

Standard Operating Procedure (SOP)

Emergency Response and Evacuation Procedures

1. Purpose

This SOP details **emergency response and evacuation procedures**, covering the activation of emergency alarms, communication protocols, designated evacuation routes and assembly points, roles and responsibilities during emergencies, and post-evacuation accountability. It aims to ensure the safety of all personnel by providing clear, organized steps for efficient evacuation and prompt response to various emergency situations.

2. Scope

This procedure applies to all personnel, visitors, and contractors on-site during an emergency situation such as fire, chemical spill, natural disaster, or security threat.

3. Responsibilities

Role	Responsibility
Emergency Coordinator	Oversee and coordinate emergency response and evacuation activities.
Floor Wardens	Guide personnel to evacuation routes, ensure complete evacuation of designated zones.
All Employees	Follow evacuation instructions, use designated routes, report to assembly points, and cooperate with emergency staff.
Security	Assist in facility lockdown when required and manage access to emergency services.
First Aid Responders	Provide medical aid as needed and assist with evacuation of injured personnel.

4. Emergency Alarm Activation

- Any person identifying an emergency shall immediately activate the nearest alarm pull station and notify the Emergency Coordinator.
- Upon alarm activation, the public address system will announce the evacuation directive.

5. Communication Protocols

- Upon alarm, designated personnel initiate emergency notifications via:
 - Public address (PA) system
 - Company-wide text/email alerts
 - Direct radio/phone communication to emergency teams
- Maintain communication with first responders and facility management throughout the event.

6. Evacuation Procedures

- Cease all work immediately, leaving materials as they are unless leaving them poses an additional hazard.
- Proceed calmly to the nearest exit or designated evacuation route as posted on evacuation maps.
- Do not use elevators during a fire or power outage.
- Assist those with disabilities or special needs as per the buddy system.
- Report directly to the designated assembly point outside the building.

7. Assembly Points

- All personnel must gather at their pre-designated assembly point, as indicated on posted maps and during orientation.
- Floor Wardens will conduct roll calls using the attendance/visitor log to ensure all are accounted for.

8. Post-Evacuation Accountability

1. Do not re-enter the building until the "All Clear" is given by the Emergency Coordinator or emergency services.
2. Report any missing persons immediately to emergency personnel.
3. Document the incident, including timeline, actions taken, and outcomes, for post-event review and improvement.

9. Training and Drills

- All staff must attend annual emergency response training.
- Evacuation drills will be conducted at least twice per year. Participation is mandatory.
- Feedback will be collected after drills to improve procedures.

10. Emergency Contacts

Contact	Phone
Emergency Coordinator	_____
Security Desk	_____
First Aid Responders	_____
Fire/Police/Ambulance	911

11. Review and Updates

This SOP shall be reviewed annually, or following any incident or drill requiring procedural revision.

Document Control:

SOP Version: _____

Effective Date: _____

Review Date: _____