

	<b>Standard Operating Guideline: OPS 17</b>	
	Subject:	Emergent Forcible Entry
	Effective Date:	April 1, 2015
	Revision Date:	April 15, 2017
	Approval:	<i>[Signature]</i>
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**PURPOSE:** Franklin County Public Safety shall establish a guideline to justify an emergent forcible entry into a business or residence for fire/EMS purposes.

**I. POLICY:**

- A. If a Franklin County Department of Public Safety crew is dispatched to a residence or business by a 9-1-1 call or other means to assist someone in need of medical treatment or evaluation and the crew cannot gain access to the location, the following criteria should be met before using forcible entry. Forcible entry should be a means of last resort.
  - 1. Verify address and name with the E-9-1-1 communications center.
  - 2. Positively confirm the correct address/location.
  - 3. Inquire for key holders to be notified.
  - 4. Look and listen for signs of a patient inside the structure.
  - 5. Notify law enforcement.
  - 6. Notify the on-duty operations captain.
  - 7. Perform an exterior scene size-up and a 360 degree walk around.
  - 8. Check all accessible doors and windows to determine if any are open and unlocked.
  - 9. Attempt to contact neighbors if possible to gain more information.
  
- B. After attempting to perform all the above the following steps should be followed once forcible entry is determined to be needed:
  - 1. Forcible entry shall be performed only by personnel while wearing appropriate personal protective gear (Safety glasses, leather work gloves, helmet, long sleeves, etc.).
  - 2. Take pictures at point of entry before and after forcible entry, if practical and possible.
  - 3. Enter the structure by the least damaging means possible.
  - 4. Move slowly into the structure, being aware of animals, criminal activity, etc.

5. Secure the structure prior to leaving. If this is not possible assure that law enforcement is on scene prior to departing.
  6. Both personnel making entry AND the on-duty operations captain shall complete a post incident report which must include photographs in addition to the EHR/NFIRS.
- C. This shall be a team effort between all parties involved. The above questions must be quickly answered but should not delay patient care.