STANDARD OPERATING PROCEDURE

Fire Evacuation SOP

Document no.	SOP-SAF-002
Revision	1.0
Owner	Safety Officer
Effective date	September 15, 2026
Review cycle	Every 12 months

1. Purpose

To make sure everyone evacuates the building safely and quickly when a fire alarm sounds, and that all persons are accounted for at the assembly point.

2. Scope

Applies to all employees, contractors and visitors in the building, for both fire drills and real fire alarm activations.

Definitions

Fire warden	A trained employee assigned to sweep an area, direct evacuation and report to the assembly point that their area is clear.
Assembly point	The designated outdoor location where everyone gathers after evacuating, used for roll call.
Personal emergency evacuation plan	A specific evacuation arrangement prepared in advance for an employee who needs assistance to evacuate safely.

3. Responsibilities

Employee	Stops work, evacuates via the nearest safe exit and reports to the assembly point for roll call.
Fire Warden	Sweeps their assigned area, assists anyone needing help, and reports their area clear at the assembly point.
Safety Officer	Coordinates with emergency services, confirms roll call is complete and authorizes re-entry.
Department Manager	Supports headcount for their team and helps identify anyone unaccounted for.

RACI matrix

Activity	Employee	Fire Warden	Safety Officer	Department Manager
Raise the alarm on discovering a fire	R/A	C	I	I
Sweep assigned area for stragglers	I	R/A	I	I
Take roll call at the assembly point	R	R	A	C

Activity	Employee	Fire Warden	Safety Officer	Department Manager
Coordinate with emergency services	I	I	R/A	I
Authorize re-entry to the building	I	I	R/A	I

R = Responsible, A = Accountable, C = Consulted, I = Informed

4. Materials and PPE

Materials, tools and systems

- Fire alarm call points and alarm system
- Evacuation route maps posted throughout the building
- Assembly point sign-in sheet or headcount list
- Personal emergency evacuation plans for employees needing assistance
- Fire warden vests or identification

5. Procedure

Step	Task	Owner	Done
5.1	**Alert others and raise the alarm** On discovering a fire or smoke, alert people nearby and activate the nearest fire alarm call point immediately.	Employee	☐
5.2	**Stop work and evacuate** On hearing the fire alarm, stop work immediately, leave belongings behind, and move to the nearest safe exit route. **Warning:** Never use elevators during a fire evacuation. Use the stairs only.	Employee	☐
5.3	**Assist people who need help evacuating** Employees with a personal emergency evacuation plan are assisted by their designated buddy or the nearest fire warden following the plan on file.	Employee	☐
5.4	**Proceed to the assembly point** Walk directly to the designated assembly point without stopping at vehicles, other buildings or gathering points along the way.	Employee	☐
5.5	**Sweep the assigned area** Each fire warden quickly checks their assigned area, including restrooms and meeting rooms, for anyone who has not evacuated, without putting themselves at risk.	Fire Warden	☐
5.6	**Close doors while leaving** Close office and room doors behind you while sweeping or evacuating, since closed doors can slow the spread of fire and smoke.	Fire Warden	☐
5.7	**Take roll call at the assembly point** At the assembly point, each department manager or fire warden checks attendance against their team list and confirms who is present. **Checkpoint:** Every person normally on site that day is accounted for as present, evacuated to another location, or reported missing.	Fire Warden	☐

Step	Task	Owner	Done
5.8	**Report missing persons immediately** If anyone cannot be accounted for, report their name and last known location to the safety officer or fire warden coordinator right away. **Warning:** Report a missing person immediately. Do not re-enter the building yourself to search for them.	Fire Warden	☐
5.9	**Coordinate with emergency responders** Meet arriving fire or emergency services personnel, provide the roll call status and any information about missing persons or the fire's location.	Safety Officer	☐
5.10	**Wait for the all-clear** Everyone remains at the assembly point until the safety officer or emergency services confirm it is safe to re-enter the building.	Employee	☐
5.11	**Authorize re-entry** Once emergency services or the safety officer confirm the building is safe, announce re-entry and direct people back through the normal entrances.	Safety Officer	☐
5.12	**Debrief after the evacuation** Hold a short debrief with fire wardens to capture what went well and any issue with alarms, exits or roll call accuracy.	Safety Officer	☐
5.13	**Schedule the next fire drill** Schedule the next fire drill based on the review cycle and update evacuation plans or maps if the debrief identified any needed change.	Safety Officer	☐

6. Quality checks

- Roll call at the assembly point accounts for every person expected on site.
- Fire wardens complete their area sweep and report status before leaving the assembly point.
- No one re-enters the building before the safety officer or emergency services give the all-clear.
- Fire drills are held on the scheduled frequency and issues found are corrected before the next drill.

7. Records

- Assembly point roll call sheets
- Fire drill records and debrief notes
- Personal emergency evacuation plans
- Fire warden assignment list

8. KPIs

- Time from alarm activation to completed roll call
- Percentage of employees accounted for on first roll call
- Number of fire drills completed against the annual schedule

9. Common mistakes

- Stopping to collect belongings before evacuating.
- Using an elevator during an evacuation.
- Re-entering the building to look for a missing person instead of reporting it.
- Not updating the personal emergency evacuation plan when an employee's needs change.

10. Revision history

Revision	Date	Description	Reviewed by
1.0	September 15, 2026	Initial release	Ilia Pirozhenko

Approval

Prepared by	Approved by	Date

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