

Union County Standard Operating Guidelines
Special Operations

Special Operations, SOG 4.08
ELEVATOR EMERGENCIES

I. Intent and Purpose

To provide guidelines for handling elevator emergencies in the safest way possible. When it has been determined that person(s) are trapped in an elevator, the following general guidelines should be adhered to:

II. Procedure

- 1) Upon arrival:
 - a. Request elevator mechanic. If not on grounds have dispatcher public service and have him/her respond to scene (Obtain name and phone number from occupant).
 - b. Reassure trapped passenger(s) that efforts are underway for their release. Ascertain if any passengers are ill or injured.
 - c. Locate the position of the stalled car and obtain override (elevator) keys, if so equipped.
 - d. Insure that all power is shut off to the machine involved and locked out. Officer in Charge shall maintain key. If lock out is not possible, have a firefighter (with radio) standby the switch(s) to insure that power is not accidentally restored while rescue operations are underway.

- 2) Safety precautions:
 - a. The safest means of rescue is through elevator doors (hoistway and car).
 - b. If passenger(s) are being removed from elevator by any means other than the car doors, then the mainline disconnect must be opened (Power off).
 - c. Whenever possible, elevator emergencies should be handled by elevator mechanic with UCFD's personnel assisting.

- 3) Procedure for freeing passenger(s):
 - a. Locate stalled car.
 - b. Communicate with passengers either by elevator phone or by yelling through the elevator doors.
 - c. Check the power supply systems (Mainline disconnect, breakers, fuses, etc.).
 - d. Have passenger(s) check the Emergency Stop button.
 - e. Push the landing button (if equipped) and have passenger push "Door open" or "Floor" button simultaneously.
 - f. Shake hoistway doors and have passenger shake car doors simultaneously.
 - g. Turn power off.

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- h. Have passenger open car doors (Rescuer may have to enter through top hatch to perform this).
- i. Have passenger or rescuer open hoistway doors.
- j. Trip the interlock using tools available (i.e. elevator key).
- k. **Cut or pry doors (Life or death situation only).**
- l. **Last resort, set up rescue system to bring person(s) out through top hatch.**

Note: Escalator Emergencies shall be handled following SOG 4.06 Machinery Rescue.