

# SOP: Emergency and Evacuation Procedures

This SOP details **emergency and evacuation procedures** to ensure the safety of all personnel during critical situations. It covers identification of potential emergencies, alarm activation, communication protocols, designated evacuation routes and assembly points, roles and responsibilities of staff, use of emergency equipment, and post-evacuation accountability. The goal is to provide clear guidance to minimize risks and ensure an organized response in the event of fires, natural disasters, hazardous material spills, or other emergencies.

## 1. Purpose

To establish procedures for effectively responding to emergencies and ensuring safe evacuation of all personnel from the premises.

## 2. Scope

This procedure applies to all employees, contractors, and visitors within the facility.

## 3. Potential Emergencies

- Fires
- Natural disasters (earthquakes, floods, storms)
- Hazardous material spills
- Medical emergencies
- Security threats (including bomb threats or intruders)
- Power failures or structural damage

## 4. Alarm Activation

- Immediately activate the nearest fire alarm or emergency alert system upon detection or suspicion of an emergency.
- Contact emergency services by dialing **[insert emergency number]** and provide details on the nature and location of the incident.

## 5. Communication Protocols

- Notify all personnel through the public address system, if available.
- Use two-way radios or mobile phones for internal communication when safe.
- Follow instructions issued by emergency coordinators or designated personnel.

## 6. Evacuation Routes & Assembly Points

- Refer to posted evacuation maps for primary and alternate exit routes.
- Proceed calmly to the nearest exit; do not use elevators during evacuation.
- Assemble at the designated assembly point: **[insert location]**.
- Do not re-enter the building until declared safe by authorities.

## 7. Roles & Responsibilities

Role	Responsibility
Emergency Coordinator	Oversee emergency response, provide instructions, liaise with authorities.
Floor Wardens	Guide personnel to exits, check rooms, assist disabled persons, report completion to coordinator.
All Staff	Follow instructions, evacuate promptly, assemble at assembly points.

## 8. Emergency Equipment

- Know locations of fire extinguishers, first aid kits, and emergency alarms.
- Use emergency equipment only if trained and conditions permit.

## 9. Post-Evacuation Accountability

- Supervisors conduct a roll call at assembly points.
- Report missing persons to emergency responders immediately.
- Cooperate with authorities and provide any requested information.

## 10. Review & Training

- Conduct regular evacuation drills as required by regulations.
- Review and update this SOP annually or following any incident.
- Provide evacuation and emergency response training for all personnel.

## 11. References

- Facility Emergency Plan
- Occupational Safety and Health Administration (OSHA) Standards
- Local Fire & Emergency Services Guidelines