

# SOP: Emergency Evacuation and Lockdown Protocols

This SOP details **emergency evacuation and lockdown protocols**, covering the identification of emergency situations, clear evacuation routes and assembly points, lockdown activation procedures, communication plans during incidents, roles and responsibilities of staff and responders, and post-incident review processes. The purpose is to ensure the safety and security of all personnel by providing structured and effective responses to emergencies such as fires, intrusions, and natural disasters.

## 1. Identification of Emergency Situations

- Possible emergencies: fire, natural disaster, hazardous material release, intruder/active threat, civil disturbances.
- All personnel must report suspected or identified emergencies immediately to the designated authority (e.g., supervisor, security).
- Emergency alarms and communication systems will be used for immediate alerting.

## 2. Evacuation Procedures

- Designated evacuation routes are posted throughout the facility and must remain unobstructed at all times.
- Upon receiving an evacuation order, all personnel must proceed calmly to the nearest exit, following posted evacuation maps.
- Assembly points are located at *[Insert assembly areas here]* - all employees must report for headcount.
- Special assistance protocols for persons with disabilities are in place; assigned staff must provide support as needed.

## 3. Lockdown Activation Procedures

- Lockdown will be initiated via the internal communication system when a threat is detected inside or near the premises.
- All staff must immediately secure doors and windows, turn off lights, and move away from visible areas.
- Do not open doors for any person until an official "all clear" is given.

## 4. Communication Plan During Incidents

- The *incident commander* or designated leader will coordinate communications using radio, PA system, SMS, or email, as relevant.
- Emergency contact lists must be kept up to date and accessible to all managers or supervisors.
- Updates will be provided at regular intervals or as soon as new information becomes available.

## 5. Roles and Responsibilities

- **Supervisors/Managers:** Account for all staff, provide instructions, and coordinate with first responders.
- **Employees:** Follow emergency procedures, assist others if safe, and report to designated assembly/lockdown areas.
- **Security/Response Team:** Initiate alarms, communicate with authorities, and assist with evacuation or lockdown.

## 6. Post-Incident Review

- After the incident, conduct a headcount and verify the wellbeing of all personnel.
- Debrief with staff and first responders to review response effectiveness and identify areas for improvement.
- Document the incident and update protocols/training as needed.

## 7. Training and Drills

- Mandatory regular evacuation and lockdown drills are to be conducted at least twice per year.
- All new personnel must receive training on these protocols as part of their orientation.