Standard Operating Procedure (SOP)

Risk Management and Emergency Protocols

This SOP describes **risk management and emergency protocols** designed to identify, assess, and mitigate potential risks, ensuring a safe and secure environment. It covers risk assessment procedures, emergency response planning, communication strategies, roles and responsibilities during emergencies, training and drills, and continuous improvement to enhance organizational preparedness and resilience.

1. Purpose

To establish standardized risk management procedures and emergency protocols for identifying, evaluating, responding to, and mitigating risks within the organization.

2. Scope

This SOP applies to all employees, contractors, and visitors within organizational premises or engaged in organizational activities.

3. Definitions

- **Risk Management:** The process of identifying, assessing, and controlling threats to an organization's capital and earnings.
- **Emergency:** An unexpected situation posing immediate risk to health, life, property, or environment.
- **Mitigation:** Steps taken to reduce adverse effects.

4. Responsibilities

Role	Responsibility
Management	Approve and support implementation of risk and emergency protocols.
Risk Manager / Safety Officer	Lead risk assessments, develop emergency plans, coordinate drills.
Employees	Comply with protocols, participate in training and drills, report hazards.

5. Procedure

1. **Risk Assessment**
   - Identify hazards and potential threats.
   - Analyze likelihood and impact.
   - Document and prioritize risks based on severity.
2. **Planning Controls & Mitigations**
   - Develop measures to reduce or eliminate identified risks.
   - Assign resources for mitigation actions.
3. **Emergency Response Planning**
   - Define emergency types/scenarios (e.g., fire, medical, security).
   - Develop, document, and communicate action plans for each scenario.
   - Ensure clear evacuation routes, assembly areas, and safety equipment.
4. **Communication Strategies**
   - Establish internal and external communication channels during emergencies.
   - Maintain updated contact lists (emergency services, internal teams).

5. **Roles and Responsibilities During Emergencies**
   - Designate Incident Commander and Emergency Response Team with clear duties.
   - Ensure all personnel know their roles in an emergency.
6. **Training and Drills**
   - Conduct regular training sessions and emergency drills for all staff.
   - Document participation and evaluate performance for improvement.
7. **Monitoring and Continuous Improvement**
   - Review incidents, drills, and feedback to update risk management procedures.
   - Update SOP and communicate revisions promptly.

6. Records

- Risk Assessment Reports
- Emergency Plans and Communication Logs
- Training and Drill Attendance Records
- Incident and Post-Incident Review Reports

7. References

- Local, State, and Federal Emergency Regulations
- OSHA Standards
- Company Health & Safety Manual

8. Revision History

Version	Date	Description	Author
1.0	2024-06-28	Initial version	Risk Manager