

## SAFETY AND SECURITY

Pre-K for All programs must ensure a safe learning environment for both students and staff by having comprehensive safety and security policies, procedures, and thorough staff trainings.

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### What You Need to Know

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#### SAFETY PLANS

Safety plans establish policies and procedures for the safe operation of your pre-K program. You are responsible for developing your pre-K safety plan, tailored to the needs and context of your pre-K program, in accordance with NYCDOE policy and the requirements of your licensing agency (e.g. DOHMH).

**Safety plans must be updated annually and kept in an accessible location at your facility where they may be used by staff for reference and be available for inspection.**

#### NYCDOE Early Childhood Safety Plan\*

You must complete an NYCDOE Early Childhood Safety Plan utilizing the [NYCDOE Template](#). You must provide the information requested within each section of the Safety Plan. Topics include, but are not limited to:

- Establishing an Emergency Chain of Command
- Developing Daily Security Procedures
- Screening Visitors To The Building
- Emergency Equipment
- Emergency Preparedness Drills
- Sheltering-In Plans
- Evacuation Plans
- CPR Training

Each section of the NYCDOE Early Childhood Safety Plan provides you with guidelines and directions necessary to complete the plan. Please familiarize yourself with the document before entering the required information.

*\*Note – If your site only includes classrooms funded through EarlyLearn NYC, you do not need to develop an NYCDOE Early Childhood Safety Plan.*

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### Child Care (Article 47) and School-Based (Article 43) Providers<sup>1</sup>

In addition to completing an NYCDOE Early Childhood Safety Plan, you must develop a written safety plan that meets the requirements of Article 47.11 of the NYC Health Code. The plan must account for the individual needs of the students enrolled in your program.

At a minimum, the safety plan must include a table of contents and cover the following topics:

1. Staffing, including staff/child ratios
2. Maintenance, Inspections, and Safety
3. Fire Safety
4. Health Plan
5. Plan to respond to DOHMH Corrective Action Plan (if applicable)
6. Child Supervision and Staff Schedules
7. New Employee Orientation
8. Age-Specific Emergency Evacuation Plans
9. Parent/Child Orientation Guide
10. Child/Facility Accountability Procedures
  - Including how you will ensure children are only picked up by their parent/guardian or persons that the parent/guardian has designated in writing.

*Please see the Appendix for a detailed list of the safety plan requirements included in Article 47 of the NYC Health Code.*

### Group Family Day Care Providers

In addition to completing an NYCDOE Early Childhood Safety Plan, you must:

1. Develop a written emergency plan using the template provided by the New York State OCFS. The emergency plan must include the following information:
  - How children and adults will be made aware of an emergency
  - A designation of primary and secondary evacuation routes
  - Methods of evacuation, including where children and adults will meet after evacuating the home, and how attendance will be taken
  - A plan for the safe evacuation of children from the premises for each shift of care provided (day, evening, night)
  - The designation of primary and secondary emergency relocation sites to be used in the case of an emergency, which prohibits re-entry into the premises, and how

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<sup>1</sup> The DOHMH recognizes that many non-public schools are subject to and regulated by State and Federal law, and has no intention of duplicating and imposing a further layer of regulation where there are applicable similar laws and rules already in place. For example, some federal funding programs require school safety plans, particularly for evacuations in emergencies. If a school has a comprehensive safety plan (meeting all requirements of Article 47.11 of the NYC Health Code), DOHMH will not require school-based programs to duplicate or amend it.

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the health, safety, and emotional needs of children will be met in the event it becomes necessary to evacuate to another location

- A strategy for shelter in place, including how the health, safety, and emotional needs of children will be met in the event it becomes necessary to shelter in place\*
- A plan for the notification of children's parents

2. Develop an Emergency Evacuation Diagram using the template provided by the New York State OCFS.

- The Emergency Evacuation Diagram must be posted in a visible location.

\*Shelter in place procedures involve selecting a small, interior room, with no or few windows, and taking refuge there. This is a precaution aimed to keep students and staff safe while remaining indoors due to a dangerous situation outside.

