

Standard Operating Procedure (SOP)

Emergency Evacuation and Lockdown Procedures

This SOP details the **emergency evacuation and lockdown procedures**, including clear guidelines for immediate response during emergencies, roles and responsibilities of staff, communication protocols, safe evacuation routes, lockdown initiation and termination steps, accountability measures, and post-incident review processes. The objective is to ensure the safety and security of all personnel and visitors by providing organized and efficient procedures during critical situations.

1. Scope

This procedure applies to all employees, contractors, and visitors within the facility during emergencies that require evacuation or lockdown.

2. Responsibilities

Role	Responsibility
Emergency Coordinator	Oversees all emergency responses, determines when to initiate evacuation or lockdown, and acts as the primary communication point with local authorities.
Floor Wardens	Facilitate evacuation/lockdown of their assigned area, assist with headcounts, and report status to Emergency Coordinator.
All Staff	Follow instructions promptly, assist visitors and those in need, and participate in post-incident reviews.
Security Personnel	Secure building access points, assist law enforcement, and support evacuation or lockdown enforcement.

3. Emergency Communication Protocols

1. Sound the alarm or use the PA system to announce the emergency nature (Evacuation or Lockdown).
2. Notify local emergency services (fire, police, ambulance) immediately.
3. Use designated communication channels (radios, phones, group messaging) for ongoing updates.
4. Floor Wardens report their area's status to the Emergency Coordinator as soon as possible.

4. Evacuation Procedure

1. On evacuation signal, staff and visitors must leave immediately via the nearest safe exit.
2. Do not use elevators; use stairs only.
3. Move quickly but calmly to the designated assembly area outside.
4. Floor Wardens conduct a headcount and report missing persons to the Emergency Coordinator.
5. Remain in assembly area until cleared by Emergency Coordinator or emergency responders.

Evacuation Routes:

- Refer to posted evacuation maps at all exits and stairwells.
- Ensure routes are unobstructed at all times.

5. Lockdown Procedure

1. On lockdown signal, all personnel move to nearest secure room if safe to do so.
2. Lock and barricade all doors. Turn off lights. Silence phones and remain quiet.
3. Stay low and away from windows and doors.
4. Await further instructions through official channels only. Do not open doors until "all clear" is given.
5. Floor Wardens account for all individuals in their area by quiet headcount or roll call.

Initiation and Termination:

- Initiated by Emergency Coordinator or security based on threat assessment.
- Termination only upon official notification from authorities or Emergency Coordinator.

6. Accountability Measures

1. Floor Wardens maintain up-to-date lists of personnel and visitors in their areas.
2. Post-event roll call conducted at assembly area (evacuation) or within secure zones (lockdown).
3. Report missing or unaccounted individuals immediately to Emergency Coordinator and authorities.

7. Post-Incident Review

1. Emergency Coordinator convenes a debrief within 48 hours of incident with all relevant stakeholders.
2. Document actions taken, issues encountered, and lessons learned.
3. Update SOP, training, and emergency resources as required.
4. Communicate findings and improvements to all staff.

8. Training and Drills

1. Conduct mandatory evacuation and lockdown drills at least twice annually.
2. Ensure all staff are trained in these procedures within 30 days of initial employment and annually thereafter.
3. Post evacuation and lockdown instructions and maps in all work areas.

9. References

- Facility Emergency Action Plan
- Local Fire and Law Enforcement Agency Guidelines
- OSHA Emergency Preparedness Standards

Approved by: _____ Date: _____