	UNIVERSITY OF CAPE TOWN		
	Occupational Health, Safety and Environmental Evacuation Marshall Appointment Letter	Reference Number	HS06
		Implementation Date	
		Rev / Amendment No	02
		Rev / Amendment Date	07 October 2025

LETTER OF APPOINTMENT: EVACUATION MARSHAL

1. BACKGROUND

1.1. LEGAL REFERENCE – Environmental regulations for workplaces 9(1)


9. Fire precautions and means of egress.

- (1) In order to expedite the evacuation of a workplace in case of fire, every employer shall ensure that –
- any emergency escape door from any room or passage or at a staircase shall, as far as is practicable, be installed so as to open outwards.
 - every door of a room in which persons may be present, and every door of a passage or at a staircase serving as a means of exit from such room, shall be kept clear and capable of being easily and rapidly opened from inside so as to ensure quick and easy evacuation.
 - the provisions of paragraphs (a) and (b) shall also be complied with in respect of the outer escape exit from the workplace.
 - staircases and steps leading from one floor to another or to the ground shall be provided with substantial handrails.
 - staircases intended to be used as fire escapes shall –
 - be constructed of non-combustible material.
 - be kept clear of any material or other obstruction; and
 - not terminate in an enclosed area.
 - staircases, passages and exits intended for escape purposes shall be of a width and of a gradient which will facilitate the quick and safe egress of the number of persons intended to make use of them; and
 - having regard to the size, construction and location of a workplace, the number of persons, and the activity therein, such workplace is provided with at least two means of egress situated as far apart as is practicable.

1.2. EXPLANATION:

This regulation makes provision for fire precautions and means of egress. The employer should take the following into account:

- size of the workplace.
- construction of the workplace.
- location of the workplace.


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- number of employees and the need to provide marshals for easy escape from an emergency to a place of safety.
- type of flammable articles or substances; and
- quantity of flammable articles or substances.

Having considered these, the employer then has to decide what reasonable measures need to be implemented to ensure that in case of an emergency all persons react in accordance with the pre-determined emergency plan.

It is necessary to appoint evacuation marshals at strategic locations to ensure that all persons present in a particular area of the workplace evacuate and to assist in the accounting for persons afterwards.

Where a number of evacuation marshals have been appointed for a workplace, it is suggested that an emergency evacuation coordinator be appointed to co-ordinate the services of the evacuation marshals and to act as a link with the Campus Protection Services Risk Operations Center (ROC) (021-6502222) in case of an emergency or simulated drill.

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2. APPOINTMENT LETTER

OCCUPATIONAL HEALTH AND SAFETY ACT, ACT 85 OF 1993

Environmental regulations for workplaces SECTION 9(1)

I, _____ (**Head of Department**)
of _____ (**area of responsibility**), hereby appoint you,
_____ (**appointee's full names**), as the Evacuation Marshal for
_____ (**area of responsibility**).

In terms of this appointment the following functions should be performed:

As evacuation marshal for area of responsibility your duties will, during an evacuation, include, amongst others, the following:

1. to ensure that all persons in your area of responsibility have evacuated the workplace and have assembled at the designated assembly point.
2. at the assembly point you will conduct a roll call to confirm that all persons present on in (area of responsibility) can be accounted for.
3. Any persons not being accounted for must be reported to the emergency evacuation coordinator who, in return, will report such incidents to the Campus Risk Services Risk Operation Center (ROC).
4. you should, under no circumstances, re-enter the workplace to locate persons who could not be accounted for; and
5. you should remain at the assembly point and assist with the control of persons and not allow any person, who is not part of the emergency team, to leave the assembly point – persons may only be allowed to leave the assembly area once the “all clear” has been given by the emergency controller from CPS.

In terms of this appointment, you will, during an emergency situation and simulated exercises, fall under the direct control of the emergency controller from CPS and should, therefore, react swiftly to any instructions given to you by the said official.

You are required to report any deviations related to this appointment timeously to your respective OHSE Committee Chair.

Your appointment is valid as per the validity of your training certificate.

<hr/> Signature (appointer's designation/legal reference)	<hr/> Date
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Kindly confirm your acceptance of this appointment by completing the following:

ACCEPTANCE

I, _____ (**appointee's full names**) understand the implications
of the appointment as detailed above and confirm my acceptance thereof.

<hr/> Signature (appointee)	<hr/> Date
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