

<b>ELEVATOR EMERGENCIES</b>		<b>TROY FIRE DEPT. TACTICAL PLAN 208.15</b>	
<i>Issue</i>	<i>10/02</i>	<i>Revised</i>	<i>07/14</i>
			<i>Page 1 of 4</i>

This plan will outline the basic operations and procedures to be followed when the fire department responds to incidents where elevators are involved.

## I) TACTICAL CONSIDERATIONS

- A) Before any action is taken, the Incident Commander must obtain the following information:
- 1) Is there anyone in the elevator?
  - 2) Has the "Emergency Stop" button been pushed? Can it be returned to normal position?
  - 3) Is there a condition that requires that the person(s) be removed immediately? Medical Emergency, Etc.
    - (a) At what floor is the elevator? Is the elevator between floors?
    - (b) What type of elevator is it? Cable? Hydraulic?
  - 4) Has an elevator repairperson been summoned? E.T.A.?

## II) Procedures

- A) Establish Contact With The Occupant(s) In The Elevator.
- 1) Most elevators have phones that go to the building or an answering service. When possible use the phone to ascertain the condition and number of people in the elevator. If that is not available, try contacting the occupants through the door where you think the elevator is located. If there are no life threatening emergencies within the elevator, advise the occupants that a repairperson is enroute, and wait for the repairperson.
  - 2) If there is a life-threatening emergency, proceed with the remaining steps below before attempting to open an elevator door.
  - 3) If no life-threatening emergency exists, **DO NOT REMOVE THE OCCUPANTS UNTIL ELEVATOR REPAIR PERSON ARRIVES.**
- B) Identify The Exact Location Of The Elevator
- 1) Many elevators have remote indicators on the first floor indicating the location of the elevator. This should provide an accurate elevator car location. If this is not available, contact with the occupants as described above should be attempted.
- C) Gain Access to the Elevator Machine Room
- 1) A crew should be sent to the elevator machine room. The crew must have a portable radio for communication with the Incident Commander.

<b>ELEVATOR EMERGENCIES</b>		<b>TROY FIRE DEPT. TACTICAL PLAN 208.15</b>	
<i>Issue</i>	<i>10/02</i>	<i>Revised</i>	<i>07/14</i>
			<i>Page 2 of 4</i>

- 2) The crew should determine the type of elevator. If the elevator is a cable elevator, the crew should shut off the power to the DC generator that provides power to the non-functioning elevator car.
  - (i) If the elevator is a hydraulic elevator, shut off the power to the hydraulic pump that powers the elevator. The disconnects for the elevator power sources should be numbered with an elevator car number, and, in the case of a cable elevator, will normally be very large. After the switch has been shut off, a lock out hasp, with a padlock should be applied.
    1. Care should be taken to avoid shutting off the power to the elevator lights or fans, or the power to other elevators. These are normally 110vt breakers, or a switch.

D) Open the Elevator Door

- 1) No elevator door is to be opened until it is confirmed that the power to the elevator machinery, either the DC generator, or the hydraulic pump is shut off and locked out.
- 2) If the elevator is located on the first, second, or top floor, there is generally an elevator door keyhole near the top of the door. This key will normally be either half moon shaped, or round. Each station carries both types of keys. In most cases the building maintenance personnel will have keys to the elevator doors.
- 3) If the elevator is located at a door that does not have a key, the door can be forced open. This can be accomplished with a porta-power, or similar device. *This is to be done only as a last resort, as major damage will be done to the elevator door.*
- 4) If the elevator is located between floors, and it is necessary to remove the person(s) from elevator, some kind of protection or barricade must be placed to cover the elevator shaft, to prohibit anyone from falling into the shaft.

E) Terminating the Incident

- 1) After the victim has been removed from the elevator, all lock out devices are to be left in place until the arrival of the elevator repairperson. Any door forced open must be guarded to prevent persons from falling down the elevator shaft.

# ELEVATOR EMERGENCIES

**TROY FIRE DEPT.  
TACTICAL PLAN  
208.15**

Issue

10/02

Revised

07/14

Page 3 of 4

PROCEDURES	HYDRAULIC ELEVATOR	TRACTION / CABLE ELEVATOR
<b>ORGANIZE</b>	<b>RECOMMENDED EQUIPMENT:</b>	<b>SAME AS HYDRAULIC</b>
	Knox Box Key	
	Elevator Door Key/Tool	
	Elevator Key - FF Service	
	Hand Lights	
	Attic Ladder	
	Forcible Entry Tools	
	Lock Out/Tag Out Kit	
<b>DETERMINE ELEVATOR TYPE</b>	Usually services 6 floors or less	Services any number of floors
<b>LOCATE ELEVATOR</b>	Use Indicator Lights	<b>SAME AS HYDRAULIC</b>
	Speak with Occupants, or Maintenance Personnel	
	Check Elevator Control Room Panel	
<b>ESTABLISH COMMUNICATIONS</b>	<b>COMMUNICATE WITH OCCUPANTS</b> Ask about injuries <b>Make sure they have not activated the Emergency Stop</b> If activated, have them reset Reassure them & explain procedures	<b>SAME AS HYDRAULIC</b>
<b>1st Rescue Action</b>	<b>LOCATE ELEVATOR CONTROL ROOM:</b> ID Control panel for disabled car Push [Reset] Button, if present <i>If Unsuccessful ...</i> Inform occupants you will be turning off the power for a few seconds Shut down power for 10 seconds Restore power Push "Call" button	<b>SAME AS HYDRAULIC</b>
	<i>If Unsuccessful, turn sheet over and start with 2nd Rescue Action</i>	
<b>2nd Rescue Action</b>	Shut Down Power and Lock Out/Tag Out Make sure nobody is exiting the car	Shut Down Power and Lock Out/Tag Out

# ELEVATOR EMERGENCIES

**TROY FIRE DEPT.  
TACTICAL PLAN  
208.15**

**Issue**

**10/02**

**Revised**

**07/14**

**Page 4 of 4**

	<p>Advise Occupants you will be lowering the car</p> <p>Open relief valve petcock on hydraulic unit (Control Room)</p> <p>Lower car to bottom floor</p> <p><i>When car reaches bottom floor ...</i></p> <p>Close relief valve petcock</p> <p>Restore power</p> <p>Push "Call" button to bottom floor</p> <p><b><i>If door does not open...</i></b></p> <p><b><i>Shut Down Power and Lock Out/Tag Out. Open door with elevator door key.</i></b></p> <p><b><i>If unsuccessful, go to 3rd Rescue Action</i></b></p>	<p>Use Elevator Door Key at floor where elevator is stopped</p> <p>Protect any exposed hoistway openings against falls</p>
<b>3rd Rescue Action</b>	<p>Use Elevator Door Key to open hoistway door on the floor above the car</p> <p>Use elevator pole to operate the pulley on the door below</p> <p>If door does not open, check for safety release</p> <p><b><i>If unsuccessful, or car is not accessible for hoistway door... or, if medical emergency exists ...</i></b></p>	<b>SAME AS HYDRAULIC</b>
<b>4th Rescue Action</b>	<p>Use standard forcible entry techniques to access hoistway &amp; car</p>	<b>SAME AS HYDRAULIC</b>
<b>SECURE ELEVATOR</b>	<p>Leave Power off</p> <p>Label OUT OF SERVICE</p>	<b>SAME AS HYDRAULIC</b>