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BUSINESS CONTINUITY AND CRISIS MANAGEMENT | BCCM-026

Evacuation and Shelter-in-Place Planning

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Course content

Why Attend

Fires, gas leaks, bomb threats, chemical releases, severe weather and violent incidents can all require people to leave a building quickly or to remain safely inside it. The right decision, made quickly and executed calmly, saves lives, while confusion and poor planning can turn an incident into a tragedy.

This Evacuation and Shelter-in-Place Planning training course provides a complete approach to planning protective actions for buildings and sites. Participants learn how to assess threats, design evacuation routes and assembly points, plan for people with disabilities and visitors, establish shelter-in-place and lockdown procedures, organise warden teams and run drills.

Course Methodology

• The course uses floor plans, site maps and scenario exercises. Participants assess threats for a case study site, design evacuation and shelter arrangements, plan accounting and assistance for vulnerable people and conduct a tabletop drill. Discussion of real incidents illustrates human behaviour in emergencies.

Course Objectives

• Explain when evacuation, shelter-in-place or lockdown is appropriate

• Assess building and site threats that may require protective action

• Design evacuation routes, assembly points and accounting procedures

• Plan for people with disabilities, visitors and contractors

• Develop shelter-in-place and lockdown procedures

• Organise and train warden and marshal teams

Target Audience

• Health, safety and emergency planning professionals

• Facilities and building managers

• Security managers and supervisors

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Course content

- Fire wardens and emergency team leaders

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Course outline

Detailed course outline

Day-by-day outline for Evacuation and Shelter-in-Place Planning.

Day 1 - Protective Actions and Threat Assessment

- 09:00-09:27 | Evacuation, shelter-in-place, invacuation and lockdown explained
- 09:27-09:54 | Threats requiring protective action in different environments
- 09:54-10:48 | Legal duties and good practice for emergency planning
- 10:48-11:00 | Human behaviour in emergencies and why people delay
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Human behaviour in emergencies and why people delay (continued)
- 11:45-12:12 | Lessons from evacuation failures and successes
- 12:12-13:06 | Assessing building features and occupancy
- 13:06-14:00 | Exercise: threat assessment for a case study site

Day 2 - Evacuation Planning

- 09:00-09:34 | Escape routes, exits and travel distances
- 09:34-10:08 | Alarm systems and alert messages
- 10:08-10:42 | Assembly points and alternative locations
- 10:42-11:00 | Roll calls and accounting for occupants
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Roll calls and accounting for occupants (continued)
- 11:46-12:20 | Phased and full evacuation strategies
- 12:20-12:53 | Evacuating high-rise and complex buildings
- 12:53-14:00 | Workshop: designing an evacuation plan

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Day 3 - Inclusive Planning for Everyone

- 09:00-09:34 | Personal emergency evacuation plans for people with disabilities
- 09:34-10:08 | Refuges, evacuation chairs and assisted evacuation
- 10:08-10:42 | Visitors, contractors and members of the public
- 10:42-11:00 | Lone workers and out-of-hours occupants
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Lone workers and out-of-hours occupants (continued)
- 11:46-12:20 | Language and communication barriers
- 12:20-12:53 | Training staff to help others safely
- 12:53-14:00 | Exercise: planning assistance for vulnerable occupants

Day 4 - Shelter-in-Place and Lockdown

- 09:00-09:34 | When staying inside is safer than leaving
- 09:34-10:08 | Selecting and equipping shelter areas
- 10:08-10:42 | Chemical release and severe weather sheltering procedures
- 10:42-11:00 | Lockdown procedures for violent threats
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Lockdown procedures for violent threats (continued)
- 11:46-12:20 | Communication during shelter and lockdown
- 12:20-12:53 | Releasing people safely when the threat ends
- 12:53-14:00 | Workshop: developing shelter and lockdown procedures

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Day 5 - Teams, Drills and Coordination

- 09:00-09:39 | Roles of wardens, marshals and incident controllers
- 09:39-10:18 | Training and maintaining warden teams
- 10:18-10:57 | Planning and running evacuation drills
- 10:57-11:00 | Evaluating drills and improving plans
- 11:00-11:30 | Coffee break
- 11:30-12:06 | Evaluating drills and improving plans (continued)
- 12:06-12:44 | Liaison with fire, police and ambulance services
- 12:44-13:22 | Coordination in multi-occupancy buildings
- 13:22-14:00 | Tabletop drill and personal action plan

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Seminar dates

Available seminar dates

Live dates and pricing for Evacuation and Shelter-in-Place Planning generated from the course details page.

