

Standard Operating Procedure (SOP): Emergency Evacuation and Lockdown Procedures

This SOP details **emergency evacuation and lockdown procedures**, outlining clear steps for safely evacuating personnel during emergencies and securing facilities through lockdowns. It covers identification of emergency situations, designated evacuation routes and assembly points, lockdown initiation protocols, communication methods, roles and responsibilities of staff, and post-incident review processes. The goal is to protect individuals' safety, maintain order, and minimize risks during critical incidents.

1. Purpose

To provide a systematic approach for the evacuation and lockdown of facilities to ensure the safety of all personnel during emergencies.

2. Scope

This procedure applies to all employees, contractors, visitors, and occupants within the facility.

3. Definitions

Term	Definition
Evacuation	Orderly and prompt departure from the facility in response to an emergency.
Lockdown	Securing doors and restricting movement within the facility to protect occupants from external or internal threats.
Assembly Point	Designated safe area where personnel should gather after evacuation.

4. Responsibilities

- **Facility Manager:** Oversees implementation and drills.
- **Emergency Warden:** Leads evacuation and monitors headcount.
- **All Staff:** Follow instructions promptly; assist others if safe.
- **Security:** Initiate lockdown procedures when required.
- **HR/Communications:** Disseminate information and updates.

5. Procedure

5.1 Identification of Emergency Situations

- Examples include fire, hazardous material release, bomb threat, intruder, or active shooter.
- Any individual identifying a potential emergency must notify Security/Facility Manager immediately.

5.2 Emergency Evacuation

1. On alarm activation or instruction, cease all work and prepare to evacuate.
2. Follow posted evacuation routes to nearest exit.
3. Do not use elevators.
4. Assist persons with disabilities as needed.
5. Proceed directly to designated Assembly Point and await further instructions.
6. Wardens perform headcounts and report missing persons to emergency services.

5.3 Lockdown Procedures

1. Upon notification of a lockdown situation (e.g., intruder, active shooter):
2. Immediately secure doors, turn off lights, and remain out of sight.
3. Silence all electronic devices.
4. Do not open doors for anyone unless advised by recognized emergency personnel.
5. Await "all clear" communication before moving.

5.4 Communication Methods

- Use of alarms, PA systems, emails, SMS alerts, or handheld radios as applicable.
- Clear, consistent messaging to avoid confusion.

5.5 Post-Incident Review

1. After resolution, conduct headcount and ensure everyone's safety.
2. Report injuries and damage to management.
3. Hold debriefing to identify lessons learned and improve procedures.
4. Document and update SOP if necessary.

6. Training and Drills

- Mandatory induction training for all personnel.
- Regular evacuation and lockdown drills (minimum annually).
- Record attendance and feedback to improve processes.

7. References

- Local fire and safety regulations
- Occupational health and safety guidelines
- Company Emergency Response Plan

8. Revision History

Version	Date	Description
1.0	2024-06-20	Initial Release