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