

# SOP: Emergency and Evacuation Procedures for the Classroom

This SOP describes **emergency and evacuation procedures for the classroom**, outlining the steps to be taken during various emergencies such as fire, natural disasters, or security threats. It includes protocols for immediate response, safe evacuation routes, assembly points, communication methods, roles and responsibilities of staff and students, and procedures for accounting for all individuals. The goal is to ensure a safe, orderly, and efficient evacuation to protect everyone's well-being during unexpected incidents.

## 1. Scope

This procedure applies to all students, teachers, and staff present in the classroom during any emergency situation requiring evacuation.

## 2. Types of Emergencies

- Fire
- Earthquake or natural disasters
- Security threat (e.g., intruder or lockdown)
- Chemical spill or hazardous material exposure
- Medical emergencies

## 3. Roles and Responsibilities

- **Teacher/Instructor:**
  - Initiate emergency response procedures
  - Lead students to designated evacuation routes and assembly points
  - Take attendance and account for all students
  - Communicate with emergency personnel and school administration
- **Students:**
  - Follow teacher instructions calmly and promptly
  - Familiarize themselves with evacuation routes and assembly points
  - Do not return to classroom or building until clear signal is given
- **Support Staff:**
  - Assist with evacuation and support individuals with special needs
  - Help maintain order and safety during evacuation

## 4. Emergency Protocols

- **Immediate Response:**
  - Remain calm and signal for attention
  - Stop all activities and listen for instructions
- **Evacuation Procedure:**
  - Follow established evacuation routes posted in the classroom
  - Leave personal belongings behind
  - Close doors (do not lock) when leaving the classroom
  - Assist those with mobility challenges as needed
- **Assembly Point:**
  - Proceed to the designated outdoor assembly area
  - Remain with your class group
- **Attendance and Accounting:**
  - Teacher/accountable staff to take roll-call immediately at assembly point
  - Report missing persons to emergency personnel or school administration
- **Communication:**
  - Utilize designated communication tools (e.g., PA system, mobile phone) as directed
  - Provide updates and instructions as necessary

## 5. Special Considerations

- Identify and assist individuals with special needs or disabilities
- Assign evacuation buddies as necessary

- Ensure emergency contact information is up-to-date for all students and staff

## 6. Drills and Training

- Conduct regular emergency evacuation drills (at least once per term)
- Review procedures at the beginning of each term and whenever changes are made
- Foster a culture of safety and preparedness in the classroom

## 7. Review and Updates

- Review this SOP annually or after each significant event
- Update as required to improve effectiveness and compliance

## 8. Contacts

- Emergency services: **000 / 911** (or local emergency number)
- School administration: [Insert contact number]
- On-site safety coordinator: [Insert responsible person & contact]