

Procedure Number: 107.10

Procedure: Elevator Response

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Approved by: Scott Forshee, Chief of Police

PROCEDURE:

- I. Upon arrival the officer shall locate the elevator car and determine if the situation is an elevator incident or an elevator emergency.
 - A. If an emergency bell is ringing, instruct the occupant to silence the bell by deactivating the emergency stop button. The occupant may have to pull the button from the on position.
 - B. It is essential to calmly explain to the occupant(s) what the situation is and what actions will be taken to affect a rescue. It will probably be necessary to continue this dialogue throughout the rescue attempt or until a firefighter accesses the passenger compartment.
- II. Stuck Elevator. No immediate rescue required:
 - A. Ensure the elevator is not in fire service mode. If so, attempt to operate the elevator with the fire service key (available from Facility Services during business hours).
 - B. Instruct the occupant(s) to push the first floor button.
 - C. Press the elevator call button. The officer may elect to try other floors as well.
 - D. Instruct the occupants to verify that the inside door is fully closed by pressing the close door button and/or pushing the door toward the closed position.
 - E. Locate the elevator motor control room and secure breaker (power) for a minimum of 30 seconds then reset.
 - F. If these methods fail to produce results, consider calling for an elevator mechanic (Thyseen Krupp (406.248.1657)). Officer may opt to remove occupants if arrival time of mechanic is deemed too long.
- III. Elevator Incident. Rescue required:
 - A. Ensure elevator power is disabled by switching breaker located in nearby electrical room or penthouse mechanical room.
 - B. Locate the correct hoist door access key and open the doors. Utilize someone or shore the doors open with other tool (ie: flathead screwdriver or wedge).
 - C. Assist all occupants out and notify EMS if needed.
 - D. If the elevator car is stuck at a floor, not between floors, open the hoist way door and attempt to open the elevator car door. Generally speaking, there is push bar toward the upper left

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hand side of the elevator car door. DO NOT FORCE THE DOOR UNLESS AN EXTREME EMERGENCY EXISTS.

- E. If this method fails or the elevator car is stopped between floors, request assistance from Billings Fire Dept. Access top of elevator car by opening the nearest hoist way door. The hoist way door must be propped to remain open. This must be done at the floor above the stuck car. Note - Use care as car may be quite a distance from the hoist way door opening. It may be necessary to access the top of the car via a folding ladder.
- F. Access the top of the elevator car, locate the maintenance controls and place the switch in the maintenance mood. Open the emergency access door located on the roof of the car. This will require tools as the doors are secured via screws or bolts.
- G. Use care when accessing the elevator roof. Attempt to stay off of the sheet metal roof, step on support members.
- H. Once access is gained, carefully remove ceiling panels. Advise the occupants that the panels are going to be removed and have them go to a corner near the front of the car and protect their heads.
- I. Move a second folding ladder into the car and make entry. Assist each occupant out of the elevator, onto the roof and out the hoist way door.
- J. Ensure EMS checks all occupants.
- K. Secure the roof access panel and ensure hoist way doors are secured.

RULES:

- I. Although new elevator shafts are required to have a protected (crush) zone at the bottom of the elevator pit, Officer's will;**
 - A. Never enter the pit without securing the power to elevator and the elevator car has been shored.**
 - B. Never allow emergency responders to enter the pit without making sure the power to elevator has been secured, and the elevator car has been shored.**
- II. An elevator shall never be jacked or moved in an upward position. The only exception to this is when the elevator car has entrapped a victim, and the situation dictates a safety concern for the victim.**
- III. Forcible entry on an elevator car or hoist way doors is a last resort. If required, the officer will determine method.**