Date	Location	Format	Fee
14 - 18 December 2026	London	Classroom	**€2,915**
21 - 25 December 2026	Barcelona	Classroom	**€2,275**
7 - 11 December 2026	Frankfurt	Classroom	**€2,175**
11 - 15 January 2027	London	Classroom	**€2,915**
18 - 22 January 2027	Barcelona	Classroom	**€2,275**
25 - 29 January 2027	Frankfurt	Classroom	**€2,175**
4 - 8 January 2027	Amsterdam	Classroom	**€3,215**
15 - 19 February 2027	London	Classroom	**€2,915**
22 - 26 February 2027	Barcelona	Classroom	**€2,275**
1 - 5 February 2027	Frankfurt	Classroom	**€2,175**

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Seminar dates

Available seminar dates

Live dates and pricing for Evacuation and Shelter-in-Place Planning generated from the course details page.

Date	Location	Format	Fee
8 - 12 February 2027	Cape Town	Classroom	**€1,825**
22 - 26 March 2027	London	Classroom	**€2,915**
1 - 5 March 2027	Barcelona	Classroom	**€2,275**
8 - 12 March 2027	Frankfurt	Classroom	**€2,175**
15 - 19 March 2027	Dubai	Classroom	**€2,845**
5 - 9 April 2027	London	Classroom	**€2,915**
12 - 16 April 2027	Barcelona	Classroom	**€2,275**
19 - 23 April 2027	Frankfurt	Classroom	**€2,175**
26 - 30 April 2027	Geneva	Classroom	**€3,315**
10 - 14 May 2027	London	Classroom	**€2,915**

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Seminar dates

Available seminar dates

Live dates and pricing for Evacuation and Shelter-in-Place Planning generated from the course details page.

Date	Location	Format	Fee
17 - 21 May 2027	Barcelona	Classroom	**€2,275**
24 - 28 May 2027	Frankfurt	Classroom	**€2,175**
3 - 7 May 2027	Istanbul	Classroom	**€2,825**
14 - 18 June 2027	London	Classroom	**€2,915**
21 - 25 June 2027	Barcelona	Classroom	**€2,275**
7 - 11 June 2027	Frankfurt	Classroom	**€2,175**
26 - 30 July 2027	London	Classroom	**€2,915**
5 - 9 July 2027	Barcelona	Classroom	**€2,275**
12 - 16 July 2027	Frankfurt	Classroom	**€2,175**
19 - 23 July 2027	Madrid	Classroom	**€3,400**

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Date	Location	Format	Fee
2 - 6 August 2027	London	Classroom	**€2,915**
9 - 13 August 2027	Barcelona	Classroom	**€2,275**
16 - 20 August 2027	Frankfurt	Classroom	**€2,175**
23 - 27 August 2027	Munich	Classroom	**€2,425**
13 - 17 September 2027	London	Classroom	**€2,915**
20 - 24 September 2027	Barcelona	Classroom	**€2,275**
6 - 10 September 2027	Frankfurt	Classroom	**€2,175**
18 - 22 October 2027	London	Classroom	**€2,915**
25 - 29 October 2027	Barcelona	Classroom	**€2,275**
4 - 8 October 2027	Frankfurt	Classroom	**€2,175**

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Live dates and pricing for Evacuation and Shelter-in-Place Planning generated from the course details page.

Date	Location	Format	Fee
11 - 15 October 2027	Rome	Classroom	**€2,830**
22 - 26 November 2027	London	Classroom	**€2,915**
1 - 5 November 2027	Barcelona	Classroom	**€2,275**
8 - 12 November 2027	Frankfurt	Classroom	**€2,175**
15 - 19 November 2027	Vienna	Classroom	**€3,425**
6 - 10 December 2027	London	Classroom	**€2,915**
13 - 17 December 2027	Barcelona	Classroom	**€2,275**
20 - 24 December 2027	Frankfurt	Classroom	**€2,175**
27 - 31 December 2027	Amsterdam	Classroom	**€3,215**
14 - 18 December 2026	Online / Live	Online / Live	**€1,625**

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Seminar dates

Available seminar dates

Live dates and pricing for Evacuation and Shelter-in-Place Planning generated from the course details page.

