

GUIDELINE FOR DEVELOPING A WRITTEN SAFETY PLAN FOR CHILD CARE PROGRAMS OPERATING PURSUANT TO ARTICLES 43 AND 47 OF THE NEW YORK CITY HEALTH CODE

Written safety plans should be developed with an eye toward creating a comprehensive operational manual for review by and training of child care staff and volunteers, describing facility operations, staff responsibilities, procedures and protocols for the routine supervision of children. The Plan should describe measures to maintain child well-being and safety, and response to critical incidents and emergencies.

The plan shall incorporate all areas of concern in this guide and may require provisions for activities and events not covered herein.

I. CHILD CARE SERVICE GENERAL INFORMATION

- a. Identify the program covered by the Safety Plan.
 - i. Permittee Name (as it appears on DOHMH Permit or filing certificate)
 - ii. Commercial or Business Name (dba)
 - iii. Program Address
 - iv. Contact Information
 1. Program Telephone Number
 2. Program Fax Number
 3. Program E-Mail Address
- b. Identify individuals or organization responsible for the child care service
 - i. Name, address and contact information of private owner
 - ii. Identification of a partnership
 1. Names of All Members
 2. Name of Director
 3. Home Addresses of Members
 4. Personal Contact Information of Members
 - iii. Identification of an unincorporated organization
 1. Names of All Members
 2. Name of Director
 3. Home Addresses of Members
 4. Personal Contact Information of Members
 - iv. Identification of an incorporated organization
 1. Names of Corporate Officers
 2. Name of Director
 3. Home Addresses of Officers
 4. Personal Contact Information of Officers

II. PROGRAM/FACILITY DESCRIPTION AND MAINTENANCE

- a. Describe population served; including
 - i. Permit authorized capacity
 - ii. Permit approved age ranges

1. Infant toddler permit number
2. Preschool permit number
3. Number of children enrolled (School Based Child Care)
- iii. Whether program provides night care; provide permit number
- b. For each permit or certificate of filing describe:
 - i. Children
 1. Number of infants less than one year old
 2. Number of children two years of age and under
 3. Number of children 3-5 years of age
 4. Number and nature of special needs children served
 - ii. Staff
 1. Provide organization chart showing chain of command
 - a. Number of teachers
 - b. Number of assistants
 - c. Number of volunteers regularly on site
 - d. Number of administrative staff
 - e. Number of food service and maintenance staff
 - f. Number of staff with special needs
 - g. Number of staff with CPR First Aid certification
 - h. Number of staff with FDNY Certificates of Fitness; describe certificates
- c. Describe building
 - i. Identify and provide contact information for building owner
 - ii. Describe total square footage of area to be used by child care program
 - iii. Identify all floors to be used by program
 1. Identify whether facility has elevators
 2. Describe number of rooms on each floor
 - a. Number and age range of children in each room
 - b. Total number and age range of children on each floor
 3. Number and location of stairwells
 4. Number and location of elevators
 - iv. Describe HVAC system
 1. Describe energy type used
 - a. Steam
 - b. Electric
 - c. Heating oil
 2. Location of boiler
 3. Whether mechanical ventilation or air conditioning is provided
 4. Identify inspection company and schedule for HVAC system inspection and maintenance
 - v. Describe whether building is fire proof
 - vi. Location of any combustible materials stored in facility
 - vii. Fire suppression/ alarms; identify
 1. Whether facility is equipped with an internal fire alarm
 - a. Nature and type of alarm system

