

# Standard Operating Procedure (SOP): Fire Safety and Evacuation Plans

## Purpose

This SOP details **fire safety and evacuation plans**, encompassing the identification of fire hazards, installation and maintenance of fire detection and suppression systems, clear emergency evacuation routes and assembly points, staff training on fire response protocols, regular fire drills, communication procedures during fire emergencies, and post-evacuation accountability measures. The objective is to minimize fire risks, ensure the safety of all building occupants, and facilitate efficient and orderly evacuation in the event of a fire.

## Scope

This SOP applies to all personnel, visitors, and contractors within the building premises.

## Responsibilities

- **Fire Safety Officer:** Oversee fire safety measures and evacuation plans.
- **All Employees:** Participate in training, report hazards, and follow evacuation procedures.
- **Facilities Team:** Maintain fire protection systems and keep exit routes clear.

## Procedure

1. **Identification of Fire Hazards**
  - Conduct regular inspections to identify potential fire hazards.
  - Maintain records of hazard assessments and mitigation measures.
2. **Fire Detection and Suppression Systems**
  - Install and maintain smoke detectors, fire alarms, fire extinguishers, and sprinkler systems.
  - Schedule periodic inspections and servicing as per manufacturer and regulatory guidelines.
3. **Evacuation Routes and Assembly Points**
  - Clearly mark exits, evacuation routes, and assembly points with visible signage.
  - Ensure all routes are unobstructed at all times.
4. **Training and Drills**
  - Conduct staff training sessions on fire response and evacuation procedures at least annually.
  - Organize and document regular fire drills (minimum: biannually).
5. **Fire Emergency Communication Procedures**
  - Activate the fire alarm immediately upon discovering fire or smoke.
  - Inform emergency services and follow internal notification protocols.
6. **Evacuation and Assembly**
  - Evacuate the building calmly, using designated routes to the nearest assembly point.
  - Do not use elevators during evacuation.
7. **Accountability and Post-Evacuation Actions**
  - Conduct headcounts at assembly points using attendance lists.
  - Report missing persons to emergency responders immediately.
8. **Review and Continuous Improvement**
  - Debrief after drills or real incidents; update SOP as required.

## Documentation

- Fire hazard inspection logs
- Maintenance and service records (detectors, extinguishers, sprinklers)
- Training attendance and materials
- Fire drill reports and debrief notes
- Incident and evacuation reports (if applicable)

## Contact Information

Role	Name	Contact Details
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Fire Safety Officer	[Name]	[Phone/Email]
Facilities Manager	[Name]	[Phone/Email]
Emergency Services	Local Fire Department	[Emergency Number]

## Review and Approval

This SOP shall be reviewed annually or after any major incident by the Fire Safety Committee and updated as necessary.

*Effective Date: [YYYY-MM-DD] | Revision: [Version]*