





NORTHERN WAKE FIRE DEPARTMENT

STANDARD OPERATING PROCEDURES

TITLE: Project Safe Place	SECTION/TOPIC: GENERAL ADMINISTRATION
NUMBER: 100-7	ISSUE DATE: 7/1/17
REVISION DATES:	APPROVED BY: Gary Vickerson  <hr/> PRESIDENT – BOARD OF DIRECTORS Tim Pope  <hr/> FIRE CHIEF

I. PURPOSE

- A. This Standard Operating Procedure defines how to provide care for children and young people seeking help or refuge at a fire station.

II. SCOPE

- A. This Standard Operating Procedure applies to all Northern Wake Fire Department personnel.

III. PROCEDURE

- A. Safe Place is designed to provide safe and immediate help to youth who are runaways, homeless or otherwise in crisis situation.
- B. Northern Wake Fire Department will accept and protect at-risk youth under the age of 17.
- C. Members of the organization will welcome at risk youth into the fire stations and follow the Project Safe Place procedure, in order to ensure the youth's safety and the organization's compliance with procedures.
- D. This procedure and its references will be placed near the station telephones.
- E. If an at-risk youth seeks assistance at a fire station, members will provide a safe, quiet place for them to stay until a Wrenn House staff member arrives.
- F. Members are not expected to, and will not act as psychologists, counselors or social workers.
- G. Members will only ensure, that an at-risk youth seeking assistance, are protected until a Wrenn House staff member can make contact and arrange transport for the youth that is seeking assistance.

- H. For more information on Safe Place, go to:
[http://www.nationalsafehavenalliance.org/states/northcarolina/NorthCarolina Safe Haven Law.pdf](http://www.nationalsafehavenalliance.org/states/northcarolina/NorthCarolina_Safe_Haven_Law.pdf)
- I. Although not a part of Haven House, Wrenn House or Safe Place, parents may abandon an infant at a Safe Place location.
- J. If a parent abandons an infant at a Safe Place location, the NC General Statutes allows for a certified emergency medical service worker, who is on duty or at a fire or emergency medical services station, to take an infant into temporary custody and perform any act necessary to protect the physical health and well-being of that infant.
- K. If an infant is abandoned, the Department of Social Services and/or the Local Law Enforcement Agency shall be immediately notified for assistance.
- L. For more information on the NC General Statutes regarding abandoned infants, go to:
http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_7B/GS_7B-500.html
- M. The Northern Wake Fire Department will also follow Wake County EMS' Infant Abandonment Standards Policy #21, 2013 edition, should an infant be abandoned at one of the Northern Wake fire stations.
- N. For more information on the Wake County Policy regarding abandoned infants, **go to:**
<http://www.wakegov.com/ems/medical/Documents/2013%20Treatment%20Protocols.pdf>

PROJECT SAFE PLACE PROCEDURES

When a youth under the age of 17 arrives at a Northern Wake Fire Station and seeks Safe Place assistance, you should follow these steps:

1. Obtain basic information from the youth about their situation.
2. Call Wrenn House at (919)832-7866
3. Identify yourself as a member of a Safe Place site.
4. Indicate whether the youth is male or female.
5. Relay the basic information about the youth's situation.
6. If the youth is extremely upset, let the Wrenn House staff member speak directly to the youth.
7. A Wrenn House staff member will call you back and let you know who will be responding to your location.
8. Place the youth wait in a designated, quiet area until the Wrenn House staff member arrives.
9. Check on the youth periodically to make sure that he/she is okay.
10. When the Wrenn House staff member arrives, ask to see his/her ID, or a valid Driver's License to verify that he/she is the responsible person sent from the Wrenn House.
11. Provide the Wrenn House staff member and the youth a secure place to talk.
12. Please do not call law enforcement unless the youth is in immediate danger. The Wrenn House staff or counselor will assess the youth's situation and contact law enforcement if necessary.
13. The Wrenn House staff member and the youth seeking assistance must meet at the designated Safe Place site.
14. In order to receive assistance, the youth should remain at the Safe Place site; however a youth should never be forced to stay. Staying will be his/her choice.