- i. Smoke detectors
 - ii. Heat detectors
 - iii. Carbon monoxide detectors
 - b. Location of central command panel and sensors
 - c. Inspection company and schedule of inspections
- 2. Whether facility is equipped with internal sprinklers and standpipe systems
 - a. Location of sprinkler heads
 - i. Only in halls and at exits
 - ii. Throughout facility
 - b. Location of standpipe hose
 - c. Type of water supply
 - i. City water main (include pipe diameter)
 - ii. Fire Department connections
 - 1. Location of connections
 - 2. Type of connections
 - iii. Gravity tanks (pressure tanks)
 - 1. Location of tanks
 - 2. Quantity/capacity of water available
 - iv. Fire pumps (booster pumps)
 - 1. Describe gallon per minute capacity
 - 2. Describe whether manual or automatic
 - d. Inspection company and schedule of inspections
- 3. Whether kitchen cooking equipment is equipped with a fire suppression system.
 - a. Describe nature of fire suppression system
 - i. Wet chemical/foam system
 - ii. Dry chemical/gas system
 - b. Identify inspection company and schedule of inspection/maintenance
- 4. Fire extinguishers
 - a. Type of extinguishers provided
 - b. Number and location of all extinguishers by type
 - c. Schedule of inspection for extinguishers; and identify persons responsible for inspection
- d. Location of child and staff lavatory facilities
- e. Facility Maintenance
 - i. Identify staff responsible for facility maintenance
 - ii. Specific responsibilities by staff member for facility maintenance
 - iii. Procedures for
 - 1. Indoor physical facility maintenance
 - 2. Outdoor facility maintenance
 - 3. Plumbing
 - 4. Ventilation and lighting
 - 5. General sanitation

6. Pest control (identify exterminator if one is retained)
 7. Equipment and furnishing
 - f. Location and distance of any routinely used off site facilities
- III. CHILD SUPERVISION: ROUTINE
- a. Arrival and departure time, including
 - i. Child daily arrival and departure procedure
 1. Procedure for transfer of child supervision responsibility from parent/guardian to child care program
 - a. Process for assuring children are released to only authorized parents/guardians
 - b. Describe child sign in/sign out procedures
 2. Procedure for accepting children disembarking from child care service provided or independently provided transportation services
 - a. Who is responsible to confirm all children expected to arrive actually disembark bus/vehicles
 - b. How will child care program staff know which children should be on the bus/vehicles
 3. Attendance
 - a. The times when attendance shall be taken
 - b. Identify staff members responsible for taking and recording attendance
 - c. Method for documenting attendance
 - i. Format for documenting attendance
 - ii. How long records shall be maintained
 - iii. Staff responsible for attendance records
 - d. How and when attendance results shall be reported to child care service administration
 - e. Process for responding to child absenteeism
 - i. Required follow up by staff for absent children
 - ii. When and who shall contact parents after child is absent for three consecutive days
 4. Staff schedule demonstrating maintenance of required staff to child ratios and constant and competent child supervision.
 - a. Procedure for accommodating staff absenteeism/vacations in staff/child ratio and staff clearance maintenance
 - b. How will children be routinely integrated into and separated from their assigned classrooms
 - c. Procedure for accommodating and integrating children to and from service at times of late arrival or early dismissal.
 - ii. Area of assembly/dismissal, including
 1. How will required limits to group sizes and staff/child ratios be maintained
 2. Process for organizing children into or releasing children from their assigned groups
 - b. Supervision throughout the day

- i. Procedure for maintaining line of sight supervision of children, staff-to-child ratios, and group size at all times
- ii. Describe how children will be organized and transferred to/from
 1. one classroom to another classroom
 2. classroom and internal multi-purpose, cafeteria or large motor skill activity areas
 3. adjoining outdoor play area
 4. neighborhood park/playground
- iii. Procedures for maintain accountability of children when they are excused from classroom to use lavatory facilities.
- iv. Procedures for maintaining “safe sleep” health code requirements
 1. Designate staff responsible for conducting safe sleep observations
 2. Describe types of documentation required and how it will be maintained
- v. Hall and exits
 1. Process for monitoring halls
 - a. Identify staff assigned to monitor halls
 - i. Monitoring patrol route
 - ii. Location of monitoring stations
 - iii. Nature of monitoring documentation
 1. Staff responsible for reviewing monitoring documentation
 2. Format of documentation
 - b. Use of video monitoring
 - i. How, when and at what frequency and by whom will video monitoring be reviewed
 - ii. Duration video record shall be maintained
 - c. Procedures for visitor sign in/sign out and visitor accompaniment throughout facility
 - d. Instructions for monitors response to, reporting of and documentation of:
 - i. Wayward children
 - ii. Unauthorized individuals in the halls
 - iii. Observation of irregularities
 2. Process for securing exits, including
 - a. Types and nature of locks utilized
 - b. Maintenance of emergency egress while still securing exits
 - c. Use of exit alarms if applicable
 - i. Type of alarm installed
 - ii. Inspection company and inspection schedule for alarm system
 - d. Exit monitors if applicable
 - i. Identification of staff responsible to monitor exits
 - ii. Schedule and routine of monitors
 - iii. Documentation required of exit monitors

