



CHILD DEVELOPMENT HOMES FIRE SAFETY AND EMERGENCY EVACUATION PLAN

Name of Provider: _____ Date: _____

Address: _____

Maximum Number of Children (including minors residing in the home): _____

Maximum Number of Children under Age 2: _____

Maximum Number of Adults/Staff (including provider): _____

The Fire Safety and Emergency Evacuation Plan for Child Development Homes consist of the following parts:

- Fire Safety Checklist (Section I)
- Written Emergency Evacuation Plan (Section II)
- Floor Plan with Evacuation Routes Shown (Section III)
- Record of Emergency Evacuation Drills (Section IV)

I. FIRE SAFETY CHECKLIST

Residential occupancy fires are the third leading causes of accidental deaths; 60 percent of those are preventable. In an attempt to minimize the likelihood of a fire and related injuries, this fire safety checklist is included in this package. The following are three important life safety items:

- A. Minimizing fire hazards:** The three traditional fire killers are smoking in bed, unattended children, and improper use of and storage of flammable liquids.
- B. Early warning devices:** Fire detection and notification devices—such as automatic fire alarm system, sprinkler system, heat and smoke detectors—are provided per applicable Codes.

- C. Fire escape plan: Each occupant should know two different escape routes from each room, the proper way to evacuate from a smoke filled room or building, and the guidelines to follow if you are trapped in a burning building.

Please confirm your agreement to comply with the following fire safety requirements by supplying the requested information and signing in the space provided on page 5 below:

- 1. Children in my child development home will not be left unattended; qualified adult supervision will always be provided to monitor the activities of the children in my child development home in compliance with child development home licensing regulations.
- 2. I will not allow circumstances to compromise the safety of the children in my care.
- 3. I have working fire extinguisher(s) located in my home. These fire extinguishers are located in the following locations: _____
_____.
- 4. I understand how to operate the fire extinguisher(s) in my home.
- 5. Smoke detectors are located in the following locations: _____
_____. These smoke detectors will be tested monthly.
- 6. Fire and emergency evacuation drills will be performed monthly.
- 7. I will request and have completed a bi-annual fire safety inspection of the premises by the Fire and Emergency Medical Services Department (FEMS), and comply with any and all fire safety recommendations made by FEMS.

II. EMERGENCY EVACUATION PLAN

District of Columbia regulations require that a written plan for the emergency evacuation of children in a child development home must be developed and approved by the code official. This Emergency Evacuation Plan establishes a consistent procedure, so that everyone knows what to do in an emergency. The plan must be filed in a readily accessible place in the child development home after being approved. To complete this form, child development home providers should familiarize themselves with relevant District of Columbia regulations, including the District of Columbia Residential Code, the Fire Code, and the Property Maintenance Code.

The Emergency Evacuation Plan includes the following elements:

1. Evacuation Drills
2. Evacuation Procedures & Escape Routes
3. Meeting Place
4. Relocation Site(s)

Evacuation Drills

Evacuation drills should be conducted at least once per month. Drills should be conducted in exactly the same manner as an actual emergency (except for notifying emergency personnel). You are required to keep a written record of monthly evacuation drills. The record must include total egress time from the time the alarm sounds until everyone reaches the meeting place. The record must also list the number of children in care and adults present, and the exit that was used. A sample form for recording information about evacuation drills is included in Section IV.

- How will you begin the drill? _____
- What will you take with you? _____ (should include attendance record, parent contact information & emergency supplies).

Evacuation Procedures & Escape Routes

5. How will you notify the children and staff of an emergency (such as an alarm sounding)?

6. Briefly describe how all of the children, including infants, will be evacuated from the home in an emergency.[Take into consideration that infants may need to be carried and that toddlers may require individual guidance and more assistance than preschool and school age children. Spell out procedures for non-ambulatory children.]

7. During the evacuation, describe how you will ensure that no one is left alone at any time: _____.
8. Identify the primary and secondary exits for emergency evacuation:
_____.
9. Identify the meeting place for everyone to meet after evacuating the home:
_____. [The meeting place should be out of the path of emergency vehicles, a safe distance from the building, and clear of snow, ice, water and mud. The meeting place should have enough space for all adults and children to assemble.]
10. All personnel shall leave the building in an orderly manner by assigned exits. All rooms shall be checked to insure total evacuation and isolate the area by closing the doors.
11. Notification shall be given to the Fire Department by telephone (from another address). Give the name, exact street address, name of the building and any other pertinent information.
 - This number MUST be posted on or next to your phone:
 - Emergency: 911
12. How will you ensure that the children's parents or guardians are notified of an emergency?

13. At the meeting area the director shall take a count to ensure that everyone is accounted for.
14. All personnel shall stay at the meeting area until an "ALL CLEAR" notification is given by an official from the Fire Department.
15. If it appears that you will not be able to return to the day care home, the children will be taken to the following relocation site until their parents or guardians can pick them up:
_____. Transportation Method: _____ [When developing this plan, consider how you will get there (walk, car, bus, etc.). This information must be shared with the parents and guardians.]

III. FLOOR PLAN WITH EVACUATION ROUTES SHOWN

- The following areas will be utilized for day care purposes in my home:

- A **floor diagram of my home** is attached showing designated emergency egress or escape routes from each floor of my house that will be used for child day care. (If your residence is located in a multi-family building, you must show how children will be evacuated from your dwelling unit to the exterior of the building.)

IV. RECORD OF EMERGENCY EVACUATION DRILLS

- Form for recording information about monthly fire and emergency evacuation drills is attached.
- By signing below, I acknowledge the accuracy and completeness of the statements and information provided in this Fire Safety and Emergency Evacuation Plan.

Name of Child Care Provider: _____

Signature: _____

Date: _____

FLOOR PLAN WITH EVACUATION ROUTES SHOWN

Please provide a floor plan for each floor on which child care will be provided using the suggested format shown. The floor plan must show the following information at a minimum:

- Evacuation routes for each floor on which child care will be provided.
- Maximum number of children in each room, and ages of children.
- Number of staff present in each room where children are cared for.
- Location of smoke alarms and fire extinguishers.