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### **SAFETY PLAN – COMMUNICATION AND TRAINING**

Once you complete your safety plan, it is important that your pre-K staff and families become familiar with the safety plan(s) and are trained appropriately.

- All staff must be informed of and trained on the safety plan(s) at Staff Orientation and at the beginning of each year.
- Current staff must be trained annually on the safety plan(s).
- All staff must be informed any time changes are made to the safety plan(s).
- Prior to the start of the school year, families must be provided with a summary of the safety plan(s) and trained on the aspects of the plans relevant to them (e.g. emergency evacuation locations and emergency contact plans). This information should be provided in the home language spoken by the family.
- The safety plan(s) must be provided to families upon request.

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### **MONITORING AND SECURING YOUR PROGRAM**

It is your responsibility to ensure that your facility is secure and that unauthorized adults are not allowed entry. This will foster a safe learning environment for students and staff.

You are required to secure all entrances to your facility to prevent unauthorized visitors from gaining unconstrained access to children and staff.

- Panic bars must be installed on all exterior doors to prevent children from exiting while also allowing emergency access (Child-Care – Article 47 Providers only).

You must develop policies and procedures for verifying allowed entry and tracking the arrival and dismissal of all visitors other than parents/guardians and/or authorized escorts (e.g. maintenance personnel and volunteers). In order to ensure a safe check-in/check-out system, you must do the following:

- Designate one or more staff to supervise this process.
  - Maintain a record of the time of arrival and departure of all guests.
  - Secure all entrances to your facility with pass key identification or another system.
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- Develop policies and procedures on how to handle an unauthorized adult who attempts to enter your facility.
  - Address how to handle an unauthorized adult who refuses to leave the facility and tries to enter a classroom. **In these situations, you should always contact the NYPD.**

Adults allowed in your facility are limited to:

- Staff
- Parents and/or guardians
- Special Education Itinerant Teachers (SEITs) and related service providers providing services pursuant to a student's Individualized Education Program (IEP)
- Parent-authorized escorts (e.g. family friend, babysitter, or relative)\*
- Student teacher trainees or observers
- Credentialed Department and other public inspectors (e.g. coaches, support personnel, DOHMH staff etc.)
- Persons providing services to the center (e.g. maintenance personnel, delivery personnel, etc.)

\*Parents or Guardians must fill out the [Authorized Escort List form](#) in order for escorts to be allowed on-site.

**It is strongly recommended that when scheduling services involving outside personnel (e.g. maintenance and delivery services), you schedule visits outside of school hours. If this is not an option, outside personnel must always be under direct supervision and within the line of sight of a cleared employee.**

## EMERGENCY PREPAREDNESS

To ensure your pre-K program is prepared to handle emergency situations, it is important that you develop age-appropriate plans and drills. You may wish to consult with your local police precinct for assistance when developing emergency preparedness plans.

### Shelter In Plans

- Shelter in emergency procedures take effect if a dangerous incident occurs *outside* of your facility.
- You are required to develop a shelter in plan that ensures no one is able to enter or exit your facility should a situation arise where this may be required.
- It is strongly encouraged that you conduct shelter in drills during the school-year. If you choose to do so, the drill must be age-appropriate and take into consideration the emotional response of pre-K children.

### Lockdown Plans

- Lockdown emergency procedures take effect when there is a dangerous incident *inside* of your facility.
  - You are required to develop a lockdown plan to ensure staff and students are aware of safe places to go inside classrooms or in common spaces should a situation arise where this may be required.
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- You are required to conduct lockdown drills at least twice per year. The drills must be age-appropriate and take into consideration the emotional response of pre-K children.

*Additional guidance on Shelter In and Lockdown plans is forthcoming.*

#### Emergency Evacuation and Fire Plans

- You are required to develop and maintain on-site evacuation procedures to ensure that staff and students are aware of their roles during an evacuation and routes they should take.
- Fire drills must be conducted monthly and logged for fire department inspection. The drills must be age-appropriate and take into consideration the emotional response of pre-K children.
- Evacuation procedures should implement recommendations from the local fire department responsible for the area in which you are located.
- Fire drills should be held at different times of the day.

