SOP: Emergency Response and Code Procedures

This SOP provides detailed guidelines for **emergency response and code procedures**, including the identification of emergency situations, communication protocols, specific code meanings, roles and responsibilities during emergencies, evacuation plans, and post-incident evaluation. The aim is to ensure a swift, coordinated, and effective response to emergencies to protect personnel, property, and the environment while maintaining safety and minimizing potential harm.

1. Identification of Emergency Situations

- Fire or smoke detection
- Medical emergencies
- Hazardous material spills
- Security threats (e.g., active shooter, unauthorized intruder)
- Utility failures (e.g., gas leak, power outages)
- Natural disasters (e.g., earthquake, flood)

2. Emergency Codes and Meanings

Code	Meaning	Action Required
Code Red	Fire	Initiate fire response protocols, evacuate as directed
Code Blue	Medical Emergency	Alert first aid/medical team, provide assistance
Code Yellow	Hazardous Material Spill	Isolate area, alert spill response team
Code Orange	Evacuation	Begin facility evacuation following routes
Code Black	Bomb Threat	Follow bomb threat protocols, evacuate if directed
Code Grey	Air/Utility Failure	Initiate utility failure response
Code White	Violence/Active Threat	Lockdown or shelter-in-place as required

3. Communication Protocols

1. Immediately notify the emergency response team via **emergency numbers/intercom**.
2. Use designated emergency codes when reporting the situation.
3. Maintain clear, concise communication and avoid unnecessary radio/phone traffic.
4. Inform all personnel via alarms, PA systems, and/or text/email alerts.
5. Document time, code called, and response actions.

4. Roles and Responsibilities

- **Incident Commander:** Assumes overall command and coordinates the response.
- **Emergency Response Team:** Executes specific emergency procedures; provides medical aid or containment.
- **Building Personnel:** Follow instructions, assist with evacuation, and ensure safety of those in their area.
- **Safety Officer:** Monitors ongoing safety, provides updates to command.
- **Record Keeper:** Documents events and actions taken for post-incident review.

5. Evacuation Plans

1. Sound evacuation alarm upon confirmation of emergency situation requiring evacuation.
2. Direct all personnel to the nearest safe exit as indicated on evacuation maps.
3. Assist individuals with disabilities or those needing support.
4. Assemble at the designated muster/assembly area for headcount.
5. Do not re-enter the building until authorized by emergency services.

6. Post-Incident Evaluation

- Conduct a debrief with responders and key personnel.
- Complete incident report forms documenting timelines, actions, and outcomes.

- Identify areas for improvement and update SOP as necessary.
- Arrange follow-up support, counseling, or medical care as needed.

Note: This SOP must be reviewed annually and after any major incident to ensure effectiveness and compliance with regulations.