



**Orange County Emergency Services**  
**Standard Operating Guidelines**

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**SOG Name:** Ambulance Securing Policy

**SOG Number:** EMS-002

**Submitted By:** Darshan Patel

**Approved By:** F.R. Montes de Oca

A handwritten signature in black ink, appearing to read "F.R. Montes de Oca", is written over the "Approved By" line.

**Date Effective:** 06/20/2011

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**I. GOAL**

1. Ambulances are important equipment that are essential to achieving effective and efficient operations of an EMS system. Ambulances must be protected from unauthorized access and/or theft. Emergency Services uses a variety of control measures to ensure ambulances are secure from unauthorized access and/or theft. These measures include manual locking of doors and Electronic Anti-Theft systems.
2. The goal of this policy is to establish guidelines for securing and protecting ambulances from unauthorized access and/or theft.

**II. OBJECTIVE**

1. All tactical EMS staff that operate in and around Orange County Emergency Services' ambulances are responsible for taking appropriate steps to secure the ambulance.

**III. SCOPE**

1. All Orange County Emergency Services employees that work in or around a county owned ambulance.

**IV. POLICY**

1. Ambulance Key Assignments. There will be two sets of keys assigned to each medic unit. The primary paramedic and EMT shall be responsible for holding one set of keys each.
2. Locking Units. Whenever exiting an ambulance, the driver of the unit will be responsible for ensuring the vehicle is locked after all occupants have exited the ambulance.
  - a. This applies for all locations where the ambulance is not secured within a locked building.
  - b. For units that require a key to idle on a scene, the driver's keys will be left in the ignition to allow for idling. The second set of keys and/or the unlock button on the exterior of the ambulance will be used to unlock the ambulance upon re-entry into the vehicle.
  - c. This section of the policy applies to all ambulances in the Orange County Emergency Services' Fleet.
3. Electronic Anti-Theft (EAT) Systems. In situations where a truck must idle and there is no crew inside or in the immediate vicinity of the vehicle and an EAT System is installed in

the vehicle, the crew must activate the EAT System and remove the key from the ignition prior to exiting the vehicle. Per IV.2, the unit must also be locked upon exit.

- a. An EAT System, allows the driver to remove the key from the ignition without turning off the engine but will not allow the vehicle to be put into gear without re-inserting the key into the ignition.
- b. As of May 2011, this feature is only available on and only applies to Orange County Emergency Services' Excellence Ambulances.