Standard Operating Procedure (SOP): Fire Safety Procedures and Emergency Response Steps

This SOP details **fire safety procedures and emergency response steps**, covering fire prevention strategies, proper use of fire extinguishers, evacuation plans, alarm activation protocols, roles and responsibilities during fire emergencies, communication methods with emergency services, and post-incident reporting. The goal is to minimize fire risks, ensure quick and safe evacuation, and effectively manage fire emergencies to protect lives and property.

1. Purpose

To establish standard procedures for fire safety and provide clear instructions for effectively responding to fire emergencies.

2. Scope

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

3. Responsibilities

- **All Personnel:** Adhere to fire prevention and emergency procedures, participate in drills.
- **Fire Warden:** Lead evacuations and account for personnel.
- **Supervisors/Managers:** Ensure compliance, train staff, coordinate response.
- **Security:** Assist evacuation, secure premises, liaise with emergency responders.
- **SHE/EHS Officer:** Maintain fire safety equipment and documentation, review reports.

4. Fire Prevention Strategies

- Keep work areas free from accumulation of flammable materials.
- Store hazardous materials in approved containers and areas.
- Observe no-smoking policies in designated non-smoking areas.
- Regularly inspect and maintain electrical equipment and wiring.
- Report fire hazards immediately to supervisors or safety officers.

5. Fire Extinguisher Use

1. Assess if the fire is small, contained, and safe to approach.
2. Ensure you have a safe exit route.
3. Select the correct extinguisher type for the fire (A, B, C, etc.).
4. Use the PASS method:
    - **P**ull the pin.
    - **A**im the nozzle at the base of the fire.
    - **S**queeze the handle.
    - **S**weep side to side at the base until extinguished.

5. Evacuate immediately if the fire cannot be controlled.

6. Fire Alarm Activation Protocols

1. Activate the nearest manual pull station or fire alarm immediately upon smoke or fire detection.
2. Shout "Fire!" to alert others if an alarm is not nearby.
3. Do not attempt to silence alarms until authorized.

7. Evacuation Plan

1. Upon alarm, stop work and proceed to the nearest safe exit promptly.
2. Do not use elevators.
3. Assist individuals with disabilities.

4. Close (do not lock) doors as you leave to contain fire/smoke.
5. Gather at designated assembly area outside the building.
6. Fire Wardens account for all personnel and report any missing persons to emergency responders.

8. Communication with Emergency Services

1. Call emergency services (e.g., 911) from a safe location.
2. Provide:
   - Building address and floor/area.
   - Type, location, and size of fire.
   - Presence of people trapped or hazardous materials.

3. Follow instructions from emergency responders.

9. Post-Incident Reporting and Review

1. Once the situation is under control, secure the area as instructed by emergency services.
2. Document the incident using the Fire Incident Report Form (include date, time, location, cause, actions taken, and personnel involved).
3. Submit the report to the SHE/EHS Officer.
4. Participate in debrief sessions and recommendations for improvements.

10. Training and Drills

- Conduct fire safety and extinguisher training at least annually.
- Organize fire evacuation drills twice per year.
- Review this SOP regularly and update as necessary.

11. References

- Local Fire Code
- OSHA Standards (29 CFR 1910.39 and 1910.157)
- NFPA 1: Fire Code

12. Document Control

Version	Date	Prepared By	Reviewed By	Approved By
1.0	2024-06-22	_____	_____	_____