- e. Instructions for staff response to breach of exit security by either wayward child, intruder or security malfunction
- IV. CHILD SUPERVISION: SPECIAL ACTIVITIES, EVENTS AND TRIPS
- a. Activity/Trip/Event Coordinator
 - i. Identify staff assigned as activity trip/ event director or coordinator who is responsible for all facets of trip/event planning and procedures
 - ii. In the event a single coordinator is not anticipated for all trips/events, describe the following:
 - 1. When and how individual directors/coordinators shall be assigned
 - 2. Individual who will ensure director/coordinator has assumed responsibilities
 - iii. Description of director/coordinators responsibilities
 - 1. Requirement that director/coordinator conduct onsite familiarity inspection/review prior to activity, trip or event
 - 2. Establishment of local areas of
 - a. Assembly
 - b. Departure
 - c. Emergency refuge
 - 3. Coordinating with local law enforcement and event area security staff and emergency management personnel
 - 4. Ensuring that staff with specific certifications required by activity, trip or event have current valid certifications and will be available
 - a. Life Guards
 - b. Progressive swim instructor
 - c. CPR/First Aid
 - d. Water safety instructor
 - 5. Communicating with child care program administrators during trip/event
 - 6. Establish rules for increased staff/child ratios by the assignment of cleared auxiliary staff and/or volunteers
 - 7. Establish lines of command and communication within group staff and volunteers during activity/trip/event
 - a. Develop communication/emergency call tree
 - b. Means of communication should be designed to ensure communication connectivity and not rely on unpredictable methods
 - b. Procedures for obtaining and documenting parental approval for their child to participate in trip/event
 - c. Child accountability procedures
 - i. Special event attendance procedures
 - 1. Requirement for pre and post trip/event attendance, headcount and roll call
 - a. Prior to trip departure
 - b. At time of arrival
 - c. At pre-established intervals during trip

- d. Prior to return to child care program
 - e. After return to child care program
 - 2. Requirements for trip/event attendance log
 - a. Frequency of attendance during trip/event
 - b. Format for documenting attendance
 - c. Identification of staff responsible to take attendance
- ii. Rules for maintaining group cohesiveness during the entire trip/event especially during times of transit
 - 1. Periodic attendance
 - 2. Trip attendance log
 - 3. Use of reduced group sizes
 - 4. Establishment of a buddy system
 - 5. Use of identity tags and/or child care program identifying t-shirts
 - 6. Use of ancillary staff or volunteers to increase staff-to-child ratio
- d. Establish procedures for all staff, volunteers and children participating in trip/event, including
 - i. Instructions on trip/event rules and requirements
 - ii. Information on emergency procedures and assistance
 - iii. Responsibilities of all attendees

V. LOST CHILD

- a. In the event a child goes missing from a child care program, the safety plan must include provisions incorporating emergency reporting, search activities, and maintenance of supervision for the remaining children.
 - i. Establish instructions to staff for the reporting of missing children.
 - ii. Identify when, how and by whom reports of missing children are to be submitted to the child program administrative staff and City and State agencies including the Police Department, NYC Administration for Children's Services, New York State Central Register for Child Abuse Maltreatment and the Department of Health and Mental Hygiene.
 - iii. Establish timeframes for reporting missing child.
 - iv. Method for reporting missing child incident to parents of child.
- b. Describe procedures for initiating and carrying out the search for the child.
 - i. Identify members of search team.
 - ii. How search area parameters, duration and scope will be identified and determined.
 - iii. Describe how required staff-to-child ratio for remaining children shall be maintained.
 - iv. Include procedures for searches in areas incorporating subways and busses when those modes of transportation are involved.
- c. Communication requirements for search parties.
- d. Guidelines for search area expansion and instructions on when it becomes necessary to include emergency services personnel in search
- e. Provide instructions for remaining groups.
 - i. Procedures for remaining in contact with search party.

