

# FIRE EVACUATION PLAN CHECKLIST FOR CHILD DEVELOPMENT CENTERS

Fire evacuation plans are an essential component of the Certificate of Occupancy (C of O) application packet for a Child Development Center (CDC):

1. C of O application form;
2. Written fire evacuation plan;
3. Graphic fire evacuation plan; and
4. DOB CDH fire safety and evacuation plan verification inspection (distinct from the annual Fire Marshal fire inspection).

If construction was performed under an approved building permit your C of O should provide the associated permit number. All required permits and inspections are required to be finalized before your C of O, application and review process begin. Using DOB's [Certifi](#) to apply for a C of O, guidelines are available at [Permitting in the District of Columbia | dob \(dc.gov\)](#).

To ensure an efficient inspection and permit review process, your submitted Childcare Hire and Safety graphic evacuation plan can be created digitally or by hand and must include the following elements:

**Layout**

- The layout (floorplan) of each level occupied by childcare program space must be illustrated and labeled fully.
- An individualized drawing must be created and individualized for each classroom space to show "you are here," and primary and secondary paths of egress, much like you would find in a hotel room.

**Program Area**

- Indicate the location of classrooms and the number and ages of occupants to be accommodated in those spaces.

**Header**

- Program name and address.
- Director/operator name and contact information
- Maximum number of children present in the home

**Egress (Exits)**

- Primary and secondary paths of egress must be indicated, along with the name of the right of way (such as street or alley) accessible from each.
- If the right of way is accessed through a fence, the path of egress arrows must be shown exiting the fence at the location of a labeled gate.

**Legend**

- "You are here" symbol and program space area pattern, shading, or color
- Primary and secondary egress arrows

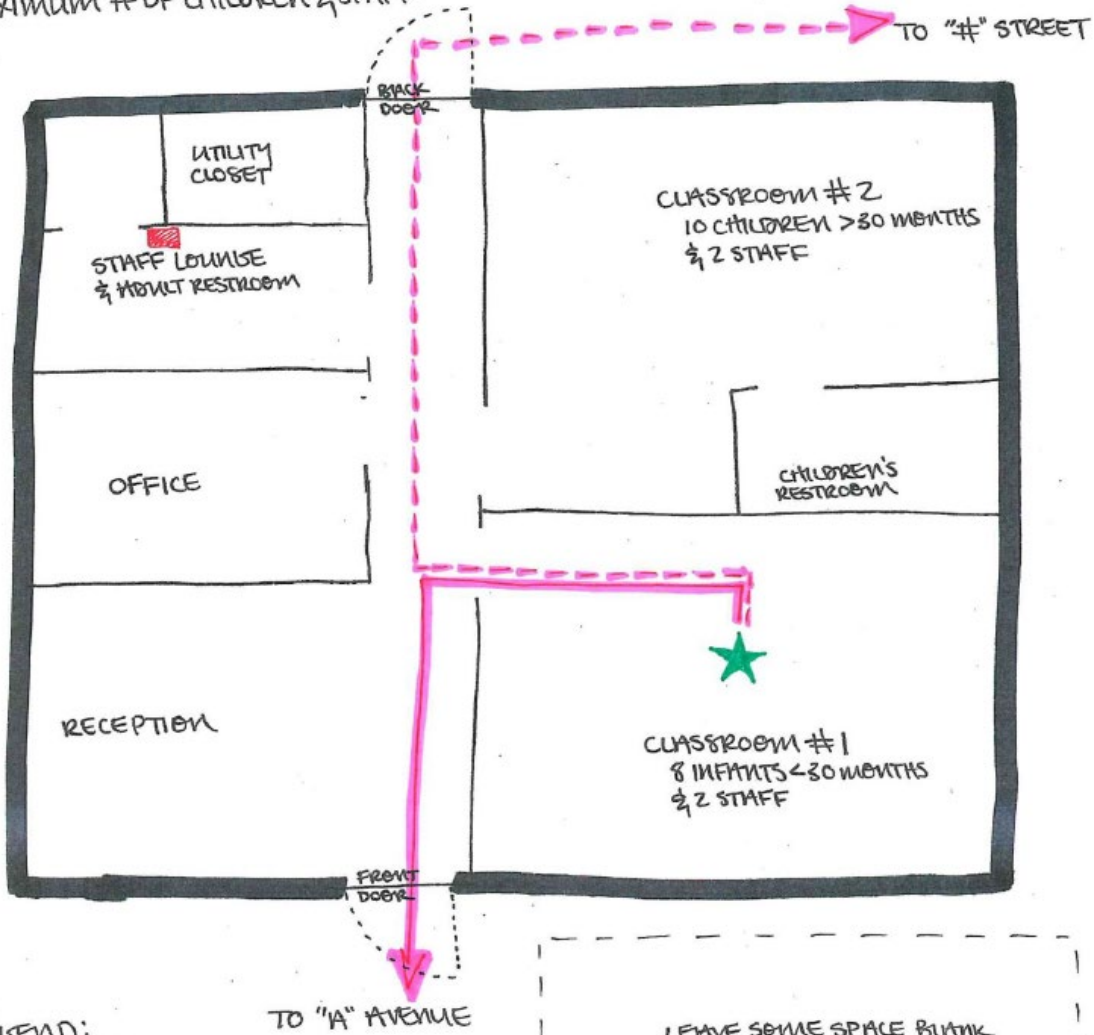
Please see an example of what your graphic fire evacuation plan might look like. For more

information about the regulatory and permitting processes that apply to CDC programs, please refer to the Child Development Center guide and the District of Columbia's Municipal Regulations Title 12A (DCMR 12)

