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Construction Industries Federation of Namibia

Evacuation Marshall Training & Fire Drill (per company building) Code: EVA001 Upon request | Windhoek

Overview

Evacuation Planning is a 1 day course with theoretical and practical training. An emergency plan consists of elements, which must be addressed in order to ensure the safety of personnel and property in an emergency situation. Plans and procedures must be put into place to enable a response to an emergency or crises situation.

Syllabus

The course content of the Evacuation Planning is: Purpose of an emergency plan, evacuation procedures, preplanning, emergency scene, zone sweep, types of emergencies, specification emergencies & response, communication channels, general evacuation and duties, emergency response personnel, authorities and responsibilities, zone marshall, fire team leader, fire team member, first aid team leader, first aider, deputies, the evacuation and emergency drill – role play exercise for one floor.

Minimum requirement for attendance:

Grade 12

Logistics

The fee includes: All course material, refreshments and lunch.
Course Timings: 08:00 -17:00 daily (unless informed otherwise)
Venue: CIF House, Corner of Stein & Schwabe Street,
Klein Windhoek

Registration Fee

To maximise the effectiveness of our training course, the CIF limits the number of attendees per class. Thus, there will be only limited spaces available and we encourage you to book early to avoid any disappointment.

The cost per delegate:

Members: N\$1,993.71 (VAT Incl.)

Non-Members: N\$2,292.76 (VAT Incl.)

Compulsory Fire Drill per company building:

Cost per company building: N\$4,505.00 + N\$795.00 = N\$5,300.00

Fire Drill to be done on the same day, unless several companies are attending. In the case of several companies attending on the same day, arrangements will be made to accompany each company on various dates.

Please take note that all paid bookings will be honoured first. All payments must be received before the training commences. Invoices will be e- mailed or faxed to you one week before the start of the course.

Certification

Attendance Certificate

Payments

Upon receipt of an invoice from the CIF, all payments should be done per EFT/ cash deposit. Please forward your proof of payment to: secretary@cifnamibia.com

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Conditions

Cancellation by Client: The client refers to the company making the booking on behalf of their employees. If the client has registered an employee for any of our courses, and the client or the employee would need to cancel, the CIF must be notified 20 working days before the scheduled training, to ensure full reimbursement of the registration fee.

For any cancellation notice received 10 and 20 working days before the scheduled training, a cancellation fee that is equal to 50% of the registration fee per person, applies. For any cancellations in less than 10 working days before the course date, no reimbursements are possible; and the client must pay the full registration fee for the registered employee.

Please note that the CIF adheres to the stipulated cancellation policy as no-shows or late cancellation will lead to losses for the CIF. All cancellation notices must be send per e-mail to training@cifnamibia.com. The name & dates of the course you are cancelling must be provided, as well as the full details of the registrant.

Cancellation by the CIF: The CIF reserves the right to cancel or reschedule a course upon 10 working days notice prior to the scheduled training in case there are insufficient number of participants. In this case, the CIF will refund in full any payment made for the scheduled training. Though, please take note the CIF cannot be held responsible for any costs or any other losses, which may result in the event that the CIF needs to cancel or reschedule a class due to insufficient number of participants.

As the CIF needs to rely on third party trainers, The CIF also reserves the right to cancel a course without any prior notice, in the event of unavailability of the scheduled trainer. In this event of cancellation by the CIF, any payment made for the scheduled training will be refunded in full. In this case, the CIF will also reimburse related transportation costs and accommodation expenses for one night, which may result in the event that the CIF cancels or reschedules a class, provided relevant documentation is received by the CIF.