- ii. Instructions on how groups will determine whether to remain at an activity/trip destination or return to the child care service when applicable.
 - f. Describe measures to be taken at cessation of search.
 - g. Instruction for the assessment of retrieved children shall be included.
 - i. Include identity of individual responsible for conducting assessment.
 - ii. Assessment shall at a minimum include:
 - 1. A determination of the need for treatment for any perceived injury or need for medical intervention.
 - 2. An investigation into what may have occurred to the child while unsupervised. Include directions for response to investigation results that indicate need for any additional intervention.
 - iii. Provide steps for the integration of the retrieved child back into their group when appropriate. Include steps for alternative means of care when child cannot be returned to his/her group.
 - h. Actions to be taken by the child care service in the event a lost child is not retrieved by close of the service's business day or hours of operation.
 - i. Procedure for the documentation of the incident and report of actions taken and outcome.
 - i. Identify individual responsible for generating incident report.
 - ii. Establish timeframes for completion of report.
 - j. Action to be taken by child-care service in response to a lost child incident.
- VI. FIRE SAFETY AND EMERGENCY PROCEDURES
 - a. Identify local precinct and firehouse
 - i. Provide addresses
 - ii. Provide emergency contact information for precinct and fire house
 - iii. Designate staff responsible for:
 - 1. Notifying emergency responders of the existence of the child care program
 - 2. How notification shall be conducted and documented
 - 3. Maintaining and updating NYPD and FDNY emergency contact information
 - b. Emergency plan: general contents
 - i. Define and describe circumstances and procedures for sheltering in place, in building re-location, partial and total evacuation. Provide plans for
 - 1. Catastrophic or sudden failure of building systems
 - a. Power failures
 - b. Loss of potable water supply
 - c. Internal flooding
 - d. Rupture of sewage lines
 - e. Structural failures
 - 2. Smoke and fire events
 - 3. Storms and inclement weather
 - a. Severe thunderstorms
 - b. Tornados and tornado warnings
 - c. Hurricanes and windstorms

- d. Area wide floods
 - e. Snow storms and blizzards
 - f. Heat waves
 - 4. Local or citywide emergencies
 - ii. Procedures to implement during regular business hours and at times other than regular business hours
 - 1. At times of early admissions, late or delayed dismissal
 - 2. During special and after hours events
 - iii. Describe how visitors and other non-routine persons are to be educated in emergency plan provisions
 - iv. Establish procedures for identifying in advance occupants requiring assistance during emergencies and evacuations
 - 1. Describe how assistance to special populations shall be provided
 - 2. Designate assembly area for individuals needing assistance
 - 3. Designate staff assigned to provide assistance to special populations
 - 4. Describe methods for informing special populations on emergency procedures.
 - 5. Maintain documentation of individuals needing special assistance
 - a. Their location in the facility
 - b. Designate staff responsible for maintaining, reviewing and updating special assistance list
 - v. Develop and describe procedures for maintaining communication
 - 1. Describe methods of communication
 - a. Notification of emergency responders
 - b. Maintenance of communications with child care program staff
 - c. Notification to parents of children in care, including
 - i. Specific critical incident
 - ii. Current location of children
 - iii. Location of emergency pick up site
 - 2. Communication backup systems
- c. Egress
 - i. For each floor identify the two means of remote egress
 - ii. Establish and describe evacuation route for each classroom
 - 1. Routes should be designed to provide alternative means of egress on every floor
 - 2. Routes should be designed to minimize overcrowding in any one egress passageway
 - 3. All egress must empty onto:
 - a. Open public way i.e. street or alley
 - b. Acceptable area of refuge which is
 - i. At least the further of 50 feet from building line or height of building which contains more than three units

