

Standard Operating Procedure (SOP)

Emergency Evacuation Procedures and Routes

Purpose

This SOP details the **emergency evacuation procedures and routes**, including identification of emergency exits, step-by-step evacuation steps, roles and responsibilities during evacuation, communication protocols, assembly point locations, special considerations for individuals with disabilities, and post-evacuation headcount and reporting. The goal is to ensure all personnel can evacuate safely and efficiently during an emergency situation, minimizing risk and ensuring accountability.

Scope

This SOP applies to all staff, contractors, and visitors within the facility.

Procedures

1. Identification of Emergency Exits

- All emergency exits are clearly marked with illuminated signage.
- A facility map showing all evacuation routes and exits is posted in prominent locations (e.g., near elevators, main hallways).
- Do not use elevators during evacuation.

2. Step-by-Step Evacuation Steps

1. When alarm sounds or evacuation is announced:
 - Immediately stop work and proceed to the nearest exit.
 - Remain calm; do not run or push others.
2. Follow posted evacuation routes to the nearest exit.
3. Assist those needing help as directed (see Section 6).
4. Exit building and proceed to the designated assembly point.

3. Roles and Responsibilities

Role	Responsibilities
Evacuation Wardens	<ul style="list-style-type: none">• Ensure assigned areas are cleared.• Assist and direct personnel toward exits.• Report status at assembly point.
All Employees & Visitors	<ul style="list-style-type: none">• Follow evacuation instructions.• Use nearest safe exit.• Report to assembly point.
Managers/Supervisors	<ul style="list-style-type: none">• Ensure all personnel are accounted for in their area.• Assist with headcount at assembly point.

4. Communication Protocols

- Evacuation instructions are communicated via alarm, public address system, or in-person notification.
- Do not use mobile phones unless necessary for emergency communication.
- All-clear notification will be given by emergency services or facility management before re-entry.

5. Assembly Point Locations

- Primary assembly point: **[Insert exact location, e.g., North Parking Lot, Tree-lined Area]**
- Alternate assembly point: **[Insert alternate location]**
- Remain at the assembly point until roll-call is completed and further instruction received.

6. Special Considerations for Individuals with Disabilities

- Pre-identify individuals who may need evacuation assistance.
- Assign evacuation buddies/responsible personnel for those requiring assistance.
- Utilize designated Areas of Refuge for those who cannot use stairs.
- Notify emergency personnel of the exact location of individuals awaiting assistance.

7. Post-Evacuation Headcount & Reporting

1. Supervisors/Wardens conduct headcount at assembly points.
2. Report missing personnel immediately to on-site emergency services.
3. Remain at assembly point until accounted for and informed that it is safe to return.

References

- Facility Emergency Action Plan
- Local fire and safety regulations

Note: Conduct evacuation drills at least twice per year. Review and update this SOP annually or when facility changes affect routes or exits.