

## EVACUATION

National statistics show that most serious accidents occur in the home or close to home. Small Office/Home Office (SOHO) professionals could therefore be in more danger than the employees of larger companies that manufacture chemicals or machinery. Thinking safety and acting safely in our work environments start with evacuation procedures.

Here is a checklist to help you plan.

- o Front or main entrance clearly marked with unobstructed directional sign(s)

- o Rear entrance or secondary egress clearly marked with unobstructed directional sign(s)

- o Signs lighted with regularly inspected and tested battery or generator backup

- o All entrances and means of egress kept clear at all times

- o All doors to the outside, and all doors in individual and common work spaces, able to swing fully open

- o Unobstructed outside area near each egress for personnel assembly and count

- o Approved emergency exit hardware on all doors otherwise kept locked

- o All egress doors at least 36" wide

- o All egress doors open outward (push not pull)

- o Materials and equipment stored safely at each egress for snow and ice control

- o Posted floor plan(s) showing present location and most direct exit route from posting point

- o Corridors, stairways, passageways and work areas forming exit route(s) kept clear at all times

- o Emergency lighting for exit route(s) with regularly inspected and tested battery or generator backup

- o Regularly inspected and tested fire and smoke detectors

- o Properly located and appropriate fire extinguishers

- o Designated company safety officer

- o Regular safety meetings and evacuation drills

o Signage and means of egress appropriate to employee disabilities

These are samples of items and actions adapted for the Small Office/Home Office (SOHO).

For more information, including items and actions appropriate for other sized businesses, contact your insurance agent, local fire department or Albert Amoroso, Amoroso & Associates at 781-821-2820.