

Standard Operating Procedure (SOP)

Securing the Incident Scene and Ensuring Safety Measures

This SOP details the process of **securing the incident scene and ensuring safety measures**, including immediate assessment of hazards, establishing a secure perimeter, controlling access to authorized personnel only, coordinating with emergency responders, providing clear communication of risks, and implementing safety protocols to prevent further harm or damage. The goal is to preserve evidence, protect individuals on-site, and maintain a safe environment until the situation is fully resolved.

1. Purpose

To ensure all incident scenes are promptly secured and safety measures are implemented to protect individuals, preserve evidence, and prevent further harm or damage.

2. Scope

This SOP applies to all employees and emergency responders involved in incident management at company facilities or affected sites.

3. Responsibilities

- **Incident Commander/Supervisor:** Oversees the entire process and ensures safety protocols are followed.
- **All Responders:** Adhere to safety protocols and report hazards immediately.
- **Security Personnel:** Control scene access and maintain secure perimeters.

4. Procedure

1. Immediate Hazard Assessment

- Evaluate the area for ongoing dangers (fire, electrical hazards, chemicals, unstable structures, etc.).
- Address life-threatening situations if it is safe to do so.

2. Establish a Secure Perimeter

- Use caution tape, barricades, or physical barriers to isolate the scene.
- Determine the perimeter size based on hazard assessments.

3. Control Access

- Allow entry only to authorized personnel (emergency responders, investigators, etc.).
- Create and maintain a log of all individuals entering and exiting the scene.

4. Coordinate with Emergency Responders

- Notify local authorities and emergency response units as necessary.
- Provide updates on hazards and site conditions.

5. Communicate Risks Clearly

- Brief all responders and on-site personnel about known and potential risks.
- Post signage as needed to indicate dangers and restricted areas.

6. Implement Safety Protocols

- Require appropriate personal protective equipment (PPE).
- Follow organizational procedures for decontamination, equipment use, and safe operations.

7. Preserve Evidence and Scene Integrity

- Minimize disturbance of the scene unless required for safety reasons.
- Document the scene with photos or notes as soon as it is safe.

8. Continue Monitoring and Adjust Safety Measures

- Reassess the scene regularly for emerging hazards.
- Adjust containment and safety protocols as needed.

9. Terminate Scene Security upon Resolution

- Release the scene only after all hazards have been removed or controlled, and investigative needs are complete.
- Debrief all personnel involved and submit required reports.

5. Documentation

- Scene Access Log
- Hazard Assessment Reports
- Incident Photos/Sketches
- Debrief and Safety Protocol Checklists

6. Review and Training

- This SOP shall be reviewed annually or following major incidents.
- All relevant personnel must receive training on these protocols.

7. References

- Emergency Response Plan
- Local, State, and Federal Safety Regulations