

Evacuation Management & Assembly Area Toolkit

Module 6 - Emergency Building Evacuation, Egress Route Control & Assembly Management



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WP3 | EDITION 2026

MAP — Toolkit Map & System Architecture



■ Evacuation Logic & Safe Assembly Zones

Categorize rapid building evacuation, shelter-in-place protocols, and safe outdoor assembly points.

■ Stairwell Flow & Hazard Action Cards

Enforce stairwell handrail discipline, bypass blocked stairs, and execute immediate hazard actions.

■ Roll-Call Accountability & Go-Bag Builder

Conduct complete headcount roll-calls, manage missing person alerts, and build emergency go-bags.

SORT₁ — Evacuation Logic Sort



PRIORITY 1: RAPID EVACUATION

PRIORITY 2: SHELTER-IN-PLACE

PRIORITY 3: VERTICAL RELOCATION

Fire / Heavy Smoke Alert

Immediate rapid exit via designated stairwell to Outdoor Zone A.
Do not use elevators under any circumstances!

Severe External Storm / Plume

Remain inside windowless interior room. Turn off HVAC ventilation;
seal doors with damp towels until all-clear.

Ground Floor Flood Hazard

Relocate all ground floor occupants to 2nd level assembly hall.
Maintain headcount roll-call.

BOARD1 — Safe Area Choice Board



📍 **Zone A: Primary Outdoor Assembly Area**

Location: Open park 100m south of main exit.

Safety Feature: Clear of building collapse zone, glass fall radius, and emergency vehicle access routes.

📍 **Zone B: Secondary Outdoor Assembly Area**

Location: West courtyard parking lot 150m away.

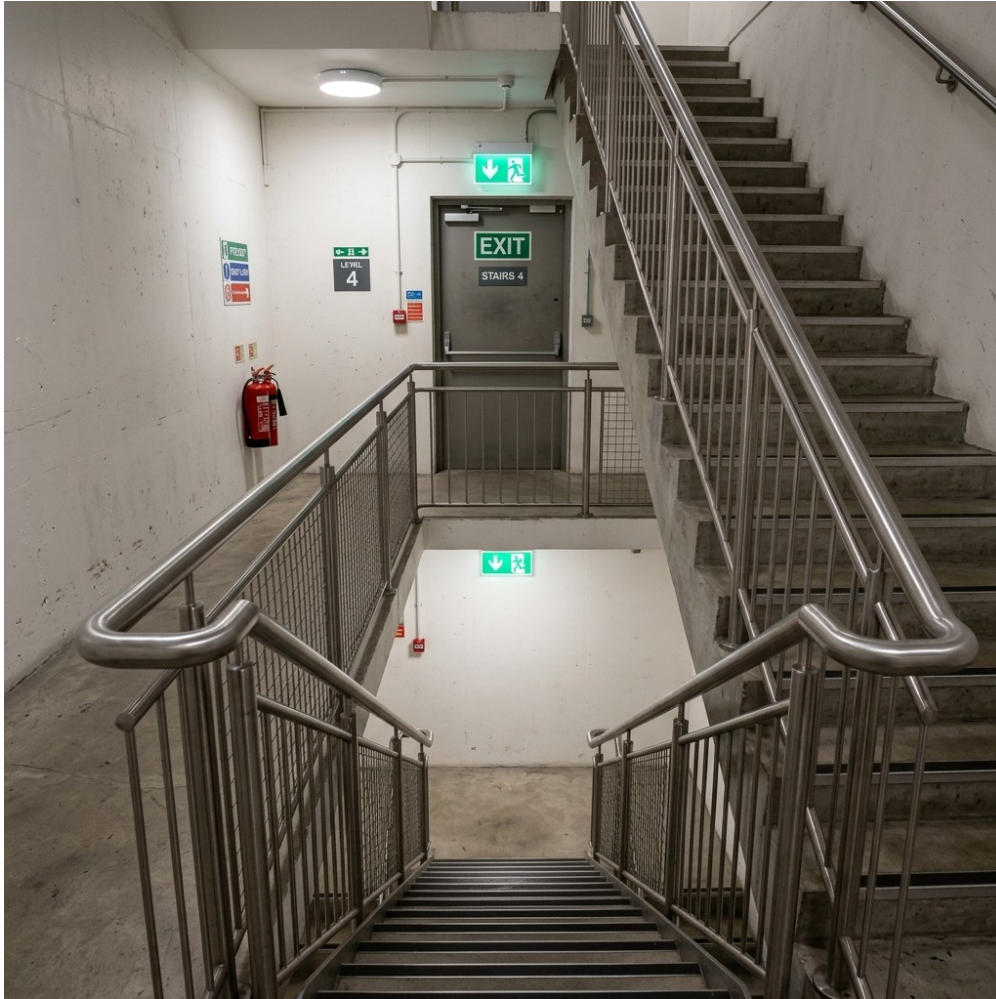
Safety Feature: Designated backup area if Zone A is compromised by heavy smoke or fire apparatus.

