

# SOP: Fire Drill Procedures and Frequency Schedules

This SOP details the **fire drill procedures and frequency schedules**, outlining the steps for conducting effective fire drills, roles and responsibilities during drills, communication protocols, evacuation routes and assembly points, and criteria for evaluating drill performance. It also establishes the required frequency for fire drills to ensure preparedness, compliance with safety regulations, and readiness of all personnel to respond efficiently in case of a fire emergency.

## 1. Purpose

To ensure safe and efficient evacuation of all personnel in case of fire emergencies by conducting regular fire drills and evaluating preparedness in compliance with safety regulations.

## 2. Scope

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

## 3. Definitions

- **Fire Drill:** A simulated emergency exercise designed to practice the facility's response to a fire alarm.
- **Assembly Point:** A designated safe area where evacuees gather following evacuation.

## 4. Roles and Responsibilities

Role	Responsibility
Safety Officer	Plans, coordinates, and documents fire drills; evaluates performance; reports findings.
Fire Wardens	Lead evacuation in their assigned areas; account for personnel; provide feedback.
Evacuees (All personnel)	Respond to alarms promptly; follow assigned evacuation routes to assembly points.
Security	Ensure premises are clear; assist with movement control and emergency services liaison.

## 5. Procedures

- Pre-Drill Preparation:**
  - Schedule drill and notify key personnel (Fire Wardens, Security) only.
  - Review and update evacuation route maps and assembly points.
  - Assign observers to evaluate drill performance.
- Drill Initiation:**
  - Activate fire alarm without prior notice to general staff.
  - Monitor response times and behaviors.
- Evacuation:**
  - All personnel evacuate using designated exits.
  - Fire Wardens assist those requiring help and ensure area clearance.
  - Proceed directly to assigned assembly points.
- Roll Call and Reporting:**
  - Fire Wardens conduct head count; report results to Safety Officer.
  - Address any missing persons according to emergency protocol.
- Debrief and Evaluation:**
  - Hold drill debrief immediately at assembly points.
  - Document observations, response times, issues encountered, and recommendations.
  - Update procedures as necessary based on findings.

## 6. Communication Protocol

- Use the public address (PA) system and/or alarm bells to signal an evacuation.
- Communicate exclusively in clear, concise instructions during drills/emergencies.
- Do not use elevators during drills or actual evacuations unless otherwise advised by emergency services.

## 7. Evacuation Routes and Assembly Points

- Evacuation route maps must be posted in common areas and near exits.
- Assembly points must be clearly marked and communicated to all personnel.
- Routes and points must be reviewed during new employee orientations.

## 8. Fire Drill Frequency Schedule

Location/Area	Drill Frequency
Main Office Areas	Every 6 months (biannually)
Laboratories/High-risk Areas	Quarterly (every 3 months)
Warehouses/Storage Areas	Every 6 months (biannually)
Other Areas	At least annually, or as per local regulation

## 9. Drill Performance Criteria

- Evacuation initiated within 1 minute of alarm activation.
- All personnel arrive at assembly point within 5 minutes (adjust to facility size).
- All personnel accounted for within 7 minutes.
- Appropriate use of evacuations routes and no obstructions noted.
- Compliance with communication protocols.

## 10. Documentation and Record-Keeping

Maintain fire drill reports, attendance records, and improvement plans for a minimum of 3 years or as required by regulation. Submit reports to the Safety Officer and management.

## 11. Review

This SOP and schedule will be reviewed annually and after each fire drill, or after actual fire emergencies, to ensure effectiveness and regulatory compliance.

## 12. References

- Local fire authority regulations
- Occupational health and safety standards
- Company-specific safety policies