

OKOLONA FIRE PROTECTION DISTRICT STANDARD OPERATING PROCEDURE

ELEVATOR RESCUE

Page Number: **Effective Date:**

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9/7/2023

Supersedes Editions:

All

SOP Category:

Operational

Purpose: *This procedure addresses steps firefighters should take when responding to incidents where persons may be trapped in elevator cars.*

Procedure:

1. Establish contact with trapped passenger(s):
 - a. Determine whether there are injuries/illnesses.
 - b. Inform passenger(s) we will attempt to get them out.
 - c. Ensure the emergency stop button is NOT activated.
 - d. Have passenger(s) stand clear of door.
2. Attempt to Re-set Elevator:
 - a. Locate elevator machine room.
 - b. Identify the main power disconnect switch for affected elevator.
 - c. Shut power down to affected elevator for at least sixty (60) seconds.
 - d. Restore power.
 - e. Determine whether elevator has re-set by asking passengers to press a floor button.
3. If Elevator Re-set was unsuccessful:
 - a. Place the elevator in Phase 1 fire service.
 - b. Obtain fire service key from elevator key box and activate fire service operation.
 - c. If successful, the elevator will return to the main floor and the door will open allowing trapped passengers to exit.
4. If Elevator Re-set and Phase 1 fire service operation were unsuccessful:
 - a. Implement Lock-out procedures for stalled elevator car.
 - b. Obtain hoist-way door key (from fire apparatus or elevator key box).
 - c. Using adjacent elevator or stairs, go to floor nearest the stalled elevator.
 - d. Open elevator door with hoist-way key.
 - e. Overcome the interlock which keeps elevator door car from being opened from the inside.
 - f. When door is successfully opened, assist passengers from the elevator car.
5. If Elevator car is between floors and there is no access to the interior car door:
 - a. The appropriate elevator service company must be called and requested to respond.
 - b. Advise passengers that the elevator service company will be responding to lower the elevator.
 - c. Advise passengers they are in no danger and the fire department will remain until they are rescued from the elevator car.
6. If the fire department was successful in rescuing passenger(s) from the elevator, the power to the affected elevator shall be disconnected and the elevator tagged as "Out of Service". Building management shall be instructed to contact the appropriate elevator service company for response and action as needed.

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

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7. The fire department shall advise building management that any time that someone has to be rescued from a stalled elevator by maintenance or emergency personnel, the owner is responsible for reporting these incidents to the State Elevator Inspection Office as soon as possible. The device must remain out of service until a state elevator inspector conducts an investigation. (The State Elevator telephone number is on the Elevator Inspection Certificate.)

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