

SOP: Emergency Evacuation and Fire Safety Procedures

This SOP details **emergency evacuation and fire safety procedures**, covering fire prevention strategies, emergency alarm systems, evacuation route planning and signage, roles and responsibilities during evacuations, use of fire extinguishers and firefighting equipment, regular fire drills and training, communication protocols during emergencies, and post-evacuation accountability. The aim is to protect lives and minimize property damage by ensuring a swift, organized, and safe response to fire emergencies.

1. Purpose

To outline procedures that ensure the safety of personnel and minimize property loss in the event of a fire emergency through preparation, awareness, and effective response.

2. Scope

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

3. Responsibilities

Role	Responsibilities
Fire Safety Officer	Oversee all aspects of fire safety. Ensure drills, maintenance, and training are conducted. Liaise with fire services.
Wardens/Marshals	Lead evacuation in assigned zones, assist personnel, check for stragglers, report status at assembly points.
All Personnel	Know evacuation routes, participate in drills, follow instructions, do not return to building until clear.
Reception/Security	Trigger alarms, call emergency services, maintain communication, keep exit pathways unobstructed.

4. Fire Prevention Strategies

- Keep exits, hallways, and fire safety equipment unobstructed at all times.
- Store flammable materials safely and according to regulations.
- Prohibit use of open flames except in designated areas.
- Maintain all electrical equipment and wiring to prevent faults.
- Conduct regular inspections and rectify hazards promptly.

5. Emergency Alarm Systems

- Alarm systems are installed in all critical areas and are accessible.
- Test alarms monthly and service systems annually or as required.
- Ensure all alarms are audible and/or visible throughout the facility.
- Post instructions for manual alarm activation at strategic locations.

6. Evacuation Route Planning and Signage

- Display clear evacuation maps at all main entries and exits.
- Mark primary and secondary escape routes with illuminated signage.
- Maintain routes clear of obstructions; inspect them weekly.
- Define assembly points at a safe distance from the building.

7. Use of Fire Extinguishers and Firefighting Equipment

- Install appropriate fire extinguishers in accessible locations.
- Provide training annually for staff in proper extinguisher usage (PASS: Pull, Aim, Squeeze, Sweep).
- Maintain and inspect equipment (extinguishers, hoses, blankets) per manufacturer and regulatory requirements.
- Encourage use of equipment only if it is safe to do so without personal risk.

8. Regular Fire Drills and Training

- Conduct fire/evacuation drills at least twice annually.
- Train new personnel within one month of employment.
- Document participation and lessons learned after each drill.

9. Emergency Communication Protocols

- Designate primary and backup emergency contacts.
- Use PA system, alarms, or radios for announcements.
- Ensure all personnel are familiar with emergency numbers and reporting channels.

10. Post-Evacuation Accountability

- Wardens conduct headcounts at assembly points.
- Report missing persons to emergency services immediately.
- Do not re-enter the building until cleared by authorities.
- Record and investigate all fire incidents and near-misses.

11. References

- Local fire safety regulations and codes
- Occupational Health and Safety Administration (OSHA) Guidelines
- National Fire Protection Association (NFPA) Standards

12. Revision History

Date	Description of Change	Approved By
YYYY-MM-DD	Initial SOP release	Fire Safety Officer