


SHELBYVILLE FIRE & RESCUE STANDARD OPERATING PROCEDURES

	SECTION: Operations SUBJECT: Vehicle Lock-Out	S.O.P: 109.18
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	Approved By:	Effective Date: December 1, 2012 Revision Date:

Purpose:

To provide a comprehensive and strategic approach to vehicle lock-outs in the City of Shelbyville.

Scope:

This policy applies to all members, career and volunteer, of the City of Shelbyville Fire Department.

Procedure:

1. To provide lock-out assistance to those person(s) who are unable to access their vehicle and occupants who may be trapped, incapacitated, and or physically unable to open their vehicle without fire department assistance.
2. This policy is not to provide on-site assistance to those person(s) that are simply locked-out of their vehicle. The Shelbyville Fire Department will provide the caller with the necessary phone numbers that will enable the caller to access the needed assistance. If necessary, the firefighter/officer receiving the call will contact the appropriate personnel for the party in need.
3. On scene Response.
 - a. The officer in charge will be responsible for the operation at the scene of a lock-out and it will be the discretion of the OIC as to which method may be used to enter the vehicle. Factors for this determination will be as followed.
4. Conditions of the vehicles occupants.
5. Age of occupants
6. Weather conditions
 - a. The OIC will determine if EMS assistance is required.
7. The OIC will file the appropriate reports following the response. Information needed for the report is as followed.
 - a. Method of entry
 - b. Point of entry
 - c. Damage noted before and after the forced entry
 - d. Make/Model of the vehicle and Plate