

SOUTH PORTLAND FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

SOG #:	6.539	Effective Date:	9/18/2012
Title:	Elevator Emergencies	# of pages:	2
Category:	Special Operations	Classification:	Red

1. **PURPOSE:** To establish a guideline for removing/rescuing victims of a stalled elevator incident in the City of South Portland, Maine.

2. **PROCEDURES:**

- Upon initial dispatch ensure that building maintenance or appropriate party has contacted the elevator service company.
- On arrival, assess nature of problem, location of stalled car and condition of occupants.
- Decide if immediate action is necessary. If life-threatening conditions are not present then it is preferable and safer to wait for the elevator service technician.
- Call for additional equipment as needed i.e. Truck Company, Rescue, or Squad 4.

Safety:

- Electrical Hazards - Be careful working in or around elevator equipment. Always lockout/tagout the mainline disconnect switch to secure power to the car and limit sudden start-ups. Even though the mainline may be disconnected there most likely will still be energized circuits in the hoistway.
- Fall Hazards - Open hoistways (shafts) must have some protective barricades at all open doorways. Preferable the IC should post a firefighter as a sentry at any door that is left open. Any firefighter that enters the hoistway should have a harness and lifeline.
- Beware of multiple cars in hoistway.

Operations:

- Initial response is the District Career Company.
- Coordinate with the building rep and/or witnesses to help determine the car location and verify that elevator rep has been requested.
- First attempt to use fire service key to override any control glitches that may have occurred. Turn the key to "On" and/or "Bypass". This may reset the elevator and return it to the ground floor.
- Then determine location of car in hoistway by opening one of the lower lever doors with the door key from the building or one of SPFD's.
- Once located try to determine the closest floor to where the car has stopped and proceed to that floor and open that door and make contact with occupants.
- Check that no one is in need of Medical treatment and reassure occupants that the Fire Department is on scene.
- Determine the number of people in car.

- Have someone in car verify that the STOP button has not been pushed. Have them operate it a couple of times to see if it will reset elevator. Also have them check the car door to make sure it is close tight.
- If neither the “fire service key” nor trying the STOP button fails to restart the elevator then go to the elevator machine room and disconnect the main power and lock out with SPFD lock out kit.
- Open car door and if possible remove occupants. Consider placing a firefighter in the car to assist occupants while exiting.
- When transferring occupants from car when it is not level with floor, barricades must be in place to prevent falls into the hoistway.
- If it is not possible due to the car’s location to exit occupants safely from the car where it is then wait until the service technician arrives.
- Elevators are structurally sound and complex machines. Using extrication equipment, airbags or other tools to force doors increase the risk to both firefighters and occupants. If at all possible it is best to wait and work with elevator service technicians.
- In an **extreme emergency** when the elevator technician will not be available in a timely manner you may lower the elevator to the lowest level by using the “T-handle” override located in the machine room inside the hydraulic tank.
- To do this turn the T-handle very slowly, you should hear some liquid moving and your spotter should see the elevator car descending. Continue lowering until it reaches the lowest level. Open doors at this level as previously explained and exit occupants.
- Regardless of which method is used to remove occupants you shall keep the SPFD’s lock out/tag out in place until you can turn the elevator security over to the service technician. Even if this means leaving it locked and returning at a later time.

3. REFERENCES:

By Order Of:

Kevin W Guimond

Kevin W. Guimond
Fire Chief