- ii. At least the further of 25 feet from building line or half the height of the building which has more than three units but is equipped with interior sprinklers
 - iii. At least the further of 30 feet from building line or height of building which contains up to three units
 - iv. At least the further of 25 feet from building line or half the height of building which contains up to three units and is equipped with an interior sprinkler system
 - iii. Identify emergency access windows and other portals
 - 1. Instructions on when this route is to be used.
 - 2. Remind staff that emergency access portals are not to be counted toward egress
 - 3. How to identify emergency access portals, both from the inside and the outside
 - iv. Provide schematic showing routes of evacuation via designated egress
 - 1. Evacuation route diagrams should be conspicuously posted throughout facility
 - 2. Location of posting documented in plan
- d. Evacuation
 - i. Roles and responsibilities
 - 1. Identify individuals assigned to the following roles
 - a. Fire Safety Director
 - b. Fire Wardens
 - c. Searchers
 - d. Evacuation coordinators
 - 2. Describe roles and responsibilities of staff during emergencies
 - a. Fire Safety Director
 - b. Fire Wardens
 - c. Searchers
 - d. Evacuation coordinators
 - e. Group teachers in classrooms
 - f. Assistants
 - g. Volunteers
 - h. Administrative staff
 - i. Clerical and maintenance staff
 - ii. Evacuation of infants
 - 1. How to obtain increased staff to child ratio of 1:3 for infants
 - 2. Special procedures for infant evacuations
 - iii. Communication method facility occupants shall be notified of the existence of an emergency
 - 1. How will instruction be disseminated
 - 2. Identify staff responsible for notification
 - 3. Nature of alarms when applicable

- iv. Procedures to organize children and staff to respond to emergencies; implementation of:
 - 1. Emergency attendance procedures
 - 2. Headcount
 - 3. Roll call
 - 4. Buddy system
 - 5. Orderly evacuation procedures
 - 6. Maintenance of supervision during evacuation
- v. Describe procedures for searches to ensure all children are accounted for prior to evacuation
- vi. Identify a designated location for re-grouping
- vii. Establish criteria for evaluating when
 - 1. It is acceptable to return to child care service
 - 2. It is necessary to suspend child care and send children home

VII. HEALTH CARE

- a. Designate staff responsible for overseeing health maintenance program
- b. Describe child admission health requirements
 - i. Identify staff responsible for maintaining child staff records
 - ii. Instructions for notifying parents of missing health documentation
 - iii. Provide directions for staff follow up to ensure medical record are complete and up to date
- c. Designate staff responsible to conduct daily health evaluation of children at time of arrival
 - i. Instruction on nature and extent of child health evaluation
 - ii. Criteria for denying child admittance
 - iii. Criteria for re-admission of previously ill children
 - iv. Procedures for documenting health evaluation
- d. Establish and describe location of ill child convalescence area
 - i. Provisions for child supervision while in convalescence area
 - ii. List equipment and provisions required to be in area
 - 1. Cot
 - 2. Bedding
 - 3. First Aid Kit
 - 4. Fever monitors
- e. Establish procedures for parental contact when children are unexpectedly absent
 - i. Identify staff responsible to contact parent
 - ii. Establish documentation requirements for contact
 - iii. Provide directions that parents are to be contacted not more than one hour after child's scheduled arrival time
 - iv. Provide directions for reporting disease conditions to the Department of Health and Mental Hygiene when required
- f. Health Staff
 - i. Identify medical conditions precluding staff involvement with children
 - ii. Procedures for previously ill staff's return to child care duties
 - iii. Provide instruction to staff on required staff medical clearances

