

Standard Operating Procedure: Emergency Response and Evacuation Procedures

This SOP establishes **emergency response and evacuation procedures** to ensure the safety and well-being of all personnel during critical incidents. It details the steps for immediate response, communication protocols, evacuation routes, assembly points, roles and responsibilities, and post-evacuation accountability. The aim is to minimize risk, enable swift and organized evacuations, and facilitate effective coordination with emergency services to protect lives and property.

1. Purpose

To provide a clear, coordinated approach for emergency response and safe evacuation of all personnel in the event of fire, hazardous material release, threat, or other emergency situations.

2. Scope

This procedure applies to all staff, visitors, contractors, and personnel within the facility or affected area.

3. Responsibilities

| Role | Responsibility |
|-----------------------|---|
| Emergency Coordinator | Oversee evacuation, liaise with emergency services, and ensure SOP compliance. |
| Floor Wardens | Direct personnel to nearest exits, assist those needing help, and account for everyone at assembly point. |
| All Personnel | Follow evacuation instructions, use designated routes, and report to assembly points. |

4. Emergency Response Procedures

- Upon identification of an emergency, immediately activate the nearest alarm and notify Emergency Coordinator.
- If safe, provide first aid, contain the hazard (if trained), and assist others.
- Follow posted evacuation maps/routes and exit the building calmly.

5. Communication Protocols

- Use public address systems, alarms, or radios as available.
- Notify local emergency services (dial 911 or appropriate emergency number).
- Communicate essential situation updates to staff and emergency services.

6. Evacuation Procedures

1. Proceed to the nearest safe exit when evacuation order is given.
2. Do not use elevators.
3. Assist persons with disabilities as per pre-established buddy system.
4. Report to designated assembly point outside the building.

7. Assembly Points

- **Primary:** [Insert Assembly Point Location]
- **Alternative:** [Insert Alternative Assembly Point]

8. Accountability & Headcount

- Floor Wardens conduct a headcount at assembly points.
- Report missing persons to Emergency Coordinator immediately.

9. Coordination with Emergency Services

- Emergency Coordinator provides building plans and information to responders upon arrival.
- Maintain communication with emergency services throughout the incident.

10. Post-Evacuation Procedures

- Do not re-enter the building until authorized by emergency services or management.
- Conduct a debrief, account for all personnel, and document incident details.
- Update SOPs and training based on lessons learned.

Note: Regular drills shall be conducted. All staff must review and acknowledge receipt of this SOP.