



Bureau of Child Care  
Program Safety Plan Addendum

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Article 47 of the NYC Health Code requires programs to maintain a safe sleep environment for children less than 12 months of age and conduct 15 minute checks of sleeping infants. In addition, programs are required to develop policies and procedures to assist staff and children during emergencies and critical incidents, train staff in emergency response procedures, and conduct annual drills designed to facilitate orderly evacuation when necessary and provide timely assistance to children in distress. The outline below will assist you with the revision of your program safety plan.

Child Supervision; Safe sleep Environment and 15 Minute Checks

Describe procedures for maintaining a safe sleep environment for children less than 12 months of age as required by §47.11 (b)(7) of the NYC Health Code.

- i. Designate staff responsible for conducting 15 minute observations of sleeping children in your safety plan
- ii. Describe observed infant conditions that would require intervention by staff
- iii. Provide staff with critical response protocols which address children exhibiting signs of distress
- iv. Describe the types of documentation required and how it will be maintained

Please also refer to the “Guide to Safe Sleep” attached to this notification for a detailed description of a safe sleep environment

Training and Drills – Emergency and Critical Incident Response

Describe your protocols for emergency and critical incident response as required by §47.11 (a) of the NYC Health Code.

- a. Identify required staff training by type and schedule:
  - i. Child Abuse and Maltreatment identification Reporting and Prevention
  - ii. Infection control and reporting infectious diseases
  - iii. SIDS and Shaken Baby
  - iv. Training for Assistant Teachers
  - v. Provisions of the Written Safety Plan
  - vi. Critical Incident Response
  - vii. CPR/First Aid
  - viii. Evacuations
  - ix. Fire drills



- b. For each training module or drill type identify and describe:
  - i. Individual responsible for providing training or drill  
Schedules for training and drills
  - ii. Nature and extent of training and drills
  - iii. When training will be lecture based or practical; (must be a combination of both with an emphasis on practical drills)
  
- c. Provide details for how real time drills will be conducted with minimal staff foreknowledge
  - i. Fire drills
  - ii. Response to environmental emergencies
  - iii. Evacuations
  - iv. Response to medical emergencies and critical incidents
  
- d. Criteria for evaluating training effectiveness
  - i. How the level of competency of staff on training subjects will be determined
  - ii. What corrective actions will be required upon determination that training or drill was not satisfactorily completed