

Fire Evacuation Procedure

SOP · UK · Updated 2026-07-11 · Square brackets are placeholders to replace with your own details.

A fire evacuation procedure is the written sequence of actions everyone in your workplace follows when a fire is discovered or the alarm sounds — who raises the alarm, who sweeps which area, where people assemble, and who confirms the building is clear. It turns your fire risk assessment's findings into instructions a new starter can follow on their first shift.

Most workplaces that fail a fire inspection don't fail because they have no alarm — they fail because nobody can show that staff know what to do when it sounds. A written, trained, drilled procedure is the difference between an evacuation and a crowd.

This template gives you a complete, ready-to-edit procedure: discovery and alarm response steps, marshal duties, assembly and roll call, arrangements for people who need assistance, and the drill and training records that prove the procedure is live.

Purpose and scope

This procedure sets out how [Your company] evacuates [site/building name] in the event of fire or on activation of the fire alarm. It applies to all employees, contractors, and visitors on site, at all times the premises are occupied.

The procedure implements the emergency plan arrangements identified in our fire risk assessment, last reviewed on [date].

Roles and responsibilities

- Responsible person ([name/role]): owns the fire risk assessment, this procedure, and the drill programme.
- Fire marshals ([names/roles, one per zone]): sweep their assigned zone, assist evacuation, report to the roll-call lead at the assembly point.
- Roll-call lead ([name/role]): takes the register at the assembly point and reports missing persons to the fire and rescue service on arrival.
- All staff: know the escape routes from their work area, the assembly point location, and follow marshal instructions without delay.

If you discover a fire

1. Raise the alarm immediately at the nearest call point — do not investigate first.
2. Leave by the nearest escape route. Close doors behind you if it is safe to do so.
3. Only attempt to fight the fire if you are trained, the fire is smaller than a waste-paper bin, and your exit is clear behind you.
4. Call 999 from a place of safety and give the address: [full site address]. Do not assume someone else has called.

5. Go directly to the assembly point at [location] and report to the roll-call lead.

When the alarm sounds

1. Stop work immediately. Do not finish the task, save the file, or collect personal belongings.
2. Shut down equipment only if leaving it running creates a greater hazard, and only if this takes seconds: [list any specific isolation steps, e.g. fryers, gas valves, machinery e-stops].
3. Leave by the nearest escape route shown on the fire action notices. Never use lifts.
4. Direct any visitors or contractors you are hosting to go with you.
5. Report to the assembly point at [location] and stay there until the roll-call lead releases you. Never re-enter until the responsible person or the fire service declares the building safe.

Fire marshal sweep

1. Put on your high-visibility identifier and sweep your assigned zone: [zone/room list per marshal].
2. Check all rooms including toilets, meeting rooms, plant rooms, and stores. Close doors after checking.
3. Direct anyone still in the zone to the nearest escape route.
4. Do not put yourself at risk — if smoke or fire blocks the sweep, leave and report the unswept area.
5. Report your zone status ("clear" or "not fully swept") to the roll-call lead at the assembly point.

Assembly point and roll call

The assembly point is [location — far enough from the building to be safe from falling glass and clear of fire service access]. The roll-call lead takes the register of staff on shift, checks visitors against the signing-in record, and collects marshal zone reports.

Anyone unaccounted for is reported to the fire and rescue service immediately on their arrival, with their last known location. Nobody re-enters the building to search.

People needing assistance (PEEPs)

Anyone who cannot evacuate unaided — permanently or temporarily — has a Personal Emergency Evacuation Plan (PEEP) agreed in advance, naming their assistance arrangements, buddy, and refuge point. PEEPs are held at [location] and reviewed [frequency, e.g. every six months] and whenever the person's circumstances or work area change.

Visitors who need assistance are assigned a buddy on arrival as part of signing in.

Drills, testing, and training

- Full evacuation drill: at least [frequency — annually is a common minimum; higher-risk premises drill more often], covering every shift pattern over the year.
- Alarm call-point test: weekly, on [day/time], rotating call points, logged in the fire log book.
- Every new starter walks the escape routes and assembly point during first-shift induction, before working unsupervised.

- Fire marshals receive practical training on appointment and refreshers at [frequency].
- Each drill is logged: date, evacuation time, problems found, actions taken, owner.

Records and review

Drill logs, alarm tests, marshal training records, and induction acknowledgments are kept in [system/location] and retained for [period]. These records are the evidence an inspector, insurer, or fire investigator asks for first.

This procedure is reviewed [frequency, e.g. annually], after every drill that surfaces a problem, after any fire or near-miss, and whenever the premises layout, alarm system, or staffing pattern changes materially. Owner: [name/role]. Next review due: [date].

How to use this template

1. Walk the building with the plans before editing anything — escape routes and assembly points must match physical reality, not the architect's drawing.
2. Name real people (and deputies) for every role. "The duty manager" only works if every shift actually has one.
3. Fill every [bracketed placeholder], then delete any section that genuinely doesn't apply — an unused section teaches staff to skim.
4. Cross-check the procedure against your current fire risk assessment; where they disagree, fix the assessment first.
5. Run a drill against the finished procedure within a month of publishing it — the drill will find the gaps your desk review missed.
6. Set the review date and owner before you publish, and train every current staff member on it, not just new starters.

Official guidance

- › [GOV.UK — Fire safety in the workplace: your responsibilities](#)
- › [HSE — Fire safety overview](#)

This template is provided in good faith and for general information — it is not legal advice. Adapt it to your organisation and, where your sector carries specific legal requirements, have the finished document reviewed by a qualified adviser. The live version at <https://trainedteam.com/templates/fire-evacuation-procedure> is kept current; this file is a snapshot.