



Fire Evacuation Plan Guidelines for Child Development Homes

Graphic fire evacuation plans are one of four (4) parts 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. Inspection.

The HOP can be issued after all four (4) parts are approved. Note that the inspection includes fire evacuation plan verification and is separate from the yearly inspections performed by the Fire Marshal. To ensure an efficient inspection and permit review process, your submitted graphic fire evacuation plan must include the following elements:

Layout

- o The layout or floorplan of each level at least partially occupied by childcare program space must be shown in full on a separate page.

Program Area

- o Show the dimensions or measurements of the exclusive program space, limited to 320 square feet maximum. Exclusive program space is used only by enrolled children and not by the home's residents after operating hours.

Egress

- o Primary and secondary means of egress or exits must be indicated. Do not forget to label egress windows if they comply with building code standards and are being used as a secondary means of egress.
- o Use dotted or dashed lines with arrows to show primary and secondary paths of egress or escape routes.
- o Paths of egress must lead to a public right of way such as an alley or street. Please indicate the name of the right of way accessible by each means of egress.
- o 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 labelled gate.

Legend

- o Location of smoke detectors and/or carbon monoxide detectors
- o Location of fire extinguishers
- o Address and contact information of program operator

Please see the next page for two examples of what your graphic fire evacuation plan might look like, and refer to the Child Development Homes Overview presentation and Appendix M of the Building Code in the DCRA Document Management System for more information on the requirements that apply to CDH programs.