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#### Frequently Asked Questions

##### **1. When do I have to update my safety plan?**

All safety plans should be reviewed on an ongoing basis (at least once per year) and must be updated in accordance with changed circumstances, conditions, or activities, or as required by the NYCDOE, DOHMH, and/or OCFS.\* Should updates be made to your Safety Plan, you must submit updates to the DOHMH and/or OCFS upon renewal of your Child Care or Group Family Day Care license.

Events that would cause you to update your safety plan include, but are not limited to:

- Hiring of new staff
- Facility changes
- Changes in student medication requirements
- Health and safety violations

*\*Note – If your site includes classrooms funded through EarlyLearn NYC, you must get your safety plan approved and/or passed by the parent committee and the Board.*

##### **2. Can NYCDOE Emergency Contact Cards be used in place of the Authorized Escort List?**

No, you must complete the [Authorized Escort List](#) in order for escorts to be allowed on-site.

## Appendix A: Safety Plan Requirements – Article 47.11 of the NYC Health Code

Written safety plans must establish policies and procedures for operating a safe program, including teaching and other staff duties, facility operation and maintenance, fire safety, general and activity-specific safety, emergency management, staff and child health and medical requirements, staff training, and family/child orientation. The written safety plan must contain, at minimum, a table of contents and the following components:

- Staff organization chart, job descriptions, responsibilities and supervisory responsibilities
- Schedules and designated staff for facility inspection, cleaning and maintenance, schedule for boiler/furnace and HVAC system maintenance, maintenance of adequate water pressure, protection of the potable water supply from submerged inlets and cross-connections in the plumbing system
- Schedule for the annual lead paint survey, inspection of window guards, indoor and outdoor equipment inspection and replacement schedule, evaluation of injury prevention procedures, equipment and structures, identification of procedures for transportation vehicle maintenance
- Food protection procedures, identity of individuals certified in food protection, schedule of sanitation procedures of food prep areas and identification of approved food sources
- Evacuation plan of buildings and property, assembly, supervision, and accounting for children and staff
- Fire prevention and electrical safety policies and coordination with local fire officials
- Fire alarm and detection systems and their operation maintenance and routine testing
- Type, locations, and maintenance of fire extinguishers and inspection and maintenance of exits
- Health care plan
- Actions to be taken to protect children upon receipt of reports of alleged and confirmed teaching and other staff criminal justice or child abuse histories
- Description of staff schedules as they relate to supervising children, including arrangements for general supervision, supervision during and between on-site activities, recreational and trip supervision for specific outdoor and off-site activities, supervision during sleeping and rest hours, transportation, and in emergencies
- New employee orientation procedures, which must include procedures for: ensuring that children are supervised at all times, developing a behavior management system, recognizing and reporting child abuse, providing first aid and emergency medical assistance, reporting child injury and illness, fire safety and fire drills, child and staff evacuation procedures, activity-specific training for assigned activities, and a process for documenting staff attendance at trainings.
- Age-specific plans for removal of children from the premises for each shift of staff, primary emphasis must be placed on the immediate evacuation of children in premises which are not fireproof.
- Emergency evacuation procedures must be posted in conspicuous places throughout the facility. The emergency evacuation plan shall include the following:
  - How children and staff will be made aware of the emergency
  - Primary and secondary routes of egress
  - Methods of evacuation, including where children and staff will meet after evacuating the building, and how attendance will be taken
  - Roles of the staff and chain of command
  - Notification of authorities and the children's parents/ guardians
- Procedures for child supervision and accountability related to daily attendance records for the arrival and departure of children, transportation, securing and monitoring the facility, and off-site activities. Also detail the role of the "trip coordinator" and child accountability system(s).
- Family orientation procedures, which must include: curriculum outline, tour of premises, reporting and management of illnesses, injuries and other incidents; evacuation plan; lost child plan; lightning plan; fire

safety and fire drills; evacuation procedures; activity specific training for assigned activities; trips (if provided).