

# SOP: Emergency Response and Salon Safety Protocols

This SOP details **emergency response and salon safety protocols**, encompassing fire safety measures, chemical handling and storage guidelines, electrical equipment safety, first aid procedures, evacuation plans, and client and staff safety practices. The objective is to maintain a safe salon environment by minimizing risks, ensuring quick and effective emergency responses, and protecting the health and well-being of both employees and clients.

## 1. Fire Safety Measures

1. Install and maintain smoke detectors, fire extinguishers, and fire blankets in easily accessible locations.
2. Ensure all staff are trained in the operation of fire extinguishing equipment and the use of fire exits.
3. Conduct bi-annual fire drills for all staff.
4. Keep all fire exits and escape routes clear and unobstructed at all times.
5. Store flammable products away from heat sources and electrical outlets.
6. Immediately report any hazards or malfunctioning fire safety equipment to management.

## 2. Chemical Handling and Storage Guidelines

1. Label all chemical products clearly with their content, hazard symbols, and handling instructions.
2. Keep Material Safety Data Sheets (MSDS) accessible for all chemicals and train staff on their use.
3. Store chemicals in designated, ventilated areas away from food, electrical sources, and direct sunlight.
4. Wear appropriate PPE (gloves, masks, safety glasses) when handling chemicals.
5. Ensure proper disposal of chemical waste in accordance with local regulations.

## 3. Electrical Equipment Safety

1. Inspect all electrical equipment and cords regularly for frays, exposed wires, or damage.
2. Use only properly grounded outlets and surge protectors for high-powered devices.
3. Switch off and unplug all equipment after use and during cleaning.
4. Never operate electrical devices with wet hands or near water.
5. Report malfunctioning equipment immediately and remove it from service until repaired.

## 4. First Aid Procedures

1. Maintain a stocked first aid kit in a clearly labeled and accessible area.
2. Appoint and train designated first aid responders on staff.
3. For **minor injuries** (cuts, burns):
  - Stop service immediately and provide appropriate treatment.
  - Use disposable gloves when treating open wounds.
  - Dispose of contaminated materials safely.
4. For **major injuries or incidents**:
  - Call emergency services immediately (Dial **911**).
  - Stay with the individual and provide care within the limits of your training.
  - Inform management and complete an incident report.

## 5. Evacuation Plans

1. Display evacuation maps in multiple visible locations throughout the salon.
2. Assign evacuation responsibilities (e.g., headcount, assisting clients with mobility issues).
3. On hearing the fire alarm, staff must guide all clients calmly to the nearest exit.
4. Do not use elevators during evacuation.
5. Rendezvous at the designated assembly point for headcount and further instructions.

## 6. Client and Staff Safety Practices

1. Sanitize tools, workstations, and surfaces between clients.
2. Maintain clear, dry floors to prevent slips, trips, and falls.
3. Report and address hazards (wet floors, broken glass, spills) immediately.

- 4. Wear suitable, non-slip footwear and protective uniforms.
- 5. Maintain good personal hygiene standards for all personnel.

## 7. Emergency Contact Information

Service	Contact Number
Fire Department	911
Police	911
Medical Emergency	911
Poison Control	1-800-222-1222
Building Management	[Insert Local Number]

## 8. Training and Review

- 1. Provide safety and emergency response training for all new hires during onboarding.
- 2. Review and update safety protocols annually or as required by changes in regulations.
- 3. Document all training sessions and require staff signature upon completion.

*This SOP is to be reviewed and signed by all salon staff as acknowledgment of understanding and commitment to maintaining a safe salon environment.*