

EMERGENCY SERVICES DIVISION

PROCEDURE

Procedure No. FR-RES-6.0.1

Revision No. 1

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BROOKHAVEN NATIONAL LABORATORY

Procedure Title: **Elevator Rescue/Response**

1.0 INTRODUCTION

1.1 Although an elevator is a very safe and convenient mode of public transportation, problems can and do develop which causes it to stall. This unexpected stopping of an elevator can be caused by human error, equipment malfunction or a power failure.

2.0 SCOPE

2.1 This document outlines the Fire/Rescue Group's procedure for responding to stalled elevators with passengers aboard to assist with their safe removal.

3.0 PROCEDURE

3.1 Normal entranceway passenger removal:

3.1.1 Report to the scene with the appropriate elevator rescue equipment.

3.1.2 Determine the location of the stalled elevator.

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- 3.1.3 Report to the floor nearest to stalled elevator.
- 3.1.4 Establish and maintain communication with passenger of stalled elevator.
- 3.1.5 Shut off main power to elevator and station a Firefighter with a radio at the panel.
- 3.1.6 Using elevator key, open both hoistway and car door.
- 3.1.7 If floor of car is a few inches above or below landing, assist passenger from car to avoid falling.
- 3.1.8 Lock and tag out main panel switch as outlined in BNL ES&H Standard 1.5.1, and request elevator repair.

3.2 Passenger removal from top emergency exit.

- 3.2.1 Lock and tag out main panel switch as outlined in BNL ES&H Standard 1.5.1 and request elevator repair.
- 3.2.2 Shut off main power to elevator and station a Firefighter with a radio at panel.
- 3.2.3 Gain access to top of car.
- 3.2.4 Block open hoistway door and protect opening.
- 3.2.5 If necessary and practical, use ladder to reach top of car.
- 3.2.6 Turn off emergency exit door.
- 3.2.7 Open top emergency exit door.
- 3.2.8 Remove false ceiling if present.
- 3.2.9 Lower Firefighter inside elevator.
- 3.2.10 Position a ladder in the car.
- 3.2.11 Assist passenger up ladder to top of car, and then to landing.
- 3.2.12 If ladder is used from top of car to landing, make sure it is secured.
- 3.2.13 After removing passenger, remove equipment and secure hoistway door.

4.0 **REFERENCE**

- 4.1 BNL ES&H Standard 1.5.1
- 4.2 Fire/Rescue SOP FR-SFTY-8.0.1