

	<h1 style="text-align: center;">City of Belen Fire Department</h1> <h2 style="text-align: center;">STANDARD OPERATING PROCEDURES</h2> <p style="text-align: center;">FIRE / SECTION #62</p> <p>EFFECTIVE DATE: PAGES 1 of 3</p>
	<h3 style="margin: 0;">Safe Haven Baby Box</h3>

Purpose:

Safe Haven Baby Boxes, Inc.'s product is the "Baby Box". A Baby Box is a safety device provided for under the City of Belen Fire Department and legally permits a parent in crisis to safely, securely, and anonymously surrender his or her newborn under the New Mexico State Law (Safe Haven Infant Act). A Baby Box is installed in an exterior wall of a designated City of Belen Fire Station (Main Station). It has an exterior door that automatically locks upon placement of a newborn inside the Baby Box and an interior door which allows a medical staff member to secure the surrendered newborn from inside the designated building.

Scope: This policy applies to ALL City of Belen Fire Department Personnel.

Policy:

- A. The Provider is City of Belen Fire Department, staffed by an emergency personnel on a twenty-four (24) hour, seven (7) days a week basis and provides a legal location and maintenance for a Safe Haven Baby Box where a newborn may be dropped off by a person who wishes to relinquish custody under the Safe Haven Law of the applicable jurisdiction.

- B. The Baby Box is designed with three independent alarms and is activated:
 - 1. When the door is accessed from the outside.
 - 2. When the newborn is placed in the box and activates the motion sensor.
 - 3. When electrical failure occurs to the Baby Box.

Procedures when the Baby Box is Activate:

- A. Emergency Personnel, including Firefighters, EMT's and Paramedics must perform the act of retrieving a newborn and taking said newborn into custody when he or she is voluntarily placed in a Baby Box and the parent does not express an intent to return for the newborn.

- B. Emergency Personnel who take custody of a newborn shall perform any act necessary to protect the child's health and safety.
- C. Emergency Personnel must respond every time an alarm is activated at the Baby Box to verify whether a newborn has been dropped off.
- D. Emergency Personnel may access the Baby Box on the inside of the Provider's building. An alarm is activated to signal 911 when the door is opened and the newborn may be inside the door area on the prepared bed area.
- E. Newborns will be evaluated by medical personnel at the Provider's location and immediately transported to the closest hospital for further evaluation. The evaluation at the hospital will include screenings and examinations by physicians as necessary.
- F. EMS transporting newborn to hospital will notify the hospital personnel that this was a Safe Haven Baby Box newborn surrendered under the current Safe Haven Law.
- G. The hospital supervisor will notify the appropriate state agency and have social services consult order placed.

Additional Procedures:

- A. City of Belen Firefighters will provide medical information and a copy of parents' rights located in an orange bag inside the Baby Box. The bag is to be placed on the mattress in the bassinet.
- B. City of Belen Fire Personnel must test the security/alarm system on the Baby Box at least once a week. Provider must keep a log or record of tests and submit the log or record to Safe Haven Baby Boxes, Inc. quarterly and upon the demand of Safe Haven Baby Box, Inc. The log or record shall list at least the name of the persons testing the Baby Box, the date tested, and the result of the test.
- C. City of Belen Fire Personnel must perform checks at the beginning of each shift tour of the Baby Box to ensure the presence of a clean fitted bassinet sheet, a blanket and the orange bag. The exterior of the Baby Box inside the bay area shall be cleaned regularly.
- D. City of Belen Fire Personnel must ensure a climate-controlled environment inside the Baby Box maintains a reasonable temperature for a newborn.
- E. City of Belen Fire Department is responsible for training personnel on the use, features, and procedures of the Baby Box. The Provider can contact Safe Haven Baby Box, inc. for group training services.

- F. After retrieving a newborn from the Baby Box, the Firefighters must verify that the door to the Baby Box is secured and closed.
- G. After retrieving a newborn from the Baby Box, Firefighters must reset the alarm system after deactivation.
- H. All safe surrenders are required to be reported to Safe Haven Baby Boxes, Inc. by phone at 260-750-3668 and to the Child, Youth and Family Department (CYFD) at 1-855-333-7233 or #SAFE via cell phone within two (2) hours of the surrender.
- I. City of Belen Fire Personnel will ensure that no video monitoring will occur around any part of the building containing or facing the Baby Box.
- J. The City of Belen Fire Personnel must turn on the exhaust system before starting any engine in the bay area.

A handwritten signature in cursive script that reads "Charles B. Cox".

Charles B. Cox
Fire Chief
City of Belen Fire Department



City of Belen Fire Department

STANDARD OPERATING PROCEDURES

EFFECTIVE
DATE:

FIRE / SECTION #63
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Safe Haven Baby Box Inspection and Alarm

PURPOSE:

To provide a systematic process for inspection the Safe Haven Baby Box (SHBB) and ensuring proper function of the alarm monitoring system.

