

# Orchard Farm Fire Protection District Standard Operating Procedure

Division: 200      Emergency Operations  
Section: 202      Fire & Rescue  
Subject: 202.04   Elevator Operations



Supersedes: N/A

Approved By: 

Date: 05/22/2013

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## PURPOSE:

To define the District's response to rescue calls involving elevators

## RESPONSIBILITY:

All District Personnel

## PROCEDURES:

The priority of the first unit on scene is to make contact with occupants of the elevator and inform them of the following:

1. Let them know they are safe and steps are being taken to evacuate them
2. Direct them to stay clear of the doors and refrain from smoking
3. Keep occupants informed and reassured

Obtain the following information:

1. What is the number of people in the car?
2. Are any occupants injured or ill?
3. Are the lights on?
4. Do they know what floor the car is near?

Before attempting access to a stopped car, ensure the car should be functioning by making sure the mainline disconnect switch is in the "On" position and that the emergency stop switch is in the "Run" position, not the "Stop" position. If the elevator is equipped with firefighters' service operation, try activating the Phase I lobby key switch to recall the elevator car to the main floor. If the elevator is stalled due to loss of power, check for auxiliary power availability to recall the elevator to the main floor.

If you are unable to ascertain the cause of the stopped car, attempt rescue based on the position of the car.

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To access a car at or near a landing:

1. Turn off power to the elevator - **LOCK OUT, TAG OUT.**
2. Open doors by hand.
3. Enter the car and set emergency stop switch to "Off".
4. Assist passengers out.

To access car within 3 feet of landing:

1. Turn off power to elevator - **LOCK OUT, TAG OUT.**
2. Unlock hoist way door nearest stalled car with elevator key, open hoist way and car doors by hand.
3. Enter the car and set emergency stop switch to "Off". Precautions should be taken to guard any hoist way opening below the elevator car floor when the car is above the landing.
4. Assist passengers out with a ladder.

To access car more than 3 feet from a landing (Removal through top emergency exit):

1. Turn off power to elevator - **LOCK OUT, TAG OUT.**
2. Open hoist way door nearest the stalled elevator car top.
3. Lower a ladder through doors to car top.
4. Place a second ladder through emergency access panel in car top.
5. Rescue personnel enter car and set emergency stop switch to "Stop".
6. With rescuers at each level, assist passengers out of the car.
7. Do not attempt to restore power to stalled elevator after the rescue. Advise building personnel which power switches are off and what doors were opened.