

# FIRE EVACUATION PLAN CHECKLIST FOR CHILD DEVELOPMENT CENTERS

Fire evacuation plans are an essential component of the complete 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).

Please note that additional permits, inspections, and/or supporting documents may be required for review and approval of your application, per the C of O application and review process guidelines available on the DOB website at [dob.dc.gov/service/get-certificate-occupancy](http://dob.dc.gov/service/get-certificate-occupancy). To ensure an efficient inspection and permit review process, your submitted graphic fire 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

Hillary Seybold is available via email at [hillary.seybold@dc.gov](mailto:hillary.seybold@dc.gov) or by phone at 202.491.1979 to provide general guidance on some common challenges and opportunities childcare facilities projects are likely to encounter during the design, permitting, and construction phases.

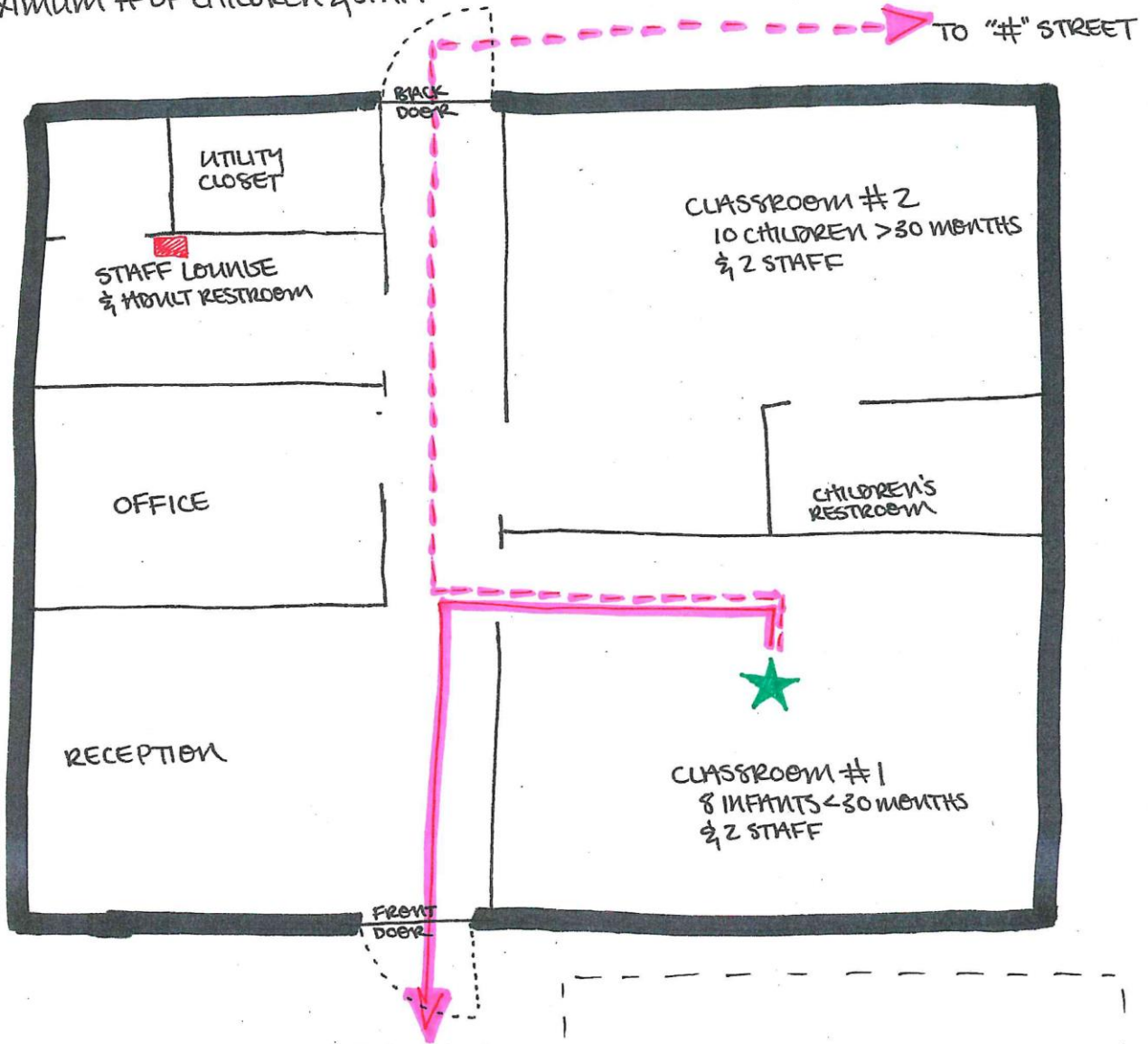
For other general guidance, contact [dcra.kustomer.help/contact/contactus-SkowCOjX8](https://dcra.kustomer.help/contact/contactus-SkowCOjX8), email [dobcs@dc.gov](mailto:dobcs@dc.gov), or call 202.671.3500.