📍 **Zone C: Temporary Safe Refuge Point**

Location: 2nd floor outdoor balcony enclosure.

Safety Feature: Equipped with fire-rated doors and direct ladder access for mobility-impaired occupants.

FLOW₁ — Stair Flow Challenge



01

Alarm Activation & Line Formation

Form single-file line at 2nd floor stairwell door (< 45 seconds).

02

Main Stair Descent Discipline

Descend keeping right, continuous motion, holding handrails (< 90 seconds).

03

Alternate Rear Stair Bypass

Execute immediate bypass to rear stair if main stair is smoke-compromised.

04

Ground Discharge & Zone A Entry

Discharge through ground exit doors directly into Assembly Zone A line (< 30 seconds).

CARDS₁ — Hazard-to-Action Protocol Cards



⚡ **PROTOCOL CARD: ROUTING (BYPASS STAIR)**

Inject Scene: Smoke detected in main corridor.

Immediate Action: Touch exit door with back of hand; if hot, activate rear bypass stair route immediately.

⚡ **PROTOCOL CARD: EVACUATE (GAS ALERT)**

Inject Scene: Gas detector beeping in basement.

Immediate Action: Shut main gas valve, refrain from flipping electric switches, evacuate en masse to Zone A.

⚡ **PROTOCOL CARD: LIGHTING (GUIDE CREW)**

Inject Scene: Complete power outage in stairwell.

Immediate Action: Activate emergency warden flashlight, guide occupants in single-file line along right rail.

LAB1 — Mistake Repair Lab



✗ **DANGEROUS ERROR: Returning for personal bags**

✗ **DANGEROUS ERROR: Using elevator during fire**

✗ **DANGEROUS ERROR: Leaving assembly area early**

✓ **CORRECT PRACTICE: Leave all items behind! Smoke traps occupants in < 30 seconds.**

✓ **CORRECT PRACTICE: Use designated stairwell only! Shaft acts as a smoke chimney.**

✓ **CORRECT PRACTICE: Remain at Zone A until warden roll-call clears missing reports.**

DRILL1 — Assembly Accountability Grid



Youth Workshop Group (14/14 Accounted For)

Status: 100% CLEAR — All 14 youth participants present in Assembly Zone A line.

Staff & Facilitator Team (9/10 Accounted For)

Status: 1 MISSING — Reported last seen retrieving equipment on 2nd floor. Search team alerted.

Visitors & Contractors (4/4 Accounted For)

Status: 100% CLEAR — All 4 registered visitors accounted for at primary roll-call point.

KIT1 — Household Go-Bag Builder



Tier 1: Critical Survival Essentials

Water (3L per person), High-energy bars, First-Aid Kit, Trauma shears, Prescribed meds (72h supply).

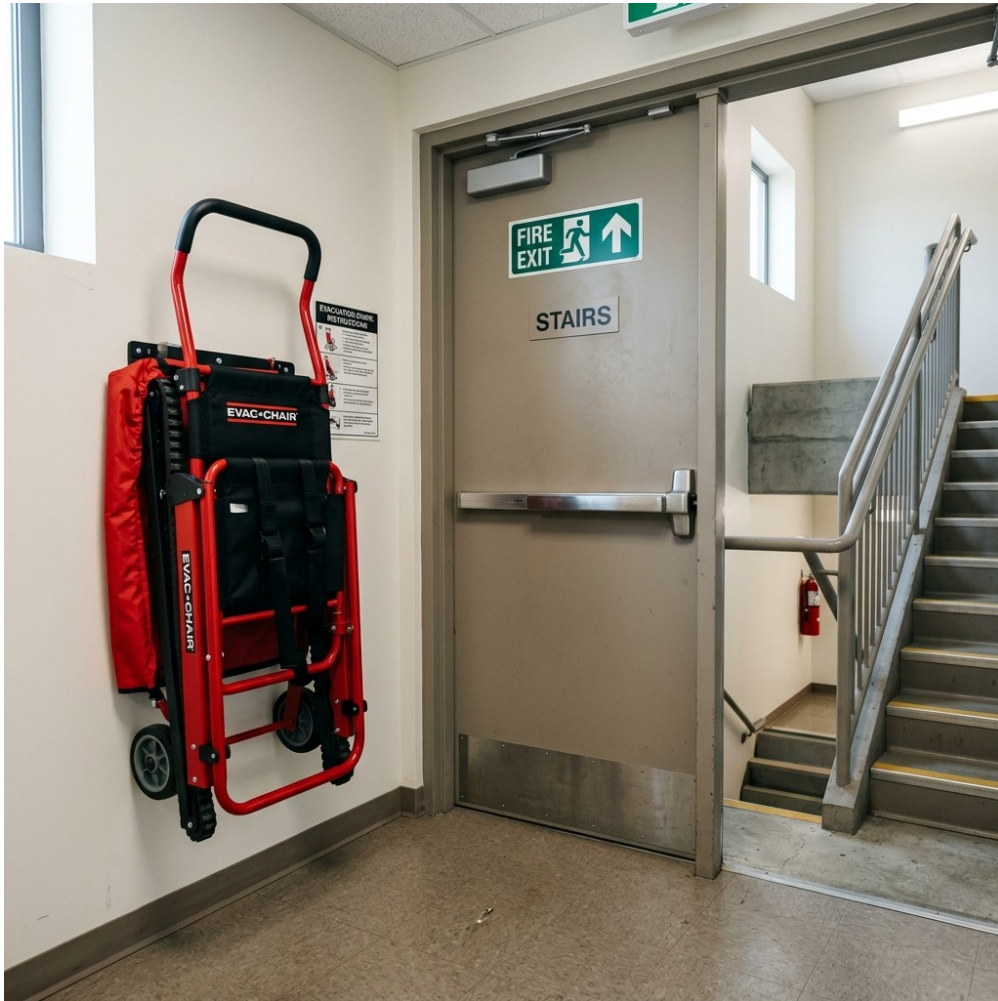
Tier 2: Communication & Alert Tools

High-lumen LED flashlight, Battery/crank radio, Whistle for location signaling, Backup power bank.

Tier 3: Identification & Refuge Gear

Waterproof pouch with ID/Passport, Medical records, Emergency cash, Foil blanket, Spare keys.

CARDS2 — Vulnerable Person Support Cards



MOBILITY SUPPORT PROTOCOL

Need: Wheelchair / Stair impairment

Assigned Warden Duty: Deploy evacuation chair; escort occupant down rear emergency stairwell.

SENSORY ASSIST PROTOCOL

Need: Hearing / Visual impairment

Assigned Warden Duty: Provide direct physical guidance and tactile instruction cards during egress.

UNACCOMPANIED MINOR ESCORT

Need: Youth workshop participants

Assigned Warden Duty: Escort minor groups en masse directly to Assembly Zone A without stopping.

