



Annapolis Fire Department SAFE STATION CHECKLIST

Date of Incident: _____

Station: [REDACTED] [REDACTED]

Time: _____

FD Incident number: _____

Individual's Name: _____

Time Mobile Crisis notified: _____ Time Mobile Crisis arrived: _____

- Notify Fire Alarm of a Safe Station Call and the unit handling the call. Fire Alarm will create an incident and place the unit handling the incident out of service.
- Notify the on-duty Battalion Chief and EMS-[REDACTED] this can be accomplished by Station personnel or request Fire Alarm to make the notifications.
- Ask the individual if they have any underlying medical conditions that require treatment and transport? Ask if they would like a medical evaluation and transport to a hospital? Does the individual present with any medical concerns that dictate medical transportation?

Note: If treatment and transport to a medical facility is required, request (through Fire Alarm or Phone) that the Mobile Response Crisis Team meet the individual at the hospital.

- Determine if the individual has any weapons or illegal substances in their possession that may harm us or themselves. If so, notify the appropriate Law Enforcement Agency (APD or AACOPD) to respond and take custody of the items. (APD: [REDACTED] or via Fire Alarm)
- Explain to the individual (and family members) how the SAFE STATION program works and the Fire Department's role:
 1. The Fire Department's role is to provide a safe environment for people to come and request assistance with an addiction crisis. We do not provide any direct treatment or counseling, however, we will transport the individual to a hospital if they require immediate medical treatment or if they request treatment at a hospital. We do not transport the individual to an addiction treatment facility.

2. We will notify the Anne Arundel County Mobile Crisis Intervention Team to respond. The Team consists of trained mental health professionals that conduct an assessment of the patient and determine the course of treatment.
 3. Advise the family that two members of the Fire Department will remain with them until the Mobile Crisis Intervention Team arrives.
 4. Advise the family that we will provide them with an estimated ETA of the Mobile Crisis Intervention Team once it is provided to us by the team.
- Obtain the individual's information for the notification of the Mobile Crisis Response Team:
- Name: _____
- Drug or substance used: _____
- When did they last use the drug: _____
- Are they an AA County/Annapolis City resident: _____
- Notify the Mobile Crisis Response Team Warmline of a Safe Station Response. Note: The standard practice has been that the Mobile Crisis Team representative will want to speak directly to the individual on the phone to obtain additional information.

CRISIS RESPONSE WARMLINE



Record Name of Mobile Crisis Response Team member you spoke to:

- At no time shall the individual be left alone in the station, there shall be a minimum of two AFD personnel with the person at all times while they are in the station.
- How was the situation resolved? (circle number)
1. Individual transported to hospital.
 2. Individual consulted with Mobile Response Crisis Team and accepted treatment options.

3. Individual consulted with Mobile Response Crisis Team but refused treatment options and left.
4. Individual chose not to wait and left the station prior to Mobile Response Crisis Team being requested or arrival.

Informational Only - (Clarification of Safe Station Policy)

1. There is mis-information that the Mobile Crisis Team has stated that if the individual has used drugs within the last 30-60 minutes, they should be transported to a hospital because they are unable to help someone with CDS in their body. This is not true.
2. The previous policy that the individual should be transported to a hospital if the Mobile Crisis Team has an ETA greater than one (1) hour is no longer in effect.

Station Notes:

Fire Department Personnel involved:

1. First contact: _____
2. Two stand-by personnel:

An EMEDS and/or Fire Report must be completed. If the incident is documented by a Fire Report it must include at least the following information:

1. Subject's name, address and date of birth
2. Fire Department personnel that stood-by with the subject
3. Disposition of subject (transport by AFD, Mobile Crisis, etc)

The incident shall also be documented in the Station Log (Dayview)

Forward the completed form to EMS 