# EXAMPLE CHILD DEVELOPMENT CENTER (CDC) GRAPHIC FIRE EVACUATION PLAN

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

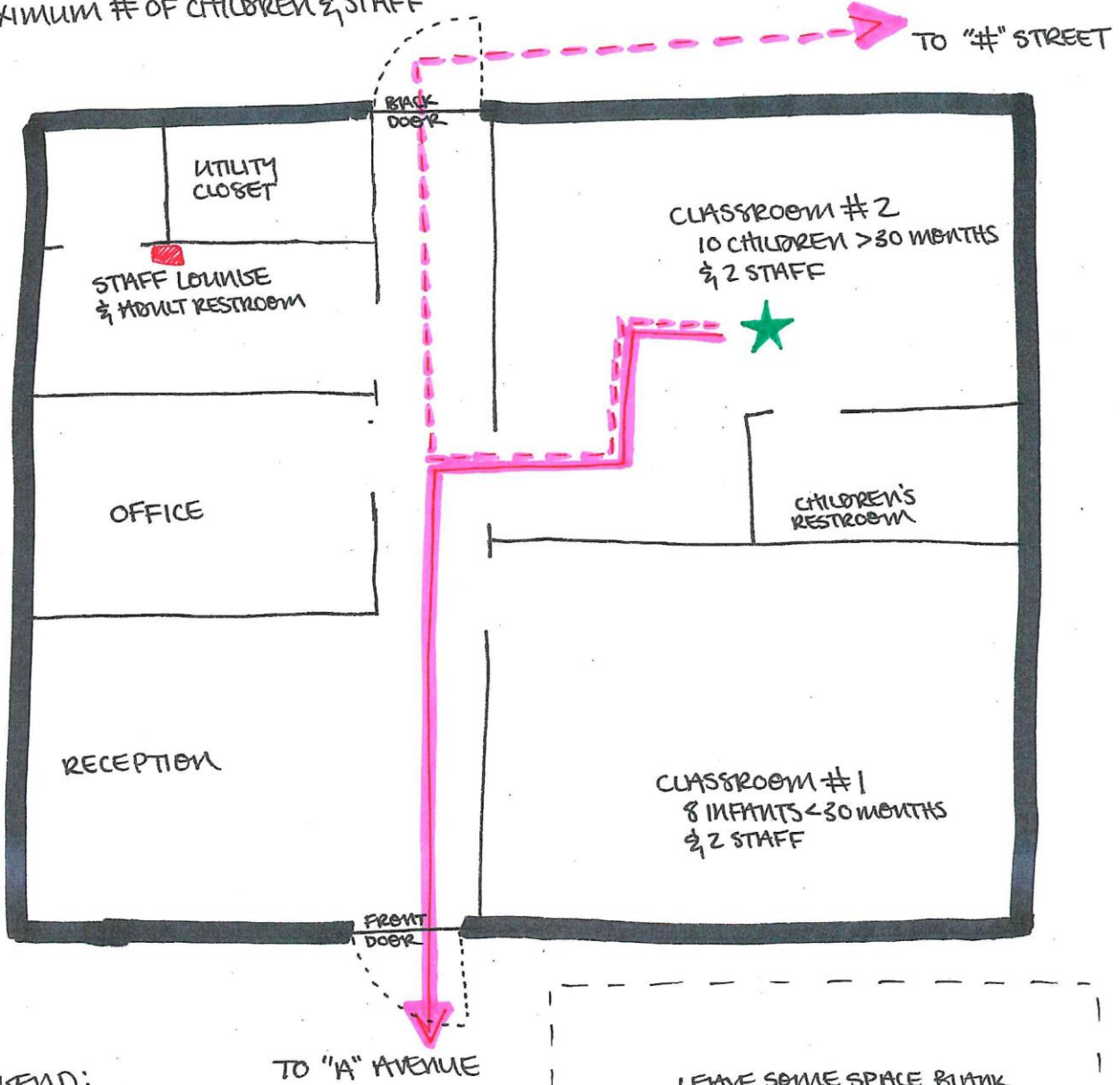
TO "A" AVENUE

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

# EXAMPLE CHILD DEVELOPMENT CENTER (CDC) GRAPHIC FIRE EVACUATION PLAN

## 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

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