

Developing a Home Office Evacuation Plan

An evacuation plan for your home office/home can help you plan the best way to escape if there is a fire or another type of emergency. Here is guidance for developing an evacuation plan for your home.

- Walk through your home and inspect all possible exits and escape routes. Consider drawing a floor plan of your home, marking two ways out of each room, including windows and doors.
- When you walk through your plan, check to determine if escape routes are clear and if doors and windows can be opened easily.
 - If windows or doors in your home have security bars, evaluate the ability to add bars with emergency release devices inside so they can be opened immediately in an emergency. Emergency release devices won't compromise your security, but they will increase your chances of safely escaping a home fire.
- Choose an outside meeting place (e.g., neighbor's house, light post, mailbox, or stop sign) a safe distance in front of your home where everyone in your home or home office can meet after they've escaped. Mark the location of the meeting place on your escape plan.
- If there are infants, older adults, or family members with mobility limitations, assign someone to assist them in the fire drill and in the event of an emergency.

Here is a simple example of a home evacuation plan:

