Standard Operating Procedure (SOP)

Fire Safety and Emergency Response Training

1. Purpose

This SOP details the **fire safety and emergency response training**, covering fire prevention techniques, proper use of firefighting equipment, emergency evacuation procedures, communication protocols during fire incidents, roles and responsibilities of staff, and post-incident reporting and review. The objective is to equip all employees with the knowledge and skills necessary to respond effectively to fire emergencies, minimize risks, protect lives, and safeguard property.

2. Scope

This SOP applies to all employees, contractors, and visitors at [Facility/Company Name].

3. Responsibilities

Role	Responsibility
Management	Provide training resources, ensure compliance, and lead post-incident reviews.
Fire Safety Officer / EHS Manager	Conduct training sessions, maintain records, supervise drills, and inspect equipment.
Employees	Participate in training, adhere to safety protocols, and report hazards or incidents.
Emergency Response Team	Lead evacuations, operate firefighting equipment, and coordinate with external responders.

4. Training Procedures

1. **Fire Prevention Techniques:**
   - Identify and report fire hazards (e.g., overloaded sockets, obstructed exits).
   - Practice safe storage and handling of flammable materials.
   - Implement good housekeeping practices to minimize risks.
2. **Use of Firefighting Equipment:**
   - Demonstrate operation of fire extinguishers, fire blankets, hoses, and alarm systems.
   - Hands-on practice for all staff under supervision.
   - Periodic equipment inspection and maintenance by authorized personnel.
3. **Emergency Evacuation Procedures:**
   - Familiarize all personnel with evacuation routes, assembly points, and exits.
   - Conduct regular evacuation drills (at least annually).
   - Review and update evacuation plans as needed.
4. **Communication Protocols:**
   - Establish clear channels for internal and external communication during incidents.
   - Assign responsibility for raising alarms and contacting emergency services (e.g., 911).
   - Use the public-address system, intercoms, or designated runners for announcements.
5. **Roles and Responsibilities:**
   - Assign and train fire wardens and emergency response leaders.
   - Define roles for first aid, crowd control, and equipment operation.
6. **Post-Incident Reporting and Review:**
   - Complete a fire incident report after any emergency or drill.
   - Investigate root causes and document lessons learned.
   - Review SOP and training content for continuous improvement.

5. Training Schedule and Records

- All new employees: Initial fire safety orientation within first week of employment.
- Annual mandatory refresher training for all employees.
- Maintain attendance records and completion certificates in personnel files.
- Schedule additional drills or refresher sessions as required.

6. References

- Local Fire Code and Regulations
- [Company's Fire Safety Policy]
- OSHA 1910 Subpart L-Fire Protection

7. Revision and Review

- This SOP should be reviewed annually or after every major incident.
- Updates must be approved by the Fire Safety Officer and Management.

8. Document Control

Version	Date	Prepared by	Approved by	Remarks
1.0	[Date]	[Name]	[Name]	Initial issue