

# Standard Operating Procedure (SOP)

## Emergency Response and Evacuation Procedures

**Purpose:** This SOP details **emergency response and evacuation procedures**, outlining clear steps for identifying emergencies, activating alarms, coordinating evacuation routes, assisting individuals with special needs, accounting for all personnel, and communicating with emergency services. The goal is to ensure a swift, organized, and safe evacuation to minimize risk and protect lives during various emergency situations such as fires, natural disasters, or hazardous material incidents.

### 1. Identification of Emergencies

- 1. Recognize and assess the type of emergency (fire, earthquake, hazardous spill, etc.).
- 2. Report the emergency immediately to the designated authority (supervisor, security, etc.).
- 3. Initiate emergency response protocols as appropriate to the type of incident.

### 2. Activation of Alarms

- 4. Immediately activate the nearest fire or emergency alarm.
- 5. Ensure alarm systems are clearly marked and accessible.
- 6. Notify first responders or emergency services as required.

### 3. Evacuation and Coordination

- 7. Follow the predefined evacuation routes posted on facility maps.
- 8. Designated floor wardens guide personnel to the nearest safe exit.
- 9. Do not use elevators during fire or earthquake emergencies.
- 10. Close doors (but do not lock) as you leave to contain hazards.

### 4. Assisting Individuals with Special Needs

- 11. Identify individuals who require assistance (mobility-impaired, visually/hearing impaired, etc.).
- 12. Assign personnel to assist and ensure safe evacuation of these individuals.
- 13. Utilize evacuation chairs or other devices as necessary.

### 5. Assembly and Accountability

- 14. Proceed to designated emergency assembly areas outside and upwind of danger.
- 15. Supervisors/accountability officers conduct headcounts to verify all personnel are present.
- 16. Report missing persons immediately to emergency responders.

### 6. Communication with Emergency Services

- 17. Designated personnel communicate the situation, number of occupants, and location to responding emergency services.
- 18. Provide any additional relevant information (missing persons, hazardous materials, etc.).
- 19. Follow instructions given by emergency response officials.

### 7. Re-entry Procedures

- 20. Re-entry to the facility is only permitted after clearance from emergency officials.
- 21. Supervisors inform personnel when it is safe to return to work areas.

### 8. Roles and Responsibilities

Role	Responsibility
Employees	Follow evacuation procedures, report emergencies, assist others as required
Supervisors	Ensure all personnel are accounted for, report to emergency officials

Floor Wardens	Guide evacuations, assist individuals with special needs, check rooms/offices
Security/EHS Personnel	Activate alarms, coordinate with emergency services, manage assembly areas

## 9. Training & Drills

- 22. Conduct regular training sessions on emergency response and evacuation procedures.
- 23. Hold evacuation drills at least annually to practice and review procedures.

## 10. Review & Updates

- 24. Review this SOP annually or after any incident and update as necessary.

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**Document Owner:** [Position or Department]

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