

## 5.10 Forced Vehicle/Building Entry



**City of Oak Point  
Department of Public Safety  
Fire Department**

**TITLE: Forced Vehicle/Building Entry**

**SECTION/TOPIC: General Operations**

**NUMBER: 5.10**

**ISSUE DATE: 01.21.2015**

**REVISED BY: M. Shackleford**

**REVISED DATE: 12.05.2015**

**APPROVED BY:**

***Michael Shackleford***

Director DPS

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 PURPOSE

**Purpose:**

The purpose of this procedure is to establish the criteria in which emergency entry into a vehicle or building will be performed.

### 2.0 SCOPE

This SOP/SOG pertains to all personnel in this organization.

### 3.0 POLICY/GUIDELINES & INFORMATION

**Policy:**

OPDPS Fire Service will be dispatched to reported locked vehicles/buildings in the following situations, which may be “emergencies:”

- Person(s) locked in vehicle/building that are incapable of unlocking the vehicle/building and are in immediate danger due to heat, medical, or other conditions. These conditions must be documented.
- Pet(s) locked in closed vehicle without air conditioning. These conditions must be documented.

- Vehicle locked and running INSIDE of a closed structure producing a hazardous atmosphere. Note: A vehicle in a garage with the garage door up would not be a hazardous situation unless there is evidence of overheating or other condition. These conditions must be documented.
- Other situation where the locked condition of the vehicle/building is an obvious threat to the safety of persons or property. These conditions must be documented.

**Fire Services will respond to all vehicle/building forcible entries, code 1 non-emergency. At any time the responding officer may upgrade the response at his discretion due to information indicating an immediate threat of danger to person or property. The upgrade of response must be documented with facts which led to the decision.**

Upon arrival at the scene, the Officer shall observe the situation and make the determination of whether or not an emergency exists.

If a situation exists which poses a threat to life or property, fire personnel will make entry by taking the following actions:

- Advise the person responsible for the vehicle/building that an “emergency entry” is being made.
- Advise the person responsible for the vehicle/building that the safest and most economical way is to go through the glass.
- Select an appropriate window away from the occupant.
- If time permits, apply tape to the outside of the window to minimize glass shattering and breakage.
- Remove the window by fracturing the glass with a center punch.
- Unlock the door and stabilize the emergency.
- After the emergency is stabilized, assist the person in control of the vehicle/building by removing (to the extent possible) all loose glass from the vehicle/building.
- Photos of any damage and/or the area where entry was made or was attempted, as well as documented on report.

If an emergency DOES NOT exist when fire personnel arrive at the scene, fire personnel may assist in making entry, by using the tools provided and selecting the method that will cause the least damage after acquiring a signature on the Release of Liability form. BEFORE making entry:

- Offer to allow the owner to use the city cellular phone to call a locksmith.
- Explain our policy to the customer, with emphasis on the potential of causing dangerous “hidden” damage to the vehicle/building locking mechanism, vehicle airbags, window mechanisms or alarms as applicable.
- Complete the entire form.
- Have the customer read and sign the Release of Liability form.
- Check for open windows or doors before forcing entry. Ask about all floors and listen to the homeowner when they tell you the situation.
- Do a walk around of the vehicle/building to access the best location to make entry.
- After the situation is stabilized, assist the person in control of the vehicle/building by removing (to the extent possible) all loose glass from the area damage was incurred.
- Photos must be taken of the area where entry was made or was attempted, as well as documented on report.