

# **Grissettown Longwood Fire & Rescue**

## **Elevator Procedures**

### **22.1 FORMAT**

In most elevator incidents where people are “trapped” by the fact that the car doesn’t operate, this should not constitute an emergency situation. Normally, the victims are in no immediate danger by the fact the elevator isn’t functioning. It will be important to assure the victims that they are in no jeopardy and that you are undertaking measures to extricate them from the car as soon as possible.

The single most important thing to remember is not to attempt extrication until the main power switch has been shut off.

### **22.2 GENERAL GUIDELINES**

The arriving personnel from an Engine Company and Ladder will be divided into two (2) teams.

Team I – Should carry a portable radio, hand light, elevator keys, and any other equipment deemed necessary by the Company Commander for the incident.

Team II – Should carry a portable radio, hand light, elevator keys, and pry bar or equivalent tool to open the elevator machine room door in the event it is locked and you are unable to contact the manager to open the door.

Team I proceeds to the floor nearest the stalled elevator and advises Team II, who is proceeding to the elevator machine room, as to which elevator is not operating. Team I should do nothing further except console victims and advise team of the situation until Team II advises the main power switch is off.

After notifying Team I the power is off, Team II will return to the floor above the elevator and Team I may try the elevator key to see if it will open the door. If the door can be opened and the car is nearly even with floor, extricate the victims and close the door, notifying the manager that the elevator is out of service.

If the car is in such position that it won't let the key open the door, Team II will have to open the door from the floor above the car by cranking the door motor assembly from the top of the elevator. This can be done with little or no effort.

### **22.3 IMPORTANT**

If the car is halfway between floors, people will have to be extricated from the floor above so there is no chance of a person falling into the shaft beneath the car.

Forcible entry should be used only as a last resort. Serious damage to the door may occur which will only hinder your efforts. If forcible entry by pry bar is to be used, pry in the corner where the key hole is located or in the center with center opening doors.

The following pertains to all modes of vertical transportation, be it an elevator, escalator, or dumbwaiter:

In the event there is evidence of water damage for whatever reason to any components of the above-mentioned equipment, including hoistway (elevator or dumbwaiter shafts), elevator or dumbwaiter cab or doors, machine room roof or entrance (doorway or hatch), escalator steps or areas near entrance of exit of escalator (floor areas where controls and motor are located), this equipment will be turned off at main line disconnect switch. It will be red tagged and remain out of service. The building manager will be notified and elevator service company will be notified of this condition.