Date	Location	Format	Fee
21 - 25 December 2026	Online / Live	Online / Live	**€1,625**
7 - 11 December 2026	Online / Live	Online / Live	**€1,625**
11 - 15 January 2027	Online / Live	Online / Live	**€1,625**
18 - 22 January 2027	Online / Live	Online / Live	**€1,625**
25 - 29 January 2027	Online / Live	Online / Live	**€1,625**
4 - 8 January 2027	Online / Live	Online / Live	**€1,625**
15 - 19 February 2027	Online / Live	Online / Live	**€1,625**
22 - 26 February 2027	Online / Live	Online / Live	**€1,625**
1 - 5 February 2027	Online / Live	Online / Live	**€1,625**
8 - 12 February 2027	Online / Live	Online / Live	**€1,625**

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Date	Location	Format	Fee
22 - 26 March 2027	Online / Live	Online / Live	**€1,625**
1 - 5 March 2027	Online / Live	Online / Live	**€1,625**
8 - 12 March 2027	Online / Live	Online / Live	**€1,625**
15 - 19 March 2027	Online / Live	Online / Live	**€1,625**
5 - 9 April 2027	Online / Live	Online / Live	**€1,625**
12 - 16 April 2027	Online / Live	Online / Live	**€1,625**
19 - 23 April 2027	Online / Live	Online / Live	**€1,625**
26 - 30 April 2027	Online / Live	Online / Live	**€1,625**
10 - 14 May 2027	Online / Live	Online / Live	**€1,625**
17 - 21 May 2027	Online / Live	Online / Live	**€1,625**

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Date	Location	Format	Fee
24 - 28 May 2027	Online / Live	Online / Live	**€1,625**
3 - 7 May 2027	Online / Live	Online / Live	**€1,625**
14 - 18 June 2027	Online / Live	Online / Live	**€1,625**
21 - 25 June 2027	Online / Live	Online / Live	**€1,625**
7 - 11 June 2027	Online / Live	Online / Live	**€1,625**
26 - 30 July 2027	Online / Live	Online / Live	**€1,625**
5 - 9 July 2027	Online / Live	Online / Live	**€1,625**
12 - 16 July 2027	Online / Live	Online / Live	**€1,625**
19 - 23 July 2027	Online / Live	Online / Live	**€1,625**
2 - 6 August 2027	Online / Live	Online / Live	**€1,625**

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Date	Location	Format	Fee
9 - 13 August 2027	Online / Live	Online / Live	**€1,625**
16 - 20 August 2027	Online / Live	Online / Live	**€1,625**
23 - 27 August 2027	Online / Live	Online / Live	**€1,625**
13 - 17 September 2027	Online / Live	Online / Live	**€1,625**
20 - 24 September 2027	Online / Live	Online / Live	**€1,625**
6 - 10 September 2027	Online / Live	Online / Live	**€1,625**
18 - 22 October 2027	Online / Live	Online / Live	**€1,625**
25 - 29 October 2027	Online / Live	Online / Live	**€1,625**
4 - 8 October 2027	Online / Live	Online / Live	**€1,625**
11 - 15 October 2027	Online / Live	Online / Live	**€1,625**

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Date	Location	Format	Fee
22 - 26 November 2027	Online / Live	Online / Live	**€1,625**
1 - 5 November 2027	Online / Live	Online / Live	**€1,625**
8 - 12 November 2027	Online / Live	Online / Live	**€1,625**
15 - 19 November 2027	Online / Live	Online / Live	**€1,625**
6 - 10 December 2027	Online / Live	Online / Live	**€1,625**
13 - 17 December 2027	Online / Live	Online / Live	**€1,625**
20 - 24 December 2027	Online / Live	Online / Live	**€1,625**
27 - 31 December 2027	Online / Live	Online / Live	**€1,625**