POLICY:

The SHBB will be inspected at the beginning of each shift tour to ensure that clean blankets and orange bag with associated documents are present. The Exterior of the Baby Box inside the bay area shall be cleaned regularly. The alarm test will begin by opening the exterior door, placing an object in the bassinet, and closing the exterior door, checking to make sure the door remains locked. A complete reset of the system should occur within 5 minutes after removal of the object utilizing the interior door. The provided inspection log should be completed thoroughly to document the weekly test, box status and member conducting the test.

An orange bag should be placed on the bassinet and leaning against the inside of the door so that it will fall out when the door opens. This bag should contain a packet of information for a mother in crisis, including parental rights, medical information Safe Haven Registry document and No Blame, No Shame, No Names brochure. The listed documents should be provided in both English and Spanish.

If at any time during the inspection or alarm testing of the SHBB a deficiency is identified, the exterior door should be locked and the "DO NOT USE" sign should be displayed on the exterior of the box. Once these initial steps are complete, the problem should be immediately reported to the repair line at (888) 742-2133 or emailed to

shbbmaintenance@safehavenbabyboxes.com

Charles B. Cox
Fire Chief
City of Belen Fire Department



City of Belen Fire Department

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Safe Haven Baby Box - Dispatch

The New Mexico Safe Haven Act allows for the legal surrender of children 90 days old or younger. Fire departments are described as a legal option for surrender in the law. To facilitate anonymous and safe surrendering of a child, the fire department has installed and operates a Safe Haven Baby Box (SHBB) at the main station at the City of Belen Main Fire Station that provides citizens in crisis an avenue to surrender a child in a manner that requires no interaction and maintains anonymity for the parent. In the event a child is surrendered in the Safe Haven Baby Box the following procedures should be followed to ensure the transfer and care is managed in a manner that protects both the child and parent.

The SHBB will transmit an alarm for three situations:

Zone 1 – Baby Box Door Open

Zone 2 – Baby in Box

Zone 3 – Baby Box Power Off

These alarms will be received via the non-emergency phone line (505-966-2715) and should be communicated as a Medical Emergency with the zone information described above. The Fire Chief and Deputy Fire Chief will also be notified by the alarm monitoring company.

Activation of the SHBB alarm shall cause the Valencia Regional Emergency Communication Center (VRECC-9-1-1) center to dispatch a Medical Emergency Priority 1 to the box location at (121 S. 5th Street, Belen, NM 87002) Main Fire Station 1, regardless of members being on call or in quarters. VRECC to drop fire and rescue tones. No additional medical, IE- AMR is needed unless requested by Belen Fire Personnel.

Charles B. Cox
Fire Chief
City of Belen Fire Department



City of Belen Fire Department

STANDARD OPERATING GUIDELINE

EFFECTIVE
DATE:

FIRE / SECTION #65
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Safe Haven Law

Purpose:

City of Belen Fire Department being a safe haven site shall accept an Infant who is left at the “safe haven site” in Accordance with the provisions of the Safe Haven for Infants Act (being Law 2005) Amended in 2013 with House Bill 374 to include Fire Stations, introduced by Emily Kane former President of (NMPFFA) New Mexico Professional Firefighters Association.

Scope: This guideline applies to all City of Belen Fire Department personnel.

Guideline:

City of Belen Fire Department Personnel, in conjunction with the (CYFD) Children, Youth and Families Department shall provide necessary medical services to an infant left at the Safe Haven site and to the person leaving the infant at the Safe Haven site, if necessary.

Child, Youth and Families Department (CYFD) shall be contacted immediately through the 24-hour phone number @ 1-855-333-7233 or #SAFE via cell phone.

Immediately after receiving an infant in accordance with the provisions of the Safe Haven for Infants Act, the City of Belen Fire Personnel shall inform the CYFD that the infant has been left at the Safe Haven Site. City of Belen Fire Personnel shall provide CYFD with all available information regarding the child and the parents, including the identity of the child and the parents, the location of the parents and the child’s medical records.

City of Belen Fire Department shall contact Valencia Regional Emergency Communication Center (VRECC) to generate a cad number and time for this event. City of Belen Fire Personnel will transport the Infant to UNM Hospital Emergency Department and mother, if necessary. If needed Belen Fire Personnel will notify VRECC to dispatch an ALS unit for assistance.

Fire Personnel will notify VRECC when they are transporting to UNM Hospital. At this time City of Belen Fire Personnel will transport the infant to UNM Hospital for Medical Evaluation.

City of Belen Fire Department Personnel shall read and be familiar with the Safe Haven Law and Standard Operating Guideline (SOG)

Charles B. Cox
Fire Chief

City of Belen Fire Department