OKOLONA FIRE PROTECTION DISTRICT
STANDARD OPERATING PROCEDURE

ELEVATOR FIRE SERVICE OPERATION

Purpose: *This procedure addresses the steps to be taken for fire service operation of elevators.*

Procedure:

DEFINITIONS:

Phase I: Under Phase I operation, elevators return to a designated area. Phase I operation is activated either manually by a special key, or automatically by a fire alarm initiating device. A sensor could detect smoke in the hoistway, lobby or machine room, for example, and trigger Phase I. The goal is to remove the elevators from service so that building occupants do not use elevators during a fire and become trapped.

Phase II: Phase II operation is an override meant for firefighters after Phase I has been activated. Under Phase II operation, firefighters can use a key switch to operate the elevator, provided the hoistway is clear of smoke and the elevator has electricity.

SAFETY CONSIDERATIONS:

1. Prior to using any elevator, check the smoke/fire condition in the elevator shaft way and check the smoke/ fire condition in the elevator machine room.
2. Leave one firefighter in the elevator car with a portable radio to control the elevator.
3. Limit personnel to 4-6 in an elevator at one time.
4. Keep in mind that in some buildings if the fire alarm is activated, that will automatically send the elevator(s) to the ground floor and open the doors. It is still advisable to turn the key in the hallway to initiate phase I fire service prior to entering the elevator for phase II operation.

FIRE SERVICE OPERATION IN AN ELEVATOR:

1. Retrieve the fire service keys from the elevator key box.

2. Insert the fire service key into the fire service key switch near the elevator, and turn the key to on. This places the elevator in Phase I fire service. In Phase I fire service, the elevator stops whatever action it is doing, returns to the ground floor, opens its doors, and becomes inactive until Phase II is activated inside of the elevator.

3. Remove the key from the fire service key switch near the elevator. Insert the key into the fire service switch inside the elevator car. Turn the key to "on". This activates fire service operation of the elevator.

4. To move the elevator to the desired floor, *usually two floors below the fire location*, press the button of the desired floor. When the floor button is pressed, it will light up, but the elevator will not move because the doors are still open. After pressing the button for the desired floor, press and hold the door "close" button until the doors are completely closed. If the door "close" button is released before the doors are completely closed, the doors will reopen.

5. Once at the desired floor, the elevator doors will not open until the door open button is pressed. The doors will stop opening, and close if the button is released prior to the doors opening fully.

Standard Operating Procedures are meant only to be guidelines. Actual conditions may warrant alternative actions.

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Page Number:	Effective Date:	Supersedes Editions:	SOP Category:
Page 2 of 2	09/07/2023	All	Operational

6. There is a "hold" position on the fire service key switch inside the elevator car. If the key is placed in the "hold" position while the doors are open, the elevator cannot be moved unless the key is returned to the "on" position, putting the elevator back into phase II operation.

7. There is a "call cancel" button in the elevator which will cancel any calls registered while the elevator is on its way to a floor. When the "call cancel" button is pressed, the call is cancelled, and the elevator stops at the next floor.

RESTORING THE ELEVATOR TO NORMAL OPERATION:

1. To return the elevator to normal operation, the process must be reversed. Phase II operation is discontinued, which returns the elevator to Phase I operation. Then Phase I operation is discontinued, returning the elevator to normal operation.

2. To stop Phase II operation, turn the elevator key to the "off" position and remove the key. This will put the elevator in Phase I operation, returning the elevator car to the main floor and opening the car doors.

3. Using the elevator key at the hallway or lobby key switch, turn the switch position from "on" to "bypass" then "off". This should return the elevator to normal operation.

4. Re-set any fire alarms that are present.

5. Return the elevator key to the elevator key box and lock the key box door. Returning the elevator key box key to the fire apparatus.

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