DECIDE₁ — Evacuate or Shelter Matrix



SCENARIO A: BUILDING FIRE / SMOKE

Decision Outcome: EVACUATE IMMEDIATELY

Protocol: Single-file exit to Outdoor Zone A. Do not use elevators.

SCENARIO B: EXTERNAL TOXIC PLUME

Decision Outcome: SHELTER-IN-PLACE

Protocol: Seal interior windowless room; shut off HVAC ventilation.

SCENARIO C: FLASH FLOOD WARNING

Decision Outcome: VERTICAL EVACUATION

Protocol: Relocate occupants from ground floor to 2nd level assembly hall.

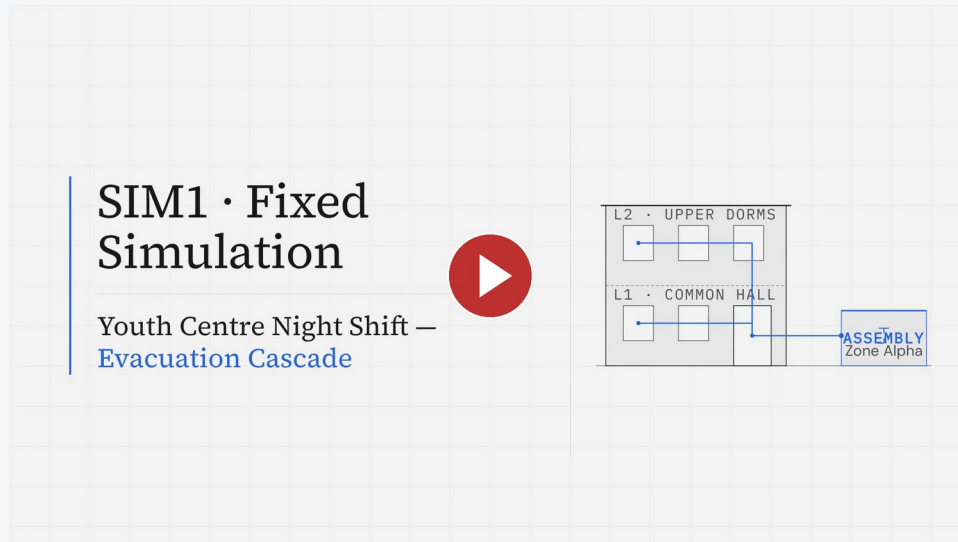
SIM1 — Fixed Simulation: Youth Centre Night Shift

At 19:40, a youth centre with 28 occupants is preparing to close. The building has two floors, one main stair, one rear stair, and a marked assembly area. A cascade of events tests route discipline, safe-area choice, headcount, and support for vulnerable individuals.

Simulation rule: The scenario is fixed. The facilitator may vary timing and discussion prompts, but not the core events.

Simulation video

Open the linked file in your browser or media player.



[\[OPEN VIDEO — CLICK TO PLAY \]](#)

TRACK1 — Evacuation Performance Dashboard



CALM COMMUNICATION SCORE

4 / 4 [STRONG]

STAIR DISCIPLINE SCORE

3 / 4 [EFFECTIVE]

ROLL-CALL ACCURACY SCORE

4 / 4 [STRONG]

Benchmark: Clear warden instructions without panic.

Observed: Warden issued immediate clear stair orders.

Benchmark: Single-file line, keep right, no stopping.

Observed: Minor delay near 2nd floor door; clear stair descent.

Benchmark: 100% headcount verified within 3 minutes.

Observed: All 28 occupants accounted for at Zone A.

FAC & References — Facilitator Quick Guide



- NFPA 101 (2021). Life Safety Code. National Fire Protection Association.
- ISO 22320 (2018). Security and Resilience — Emergency Management.
- OSHA (2019). How to Plan for Workplace Emergencies and Evacuations.
- IFRC (2020). Disaster Preparedness and Evacuation Management in Community Centers.

Digital adaptation note: Each worksheet, stairwell flow card, go-bag builder, and AAR rubric can be published as an independent web component under WP3. SIM1 is suitable for timed online scenario updates, role selection, and post-simulation reflection.



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