

Standard Operating Procedure (SOP)

Emergency Response and Evacuation Procedures

Objective: To ensure the safety of all personnel by providing clear, efficient, and effective actions to be taken during emergencies and facilitating a swift and organized evacuation process.

1. Identification of Potential Emergencies

- Fire or explosion
- Medical emergencies
- Hazardous material spill or leak
- Severe weather or natural disasters (earthquake, tornado, flood, etc.)
- Violence or security threats
- Utility failure (electricity, gas, water, etc.)

2. Communication Protocols

- Activate building alarms if necessary
- Notify emergency services (dial **911** or local emergency number)
- Use internal communication systems (public address, group messaging apps, radios, etc.) to provide clear instructions
- Designated personnel to guide and assist communication efforts

3. Evacuation Routes and Assembly Points

- All evacuation routes are clearly marked with illuminated exit signs
- Floor plans showing primary and secondary evacuation routes posted at common areas and entry points
- Assembly points are located at a safe distance from the building and are indicated with signage; refer to attached map/supporting document
- Do not use elevators during evacuation unless authorized for accessibility

4. Roles and Responsibilities During Emergencies

Role	Responsibilities
Emergency Coordinator	Oversee response efforts, serve as liaison with emergency services, account for all personnel
Floor Wardens	Direct evacuation, ensure area is cleared, assist those needing help
First Aid Providers	Attend to injured persons, activate emergency medical procedures
Personnel	Follow directions, evacuate promptly, proceed to assembly points, remain available for roll call

5. Use of Emergency Equipment

- Fire extinguishers, first aid kits, and emergency lights are readily accessible at designated locations
- Only trained personnel may use fire extinguishers
- Emergency equipment should be checked and maintained regularly

6. Coordination with Emergency Services

- Provide accurate information to responding emergency personnel
- Direct emergency services to incident location and affected individuals
- Share facility floor plans and hazardous material information, if applicable
- Follow instructions provided by emergency services

7. Post-Evacuation Accountability and Reporting

- Emergency Coordinator or designated staff conducts roll call at assembly points
- Report missing persons immediately to emergency services
- Complete incident report forms documenting the emergency and response actions
- Debrief with personnel to review response effectiveness and identify improvements

8. Review and Training

- Review evacuation procedures annually
- Conduct emergency drills at least twice a year
- Update contact information and personnel assignments as needed
- Ensure all employees are trained on this SOP and familiar with evacuation routes and procedures

This SOP shall be reviewed and updated regularly to adapt to changing facility layouts, personnel, and potential hazards.