

**OKOLONA FIRE DEPARTMENT**  
**Safe Place Shelter Form/Checklist**

**Step 1 – Initial Contact:**

- Determine if there are any medical needs:
  - If yes, call 911 and provide treatment per protocol
- Determine youth age:
  - Less than age 12, call 911 and request police response
  - More than age 17, call 911 and request police response
- Determine whether youth is a crime victim:
  - If yes, call 911 and request police response

**Step 2 – Notifications:**

- Telephone MetroSafe 574-7599
  - Request “Run Ticket” be initiated
  - Place company Non-recommendable if appropriate due to staffing
- Notify on duty shift chief

**Step 3 – Gather Basic Information:**

- Youth name, age and gender

**Step 4 – Contact YMCA Safe House 635-5233**

- Obtain name of responding volunteer (for verification purposes)
- Obtain estimated time of volunteer arrival

**Step 5 – Transfer of youth to YMCA volunteer:**

- Verify identity of YMCA volunteer (use driver’s license)

**Step 6 – Event Termination:**

- Telephone MetroSafe 574-7599
- Terminate “Run Ticket”
- Place company “Available In-Quarters” or “On Pager” (as appropriate)
- Notify on duty shift chief
- Complete FireHouse Incident Report documenting the following:

Date \_\_\_\_\_ Youth Arrival Time: \_\_\_\_\_

Station: \_\_\_\_\_ OFD members assisting: \_\_\_\_\_

Location in station used for youth: \_\_\_\_\_

If police were called, time of officer arrival and name of officer: \_\_\_\_\_

If EMS was called, time of EMS arrival and unit number: \_\_\_\_\_

*(If OFD members provided medical treatment, complete appropriate medical documents)*

Time of shift chief notification: \_\_\_\_\_

Time of Safe Place Shelter notification: \_\_\_\_\_ Volunteer arrival time: \_\_\_\_\_

Safe Place volunteer name and means of ID verification: \_\_\_\_\_

Time of Youth departure: \_\_\_\_\_ Time event concluded: \_\_\_\_\_

Youth Name: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Home address: \_\_\_\_\_

Other pertinent information: