

# SOP: Emergency Evacuation Protocols and Assigned Assembly Points

This SOP details the **emergency evacuation protocols and assigned assembly points**, outlining clear procedures for safely evacuating personnel during emergencies, designating specific assembly locations for headcounts, and ensuring effective communication and coordination throughout the evacuation process to protect all individuals and maintain order.

## 1. Purpose

To establish clear, systematic procedures for the safe evacuation of all personnel from the premises during emergencies and to designate specific assembly points for headcounts and coordination.

## 2. Scope

This SOP applies to all staff, contractors, and visitors within the facility.

## 3. Responsibilities

- **Emergency Response Coordinator:** Oversee entire evacuation process and communication.
- **Fire Marshals/Floor Wardens:** Guide personnel, check evacuation routes, and report headcounts.
- **All Staff and Visitors:** Follow evacuation instructions and proceed directly to assigned assembly points.
- **Security Team:** Ensure all exits are clear and secured once evacuation is complete.

## 4. Evacuation Protocols

1. Upon hearing the evacuation alarm or receiving an official order to evacuate:
  - Immediately cease all activities.
  - Follow the nearest marked exit route. **Do not use elevators.**
  - Assist persons with disabilities as necessary.
2. Proceed directly to the assigned assembly point for your area (see Table 1).
3. Fire Marshals perform a sweep of their designated area and report any missing persons to the Emergency Response Coordinator.
4. Remain at the assembly point until further instructions are given and do not re-enter the building unless authorized.

## 5. Communication

- All clear and additional instructions will be communicated via the public address system or designated emergency contacts at the assembly points.
- Updates and status reports to be relayed to emergency services and facility management as needed.

## 6. Assigned Assembly Points

Area/Department	Assembly Point Location	Fire Marshal
Office Wing A	Parking Lot North (near main entrance)	John Smith
Production Floor	South Field (adjacent to loading dock)	Linda Brown
Warehouse	East Driveway (opposite security gate)	Wei Chen
Visitors	Main Entrance Courtyard	Receptionist On Duty

## 7. Training & Drills

- Annual evacuation drills will be conducted for all staff to practice emergency procedures and review assigned assembly points.
- Feedback from drills will be recorded and utilized to improve evacuation protocols.

## 8. Revision History

Version	Date	Description/Revision	Reviewed by
1.0	2024-06-15	Initial SOP approval and release	Jane Doe, Safety Officer