- iv. Required documentation
- v. Assign staff member responsible for maintaining staff medical records
- g. Health emergencies
 - i. Identify local hospital, health care provider or emergency medical technician designated to provide emergency health care
 - 1. Provide address and distance from child care program
 - 2. Contact information
 - 3. Identification of staff responsible to contact emergency health providers
 - ii. Identify staff with CPR and First Aid certifications
 - iii. Provide instructions for all staff on procedures to respond to medical emergencies and injuries
 - 1. Instructions on how and when to provide or obtain emergency medical care
 - 2. Location and contents of all first aid kits
 - 3. Maintenance of illness/injury log
 - 4. Notification of parents of illness/injury and the need to pick up when applicable
 - iv. Provide instruction for required reporting and documentation
 - 1. Child care program administration
 - 2. Department of Health and Mental Hygiene (DOHMH)
 - 3. Administration for Children's Services
 - 4. NYS Central Register of Abuse and Maltreatment in cases of abuse, neglect or lack of guardianship
- h. Medication Administration
 - i. Identify the following
 - 1. Whether the child care program is certified to administer medication
 - 2. Procedures for dispensing medications to children with disabilities in accordance with the Americans with Disabilities Act regardless of medication administration certification status.
 - ii. Identify any staff certified pursuant to Health Code §47.31(c)
 - iii. Programs certified to administer medications
 - 1. Identify Health Care Consultant
 - a. Contact information
 - b. Responsibilities
 - c. Schedule of review of medication administration plan by consultant
 - 2. Describe medication administration procedures
 - a. Process for providing parents with information on medication administration
 - b. Required documentation and labeling of medication
 - c. Prohibited methods of medication administration
 - d. Medication storage procedures

VIII. FOOD SAFETY

- a. Provide schedule for meals and snacks
- b. Identify location children will consume food
- c. Describe the method for the provision of food
 - i. Food provided by an off-site vendor
 1. Provide the following information for food vendor
 - a. Name of company
 - b. Address
 - c. DOHMH food service permit number
 2. Type of foods to be delivered
 3. Schedule for food delivery
 4. Food transportation procedures
 5. Instructions for accepting food deliveries, storage procedures temperature maintenance and food protection
 - ii. On-site food preparation
 1. Identification for food sources
 2. Frequency of food purchases
 3. Food storage procedures and food storage capacity of center
 4. Nature and extent of food preparation
 - iii. Food brought from children's homes
 1. Identify types of foods allowed to be brought from home
 2. Procedures for the receipt of foods and storage of food items
 3. Special Diets
 - a. Conditions under which special diets will be accepted by the child care program
 - b. Documentation required
 - c. Identify individuals responsible to handle special diets
 - d. Identify any special storage or preparation procedures
- d. Identify food workers
 - i. Holder(s) of Food Protection Certificate
 - ii. Instructions for maintaining personal hygiene of food workers
 - iii. Enunciate need for clean and appropriate food preparation attire
 - iv. Establish criteria prohibiting food worker from working with food
 1. Boils and/or infected wounds
 2. Illness
 - v. Description of specific food preparation, protection, cleaning and sanitization responsibilities
- e. Food preparation area and equipment
 - i. Cleaning and sanitization
 1. Provide daily and weekly cleaning/sanitization schedule
 2. Procedures for cleaning and sanitization
 - ii. Maintenance
 - iii. Restriction of food preparation area to staff
- f. Food protection
 - i. Methods to maintain required food temperatures:
 1. During storage

2. At time of preparation
3. Hot/cold holding procedures
- ii. Storage
 1. Location of storage areas
 2. Methods for protecting food from contamination during storage, preparation and service

IX. TRAINING AND DRILLS

- a. Identify types and schedule for training and drills required by staff
 - i. Child Abuse and Maltreatment Identification, Reporting, and Prevention
 - ii. Infection control and reporting of infectious diseases
 - iii. SIDS and Shaken Baby
 - iv. Training for Assistant Teachers
 - v. Provisions of the Written Safety Plan
 - vi. Critical Incident Response/CPR/First Aid
 - vii. Evacuations
 - viii. Fire drills
- b. For each training module or drill type, identify and describe:
 - i. Individual responsible for providing training or drill
 - ii. Schedules for training and drills
 - iii. Nature and extent of training and drills
 1. When training will be lecture-based or practical (must be a combination of both, with an emphasis on practical drills)
 2. Provide details for how real time drills will be conducted with advanced knowledge to staff kept at a minimum
 - a. Fire drills
 - b. Response to environmental emergencies
 - c. Evacuations
 - d. Response to emergency medical and injury situations
 - iv. Criteria for evaluating training effectiveness
 1. Measurement of the level of competency of staff on training subjects
 2. Corrective actions that will be required upon determination that training or drill was not satisfactorily completed