## EXAMPLE (CDC) GRAPHIC FIRE EVACUATION PLAN FOR CLASSROOM #1

CHILD DEVELOPMENT CENTER PROGRAM NAME  
PROGRAM ADDRESS  
DIRECTOR NAME & CONTACT INFORMATION  
MAXIMUM # OF CHILDREN & STAFF

### First Floor Fire Evacuation Plan



**LEGEND:**

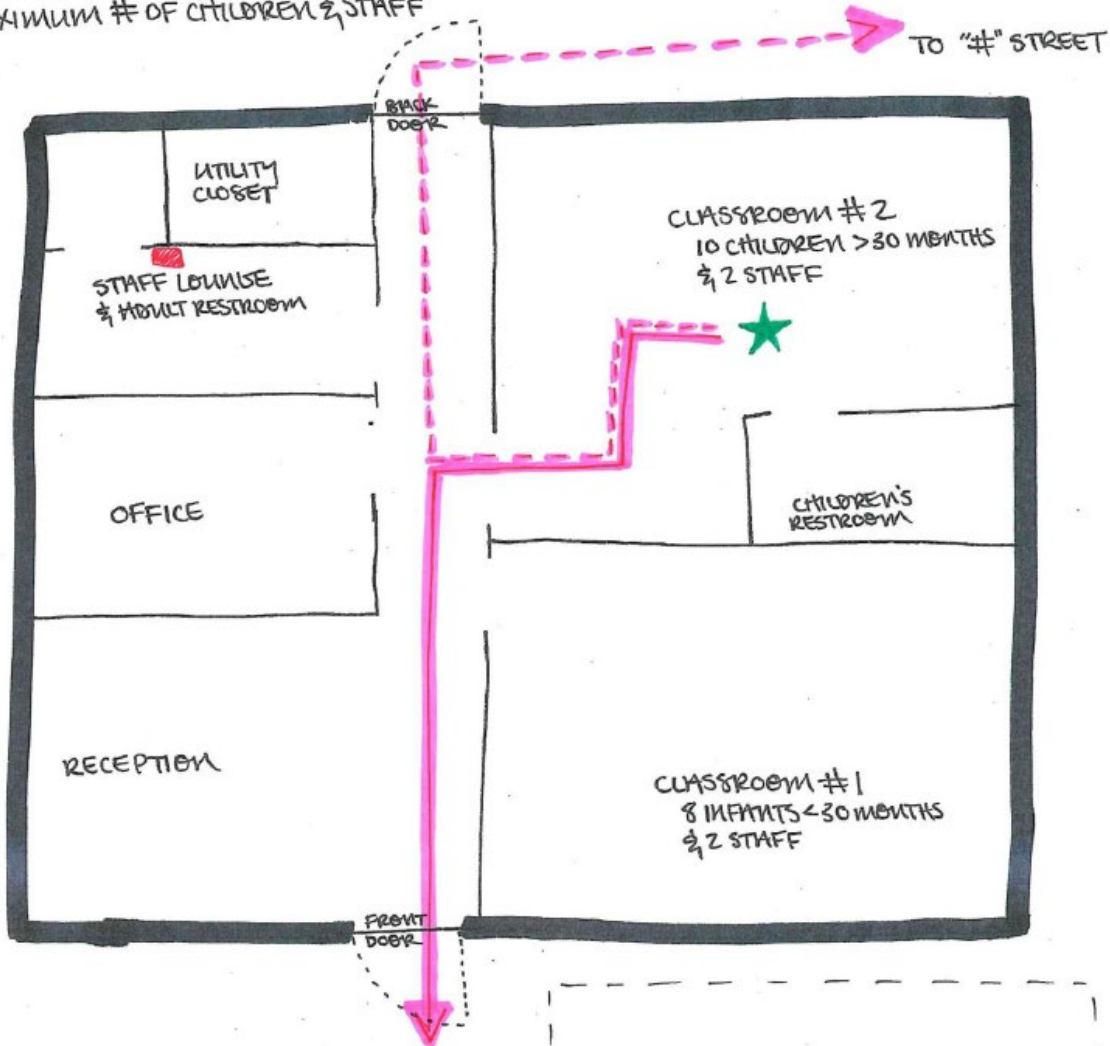
- ★ = YOU ARE HERE
- = PRIMARY EGRESS
- - - → = SECONDARY EGRESS
- = FIRE EXTINGUISHER

LEAVE SOME SPACE BLANK FOR FIRE INSPECTOR TO APPLY STAMP OF APPROVAL

# EXAMPLE (CDC) GRAPHIC FIRE EVACUATION PLAN FOR CLASSROOM #2

First Floor Fire Evacuation Plan

CHILD DEVELOPMENT CENTER PROGRAM NAME  
 PROGRAM ADDRESS  
 DIRECTOR NAME & CONTACT INFORMATION  
 MAXIMUM # OF CHILDREN & STAFF



LEGEND:

- ★ = YOU ARE HERE
- = PRIMARY EGRESS
- - - = SECONDARY EGRESS
- = FIRE EXTINGUISHER

TO "A" AVENUE

LEAVE SOME SPACE BUTK  
 FOR FIRE INSPECTOR TO  
 APPLY STAMP OF APPROVAL

For assistance with specific questions about the building code requirements, and zoning-related questions, please call 202.671.3500 or email [dob@dc.gov](mailto:dob@dc.gov). Include "Childcare" in your message to receive general guidance on some common challenges and opportunities childcare facility projects are likely to encounter during the design, permitting, and construction phases.