

Standard Operating Procedure (SOP)

Emergency Evacuation and Safety Briefing for Visitors

This SOP details the **emergency evacuation and safety briefing for visitors**, including pre-visit safety orientation, identification of emergency exits and assembly points, communication of evacuation procedures, visitor roles during emergencies, use of emergency equipment, and post-evacuation headcounts. The objective is to ensure all visitors are informed, prepared, and able to respond quickly and safely in the event of an emergency on the premises.

1. Purpose

To outline the procedures for providing visitors with effective safety and emergency evacuation instructions to ensure their safety in case of an emergency.

2. Scope

This SOP applies to all visitors entering [Facility/Company Name] premises, including clients, contractors, vendors, and guests.

3. Responsibilities

- **Host/Receptionist:** Ensures visitors receive safety briefing and maintains visitor records.
- **Safety Officer:** Updates briefing materials, instructs guides, and oversees emergency preparedness.
- **Visitors:** Adhere to all safety instructions and procedures provided during the briefing.

4. Procedure

1. Pre-Visit Safety Orientation

- Upon arrival, all visitors must sign in at reception and receive a visitor badge for identification.
- Host/receptionist to provide a summarized safety briefing document or verbal orientation.

2. Identification of Emergency Exits and Assembly Points

- Clearly inform visitors of all nearest emergency exits relevant to their location and route to use if evacuation is needed.
- Identify primary and secondary assembly points outside the building.
- Display maps showing exits and assembly points at key locations.

3. Communication of Evacuation Procedures

- Explain the alarm sound and what to do if it is heard.
- Outline evacuation route and protocol (e.g., do not use elevators, close doors but do not lock them).

4. Visitor Roles During Emergencies

- Visitors must follow instructions from staff members, floor wardens, or emergency coordinators.
- Remain calm and proceed directly to the assembly point.
- Do not re-enter the building until authorized.

5. Use of Emergency Equipment

- Point out the location of fire extinguishers, first aid kits, and emergency telephones.
- Advise visitors not to use emergency equipment unless explicitly instructed by trained staff.

6. Post-Evacuation Headcounts

- Hosts assist in ensuring all their visitors are accounted for at the assembly point using the sign-in sheet.

- Report any missing parties to the emergency coordinator immediately.

5. Documentation

- Maintain visitor logs with entry and exit times for emergency accountability.
- Records of briefings provided and materials issued to visitors.

6. Review and Update

This procedure shall be reviewed annually or after actual emergencies to ensure continued suitability and effectiveness.