

# Standard Operating Procedure (SOP)

## Orientation to Facility Layout and Emergency Exits

This SOP provides a comprehensive **orientation to facility layout and emergency exits**, ensuring that all employees and visitors are familiar with the building's structure, key operational areas, and clearly marked emergency exits. It emphasizes the importance of understanding evacuation routes, assembly points, and safety protocols to enhance preparedness and minimize risks during emergencies.

### 1. Purpose

To ensure all personnel are knowledgeable about the facility layout and emergency evacuation procedures to promote safety and efficient response during emergencies.

### 2. Scope

This SOP applies to all employees, contractors, and visitors of the facility.

### 3. Responsibilities

- **Facility Manager/Safety Officer:** Conduct orientations and maintain updated facility maps and emergency plans.
- **Employees:** Participate in orientation and review provided materials.
- **Visitors:** Adhere to brief orientation upon arrival.

### 4. Procedure

#### 1. Initial Orientation

- Provide a walk-through of the facility for new employees and visitors.
- Distribute or display facility maps highlighting:
  - Key operational areas (offices, labs, production zones, etc.)
  - Restrooms, break rooms, and first aid stations
  - All emergency exits and evacuation route maps

#### 2. Emergency Exit Familiarization

- Identify and demonstrate all clearly marked emergency exits.
- Ensure exits are unobstructed and properly lit.

#### 3. Evacuation Route Instruction

- Review posted evacuation maps and signage throughout the facility.
- Explain primary and secondary evacuation routes for each area.

#### 4. Assembly Point Identification

- Indicate designated assembly points outside the facility.
- Describe accountability process after evacuation.

#### 5. Question & Answer Session

- Allow time for questions and clarifications during the orientation.

#### 6. Documentation

- Record attendance of all personnel receiving the orientation.

### 5. Training

All new employees must receive orientation on their first day. Annual refresher training and evacuation drills must be conducted

for all staff.

## 6. References

- Facility emergency evacuation plan
- Posted floor maps and signage
- Local fire safety regulations

## 7. Revision History

Date	Revision	Description
2024-06-01	01	Initial version