

## **FIRE EVACUATION PLAN CHECKLIST FOR CHILD DEVELOPMENT HOMES**

Graphic fire evacuation plans are one of four (4) essential components of the Home Occupation Permit (HOP) application packet for a Child Development Home (CDH):

1. HOP 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).

Generally, the HOP can be issued after all four (4) components are approved. Please note that additional permits and/or supporting documents may be required per the HOP guidelines available on the DOB website at [dob.dc.gov/node/1616176](http://dob.dc.gov/node/1616176). 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:

- Header**
  - Program name and address
  - Director/operator name and contact information
  - Maximum number of children present in the home
- Layout**
  - The layout (floorplan) of each level occupied by childcare program space must be illustrated and labeled in full on its own page.
- Program Area**
  - Show the dimensions or measurements of the exclusive program space, limited to 320 square feet maximum.
- Egress (Exits)**
  - Primary and secondary means 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
  - Symbol for location of fire extinguisher
  - Symbol for location of smoke detectors
  - Symbol for location of carbon monoxide (CO) detectors

Please see the next page for an example of what your graphic fire evacuation plan might look like. For more information about the regulatory and permitting processes that apply

to CDH programs, please refer to the Child Development Homes Overview presentation and Appendix M of the Building Code available at [dob.dc.gov/node/1616176](http://dob.dc.gov/node/1616176).

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.

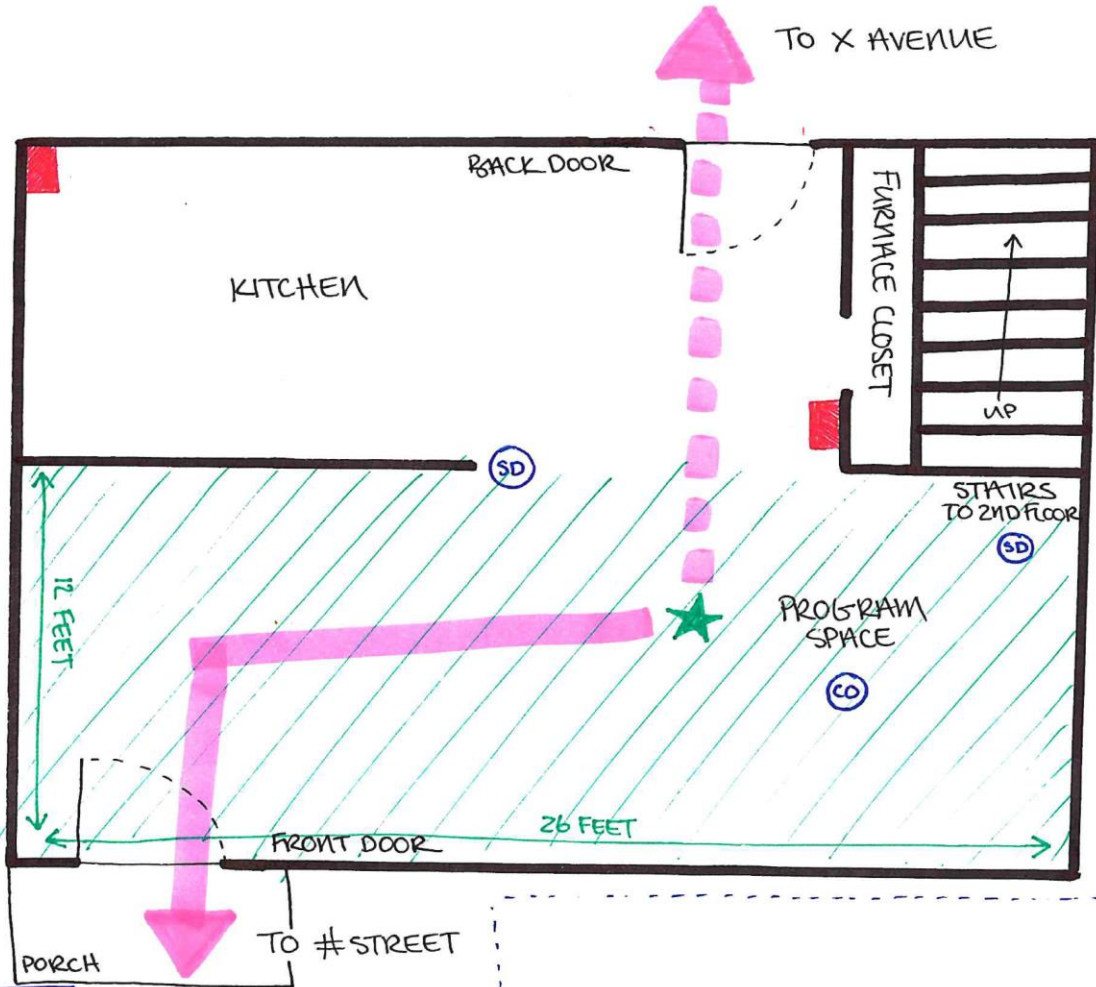
For other general guidance, contact [dcra.kustomer.help/contact/contactus-SkowCOjX8](http://dcra.kustomer.help/contact/contactus-SkowCOjX8), email [dobcs@dc.gov](mailto:dobcs@dc.gov), or call 202.671.3500.



# EXAMPLE CHILD DEVELOPMENT HOME (CDH) GRAPHIC FIRE EVACUATION PLAN

CHILD DEVELOPMENT HOME (CDH) PROGRAM NAME  
 PROGRAM ADDRESS  
 PROGRAM DIRECTOR/OPERATOR NAME & CONTACT INFORMATION  
 MAXIMUM # OF CHILDREN PRESENT IN HOME AT ANY GIVEN TIME

## BASEMENT / 1<sup>ST</sup> / 2<sup>ND</sup> LEVEL FIRE EVACUATION PLAN



### LEGEND:

- ★ = "YOU ARE HERE"
- = PRIMARY EXIT
- = SECONDARY EXIT
- = FIRE EXTINGUISHER
- ▨ = PROGRAM SPACE UP TO 320ft<sup>2</sup>
- ⊙ = SMOKE/CARBON MONOXIDE (CO) DETECTOR

LEAVE SOME SPACE BLANK  
 FOR DCRA FIRE INSPECTOR  
 STAMP & SIGNATURE