

# **Egg Harbor Fire Department and First Responders Standard Operating Guidelines**

**SUBJECT:** ELEVATOR RESCUE

**SOG 817**

**PURPOSE:** This SOG provides guidance the necessary for conducting elevator rescues.

**SCOPE:** This policy shall apply to all members of the Egg Harbor Fire Department.

## **RESPONSE**

Unless information is received from the Comm. Center 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 emergency response.

## **PROCEDURE**

1. Typically elevator rescues involve opening a jammed door. Every effort shall be made not to use tools to pry the doors open. Elevator keys are contained on Ladder 21 that can be used to easily open the door via the manual system contained in each elevator.
1. Elevators stuck between floors are significant incidents and care must be taken not to place equipment or firefighters in between the elevator box and the building structure. Failure to do so could result in injury or death.
2. A fire department 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 member or crew shall remain in the mechanical room until released by command.
3. Cycling of electrical power to reset the elevator's electrical control system can be attempted before utilization of the elevator keys.
4. Communication with the trapped occupants shall be made to advise them of the steps and potential effects they may feel.
  - a. Sit on the floor, with your back against the wall of the elevator.
  - b. Do not smoke.
  - c. Stay away from the elevator doors
  - d. The rescue is in progress, and they are safe.

5. It's imperative to understand the medical conditions of the trapped occupants. Requesting appropriate EMS support shall be considered and requested.
6. Building maintenance personnel should be consulted for operations and technical information concerning the elevator. Typically, building maintenance personnel have training required to perform emergency operation of the elevator systems.
7. If the elevator box is stuck between floors, the incident may become a confined space rescue additional resources shall be considered.

### **OCCUPANT REMOVAL**

1. All occupants who cannot walk without assistance shall be removed with the aid of a stair chair, backboard, or stokes basket.
2. Any occupant who can walk out will be assisted to do so if the car floor is even with the floor.
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. 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.

### **TERMINATION**

1. Once a rescue has been completed, the hoistway doors shall be closed and kept closed.
2. Any disconnected power supplies shall be left off and lockout / tag-out devices may be removed at the direction of the Incident Commander.
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.
4. Annual elevator rescue training should be included in the training syllabus including a walk through and familiarization visits of all buildings containing elevators.