SOP Template: Emergency Response and Infection Control Procedures Training

This SOP provides comprehensive **emergency response and infection control procedures training** to equip personnel with the necessary skills and knowledge to effectively manage emergency situations and prevent the spread of infections. The training covers protocols for immediate response to medical emergencies, use of personal protective equipment (PPE), proper hygiene and sanitation practices, infection containment strategies, decontamination processes, and guidelines for reporting and documenting incidents. The goal is to ensure a safe environment by minimizing health risks and promoting rapid, coordinated action during emergencies.

1. Purpose

To establish standardized training protocols for emergency response and infection control, ensuring preparedness and safety of all personnel.

2. Scope

This SOP applies to all staff, contractors, and visitors at [Facility/Organization Name].

3. Responsibilities

- **Management:** Ensures resources and scheduling for training.
- **Trainers:** Conduct and document training sessions.
- **Personnel:** Attend training and adhere to protocols.

4. Training Content

1. **Emergency Response Protocols**
    - Roles and responsibilities during emergency situations

2. **Use of Personal Protective Equipment (PPE)**
    - Types of PPE (gloves, masks, gowns, face shields)
    - Proper donning and doffing procedures

3. **Hygiene and Sanitation**
    - Hand hygiene techniques
    - Cleaning and disinfection of surfaces and equipment

4. **Infection Containment Strategies**
    - Isolation and quarantine procedures
    - Physical distancing guidelines

5. **Decontamination Processes**
    - Personal and area decontamination steps
    - Waste disposal procedures

6. **Incident Reporting and Documentation**
    - How to complete incident forms
    - Reporting timelines and escalation pathways

5. Training Frequency

- Initial training for all new personnel upon onboarding
- Annual refresher training for existing staff
- Additional training following updates to policies and procedures

6. Evaluation & Documentation

- Pre- and post-training assessments
- Attendance records maintained by HR/Training Coordinator
- Documentation of training content and participant feedback

7. References

- OSHA Standards: https://www.osha.gov/
- CDC Guidelines: https://www.cdc.gov/infectioncontrol/
- [Facility/Organization] Emergency & Infection Control Policies

8. Review & Revision History

Date	Version	Description	Reviewed By
2024-06-12	1.0	Initial SOP template release	[Name/Title]