

Yakima County Fire District 12– Standard Operating Guidelines
SOG 2-10 – Elevator Emergencies

1. General

1.1 Purpose. The purpose of this Standard Operating Guideline is to provide guidelines for the necessary methods needed to safely affect the rescue of persons who have become trapped inside an elevator for any reason.

1.2 Scope. This Standard Operating Guideline shall apply to all members of Yakima County Fire District 12

1.3 Enforcement. Enforcement of this standard operating guideline is the responsibility of the District's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

2. Response

2.1 Upon receiving a report of persons trapped in a stalled elevator, the Dispatch Agency shall dispatch the closest engine company and command officer.

2.2 Unless information is received from Control indicating a medical emergency or a person trapped in the mechanism of the elevator, responses to elevator emergencies shall be non-emergency. Any officer may, at their discretion, upgrade the response to an urgent response.

2.3 Upon confirmation that a person is trapped in the mechanism of the elevator, the alarm should be upgraded to a residential structure assignment.

3. Procedure

3.1 Upon arrival the Incident Commander shall meet with the complainant, if possible, to determine if there is a person trapped in the stalled elevator and how many persons are affected.

3.2 Upon the determination that a rescue is necessary, the Incident Commander shall request Control contact an elevator repair service to respond.

3.3 If the elevator service is equipped with Phase I recall service, attempt to recall the elevator. If this does not free the elevator, continue as below.

3.4 A company or member shall be sent to the elevator mechanical room and shut down the power to the effected elevators. The power source shall be locked and tagged out. Once the power has been shut down to the elevator, the

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member or crew shall remain in the mechanical room until released by command.

3.5 The position of the car in the hoistway shall be determined. It may be necessary to open the hoistway door to determine the cars position.

3.6 The company officer shall establish contact with the cars occupants, and attempt to determine if any medical conditions are present, and then advise them to do the following:

- Sit on the floor, with you back against the wall of the elevator.
- Do not smoke.
- Stay away from the elevator doors
- The rescue is in progress, and they are safe.

3.7 Once the above has been performed, the hoistway doors closest to the car will be opened using a hoistway key.

3.8 All door opened should be blocked open using a wooden door wedge.

3.9 Request the occupants of the elevator car activate the car's STOP switch.

3.10 Only in the event of an ongoing medical emergency within the car shall the door to an elevator be forced open.

4. Occupant Removal

4.1 All occupants who cannot walk without assistance shall be removed with the aid of a stair chair, backboard, or stokes basket.

4.2 Any occupant who can walk out will be assisted to do so if the car floor is even with the floor.

4.3 If the car floor is not even with the floor, a member shall board the car and the car occupants shall be assisted from the car using an attic ladder with a member in the car and at the floor level assisting the occupants. Any time an occupant must climb more than 4 feet from the car floor, a safety line shall be secured to the car occupant as fall protection.

4.4 If the cars doors cannot be opened normally, a roof hatch may be used to affect the rescue. When a roof hatch is used to evacuate the car's occupants, safety lines shall be attached to the occupants as fall protection.

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5. Termination

5.1 Once a rescue has been completed, the hoistway doors shall be closed and kept closed.

5.2 Any disconnected power supplies shall be left off and lock out / tag out devices may be removed at the direction of the Incident Commander.

5.3 The building's representative should be advised to leave the elevator out of service until it can be repaired by an authorized service company.