

## ELEVATOR EMERGENCY

### Purpose:

To establish guidelines for handling elevator emergencies in the safest way possible.

### Guidelines:

- A. Upon Arrival
  - 1. Request PSCC to notify the elevator mechanic to respond. The servicing company's name should be located in the elevator machine room.
  - 2. Reassure trapped passengers that efforts are underway for their release. Ascertain if any passengers are ill or injured.
  - 3. Locate the position of the stalled car and obtain over-ride keys, if so equipped.
- B. Safety Precautions
  - 1. The safest means of rescue is through elevator doors (hoistway and car).
  - 2. If passengers are being removed from the elevator by any means other than the car doors, then the mainline disconnect must be opened.
  - 3. Whenever possible, elevator emergencies should be handled by an elevator mechanic with our assistance.
  - 4. Barricade any openings into the hoistway.
  - 5. When a car is stalled more than three feet below a landing, it is recommended that passengers be removed through the top escape hatch.
- C. Guideline for Freeing Passengers
  - 1. Locate the stalled car.
  - 2. Communicate with passengers either by elevator phone or by yelling through the elevator doors.
  - 3. Check the power supply systems (mainline disconnect, breakers, fuses, etc.).
  - 4. Have passengers check the Emergency Stop button.
  - 5. Push the landing button and have passenger push "Door Open" or "Floor" button simultaneously.
  - 6. Shake hoistway doors and have passengers shake car doors simultaneously.
  - 7. Attempt to break light beam with thin piece of cardboard or paper (power on).
  - 8. Turn power off.

9. Have passenger open car doors (rescuer may have to enter through top hatch to perform this).
10. Have passenger or rescuer open hoistway doors.
11. Trip the interlock using tools available.
12. Cut or pry doors (life or death situation only).