

Standard Operating Procedure (SOP)

Fire Safety and Emergency Evacuation Procedures

This SOP details **fire safety and emergency evacuation procedures**, including fire prevention strategies, identification and use of firefighting equipment, alarm and communication protocols, evacuation routes and assembly points, roles and responsibilities during emergencies, regular fire drills and training, and post-evacuation accountability. The goal is to ensure the safety of all personnel and minimize damage by preparing for and effectively managing fire emergencies.

1. Fire Prevention Strategies

- Keep all work areas clean and free of combustible materials.
- Regularly inspect electrical wiring and equipment for faults.
- Prohibit smoking and open flames except in designated areas.
- Store flammable liquids in approved containers and cabinets.
- Ensure heating devices are maintained and safely positioned.

2. Firefighting Equipment

- Identify the location of fire extinguishers, fire hoses, and alarms.
- Label all fire safety equipment clearly and keep access unobstructed.
- Train designated personnel in the use of firefighting equipment.

3. Alarm and Communication Protocols

- Activate the nearest fire alarm if fire or smoke is detected.
- Notify emergency services (e.g., call 911 or local emergency number).
- Communicate the location and nature of the fire to supervisors and staff.
- Designate personnel to assist with communication during evacuation.

4. Evacuation Routes and Assembly Points

- Display evacuation maps prominently on each floor.
- Keep all exit routes and doors unobstructed and marked with exit signs.
- Post clear directions to assembly points outside the building.
- Review and update evacuation plans regularly.

5. Roles and Responsibilities

- Fire Wardens: Assist in evacuation, check restrooms/offices, lead headcount at assembly points.
- Supervisors: Ensure all staff members are accounted for and follow SOP.
- Staff: Follow evacuation instructions, do not use elevators, help those needing assistance.
- First Aid Responders: Provide medical aid if necessary, report to fire wardens.

6. Fire Drills and Training

- Conduct fire drills at least twice a year for all personnel.
- Provide training on the location and use of firefighting equipment.
- Review emergency evacuation procedures regularly.
- Document and review fire drill performance for improvements.

7. Post-Evacuation Accountability

- Fire wardens conduct headcounts at assembly points.
- Report any missing persons immediately to emergency responders.
- Do not re-enter the building until cleared by authorities.
- Debrief staff after evacuation to review processes and address concerns.

8. Contacts and References

- Emergency Services: **911** or local equivalence
- Facilities/Building Management: [Insert Contact Number]
- Safety Officer: [Insert Name and Contact]