



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

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

POLICY

1. The SHBB will be inspected daily to ensure clean blankets, associated documents, and medical supplies are present.
2. The weekly alarm test will be conducted during Sunday morning inventories of apparatus. Pope County Dispatch should be notified prior to initiating the alarm test.
3. The alarm test will begin by opening the exterior door, placing an object in the bassinet, and closing the exterior door.
4. Proper operation would include notification of RFD upon door opening, object placement, and the door being locked and secure after closure.
5. A complete reset of the system should occur 60 seconds after removal of the object utilizing the interior door.
6. The provided inspection log should be completed thoroughly to document the weekly test, box status, and member conducting the test. The weekly test log must be submitted quarterly to Safe Haven Baby Boxes via email to mariah@safehavenbabyboxes.com.
7. 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.
8. 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 hotline at (888) 742-2133 or emailed to shbbmaintenance@safehavenbabyboxes.com.

Approved

Fire Chief