

HIGH RISK/LOW FREQUENCY

HUDSON FIRE DEPARTMENT

Standard Operating Guidelines

GUIDELINE NO: 300.25

SUBJECT: ELEVATOR RESCUE

APPROVAL: Scott St. Martin, Fire Chief

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Revised Date: n/a

PURPOSE

This guideline provides operational strategy when responding to elevator rescue calls.

RESPONSIBILITY

1. All Chief and Company Officers have the responsibility to comply with and ensure that the personnel under their command are adequately trained, fully understand, and comply with this guideline.
2. All firefighters have the responsibility to learn and follow this guideline.

GUIDELINE

A. Power

1. Once the power has been turned off to the elevator, the power shall not be turned back on by fire department personnel for any reason.

B. Operations

1. Locate the stalled elevator and talk to the passengers from the nearest hoist way door.
2. Send at least one (1) firefighter with a portable radio to the machine room to locate and turn off the main disconnect if accessible. **Use Lockout Tag out (LOTO) Procedures.**
 - a. If inaccessible, second choice would be the shut-off located in the elevator pit.
 - b. Third choice would be the shut-off on top of the car.
3. Communicate with the trapped passengers:
 - a. Assure them that they are safe and advise them to remain calm.
 - b. Advise them to stay clear of the elevator doors.
 - c. Ask them to locate and engage the Emergency Stop button/control.
 - d. Determine how many persons are in the car.
 - e. Determine if any are injured or ill.
 - f. Advise the passenger to push the "Door Open" button (Door may open).
 - g. Order firefighter in machine room to throw the main disconnect to the "off" position.
 - h. Have a firefighter try to open the hoist way doors manually by pushing or slapping the doors together momentarily with the flat of the hand to release the interlocks.
 - i. If the above fails, use an interlock release key (if key hole is present) to open hoist way doors.
 - j. If doors are opened a firefighter enters the car and checks that the "Emergency Stop" button or control is activated and assists passengers in exiting the car.
 - k. Have ladder available if needed to cover opening below the car.
 - l. If elevator service personnel arrive, let them coordinate removal.
 - m. Make contact with Elevator Company to determine their time of arrival. If close, wait for technical assistance if situation allows.

C. Hydraulic Elevator Caution

1. Hydraulic elevators have a manual lowering valve, located on the pump that can be opened to drift a stalled car to a lower landing.
2. **Caution**
 - a. Safety circuits have **NO** effect on hydraulic elevators lowered manually!

- b. The car will descend with its doors open.
- c. Therefore, to avoid a worse situation, establish communication between the car location and the firefighter operating the manual lowering valve.
- d. This procedure should only be used after all other methods have been considered to remove passengers.

D. Forcible Entry

1. Use an interlock release key (if key hole is present) to open hoist way doors **first**.
2. If this does not work, have another person try the interlock release key
3. If 1. And 2. Do not work, proceed to 4.
4. If the hoist way doors must be opened by force, the force must be applied as close to the door interlock as possible.
5. For center opening doors, place the forcible entry tool at the center and very near the top and apply force.
6. For two (2)-speed doors, the force is applied between the door jamb and the high speed (rear) panel (very near the top).
7. For single slide doors you must locate which jamb is the striker jamb (the jamb struck by a closing door panel). Once the striker jamb is located, apply the force between the door and the striker jamb at the top of the door.

E. Using Emergency Exit Located in the top of the Car

1. The removal of passengers through this means should only be used as a last resort, because of the difficulty for passengers to exit and the hazards involved.
 - a. A rope rescue system may be needed to remove people.
2. Firefighters may be able to gain entrance into the stalled elevator via this exit if they can open the hoist way door on the floor above the stalled elevator.
 - a. Once inside the car they should:
 1. Reassure the passengers.
 2. Check for any ill or injured passengers.
 3. Assist firefighters on the outside by attempting to open the car and hoist way doors manually, i.e., releasing door interlocks, etc.

References – Risk and frequency classification information - <http://firefighterclosecalls.com/sopsog.php>