calm, if receiving a telephone bomb threat and ask the following questions:

- What does the bomb look like?
- Where about the bomb is located?
- How long will it take for the bomb to explode?
- What are the demands of the person making the call?
- To evacuate via the shortest and safest route to the designated assembly point.
- Superficially search the work area whilst evacuating.
- Report any suspicious articles to the senior manager/delegate.
- Open all doors and windows if time allows.
- Adhere to all instructions given by the senior manager/delegate.
- Remain at the assembly point until informed otherwise.
- Ensure that all visitors are accounted for and evacuated.

k) **In case of FIRE**

- The alarm will be activated or will go off automatically.
- Attempt to extinguish the fire if you can
- Close all doors and windows
- Evacuate to the assembly point
- Ensure everyone is accounted for
- If trapped inside a smoke-filled room; cover your mouth with a moist handkerchief/cloth, keep low or crawl on ground along the wall
- The senior manager/delegate must meet the emergency services at the main entrance; give information about the fire, missing or trapped persons, important documents or any other relevant information.

l) UNREST/RIOTS/CIVIL DISTURBANCE

- Lock all doors and close the windows if possible.
- Contact the Fire Brigade control room.
- Report to the police if any person has been left behind or been taken hostage.
- Do not evacuate.
- Remain in doors and take shelter.
- Stay away from windows and doors.
- Remain in a secure place, depending on the circumstances, until it is considered safe by the police to leave.

m) In an event of armed robbery:

- Employees must stay calm.
- Keep a low profile.
- Avoid conflict and do as you are told.
- Do not sound any warning alarm.
- Do not turn your back to the robbers and do not let them psychologically dominate you.
- When possible, phone the police and fire brigade control room.

n) NATURAL DISATERS

- Close windows and doors
- In the event that the roof is blown oof, take shelter under or behind tables.
- Remain close to walls.
- If persons trapped, report to emergency services.
- Report all dangers, which are a threat to persons.
- First Aider to provide first-aid treatment.
- Under these circumstances, evacuation will take place on instruction.
- The senior manager/delegate must perform roll call after evacuation.
- Follow all instructions given by emergency services.

o) SECURITY

- To log all evacuation reports received.
- To compare these reports with the day's attendance register.
- To direct emergency personnel to areas where employees reported missing or injured.
- To liaise closely with the senior manager/delegate.
- To maintain communication with the various evacuation points.

### 7.3 EMERGENCY ASSEMBLY POINTS

Emergency points have to be defined and demarcated as emergency assembly points and should be visual immediately from the exit point.

### 7.4 EVACUATION OF PERSONS WITH DISABILITIES

### GENERAL EVACUATION PROCEDURES

In the event of emergency, everyone including persons with disabilities should observe the following procedures for evaluation:

a) All able -bodied persons shall move towards the nearest marked exit door or stairways. **MAKE USE OF THE STAIRWAYS. DO NOT USE ANY ELEVATOR/LIFT.**
b) Persons with disabilities must seek refuge near the closest exit stairway and request assistance from others. Do not obstruct the stairway or door leading to the stairway. if the location becomes unsafe, move to different exit and call for help until rescued.
c) Able-bodied persons should assist in the evacuation of the disabled. The assistance may be in the form of the following:
    i. Familiarize yourself with the disabled persons who work and or routinely visit your working area.
    ii. Ask persons with disabilities if they need help.
    iii. Do not move the persons unless they have given you permission.
    iv. Inform hearing impaired/deaf persons that, they should evacuate.
    v. Assist visually impaired/blind persons to an exit stairway.
    vi. Assist wheelchair bound persons to locate the exit way.
    vii. Inform security of disabled persons located inside the building that you are unable to evacuate safely.

## 8. GENERAL POLICY PROVISIONS

### a) FIRE DRILLS

The purpose of a fire drill is to familiarize and re-enforce proper evacuation routes and practices. The goal is to have the proper actions be an automatic response whenever fire alarms sound, so that everyone safely evacuates the area in an orderly manner. Always take fire drills seriously and evacuate the building when the alarm sounds.

The Senior Manager Corporate Services/delegate shall:

a) Ensure that drills are conducted twice in a year.

b) Ensure that employees know how to evacuate their work areas and perform their fire drill duties in an emergency.

c) Familiarize all employees with the location of the fire alarm and nearest fire extinguisher.

d) Educate employees on how to operate fire extinguishers, (training of fire marshals) and fire hoses.

e) Establish fire marshal's committee composed of health and safety committee members

f) Recommend appointment of first aiders

g) **NB.** The drill shall be known to the manager responsible only. No other person should know about the drill.

**Activities for drills simulate real fire scenario**.

## 9. PROCEDURE FOR IMPLEMENTING POLICY

This policy will be implemented as per the outlined procedure and reviewed on annual basis.