1. **PURPOSE:**

To provide guidelines for Cumberland Road Fire Department personnel who have encountered an incident where forcible entry into a structure or vehicle may be necessary.

1. **PROCEDURE:**

* Structure: Residential, Commercial, or Out Building(s)
  + Incident presents as an emergency situation or condition where access to structure is necessary to mitigate the situation.
    - Situation examples may include but not limited too:
      * Confirmed life hazard with working fire
      * Invalid or patient unable to exit structure under self-power with visual and/or verbal contact of patient verifying same
      * Infant or child, invalid patient, and/or bed confined patient who is noted as being locked in residence with access by normal means not achievable
      * Visual confirmation of smoke inside of structure with access by normal means not achievable
  + Personnel will verify that access by normal means such as an unlocked door or window in which access may be gained, key availability from occupant, property owner, Knoxbox, neighbor, and/or other representative associated with property is not achievable
  + Personnel upon determining forced entry is necessary will request a representative from Law Enforcement having jurisdiction to respond the scene; If non-life threatening, personnel are encouraged to delay forced entry until arrival of Law Enforcement representative; If situation is life threatening, personnel may proceed with forced entry prior to arrival of Law Enforcement representative.
  + Personnel will have property owner or occupant; if possible sign the Cumberland Road Fire Department Forced Entry Release Form. Incident where a life hazard is confirmed or life safety is noted, deviation from completing the release form is permissible. Reason for deviation is to be documented within the incident report.
  + Personnel shall select most appropriate tools and equipment to perform forcible entry task, performing operation in a manner to do the least amount of possible damage to the property.
  + Company Officer will ensure accurate completion of paperwork and ensure all paperwork is attached to report upon entry into Firehouse Reporting Software.
* Vehicle (Personal/private, Public, Commercial)
  + Incident presents as an emergency situation or condition where entry into the vehicle is necessary to mitigate the situation.
    - Situation examples may include but not limited too:
      * Person locked in vehicle and is unable to unlock or provide assistance in unlocking vehicle to gain access with weather conditions noted as extreme high temperatures or extreme low temperatures
      * Animal locked in vehicle with weather conditions noted as extreme high temperatures or extreme low temperatures
      * Prescribed medications locked within vehicle with medications deemed to be life saving or use of locked medications by fire personnel for patient care may be life saving for patient. Example(s) may be Epinephrine or Nitroglycerine (Nitro).
  + Personnel prior to forcing entry will verify access to the vehicle by normal means such as unlocked door or key is not achievable. Personnel should question property owner to ensure access to secondary key is not available.
  + Personnel will have vehicle owner or occupant; if possible, sign the Cumberland Road Fire Department Vehicle Forced Entry Release Form. Incident where a life hazard is confirmed or life safety concern is noted, deviation from completing the release form is permissible. Reason for deviation is to be documented within the incident report.
  + Personnel shall select most appropriate tools and equipment to perform forcible entry task, performing operation in a manner to do the least amount of possible damage to the vehicle.
  + Company Officer will ensure accurate completion of paperwork and ensure all paperwork is attached to report upon entry into Firehouse Reporting Software

1. **FORMS**

* Cumberland Road Fire Department Forced Entry of Vehicle or Home Release Form.