



ELEVATOR RESCUE PROCEDURE

Office of Environmental Health & Safety

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I. Purpose:

This procedure is to ensure the safe and effective rescue of personnel that may become trapped in an elevator on campus. It does not cover unoccupied elevators that are out-of-service.

II. Scope:

This procedure covers all elevators throughout the ECSU campus.

III. Responsibility:

1. Facilities Management is responsible for managing the elevator service contract and ensuring appropriate safety measures are followed.
2. Environmental Health and Safety is responsible for reviewing this procedure and communicating changes with the appropriate departments.
3. Police and Public Safety are responsible for securing the elevator and assisting various organizations such as Elizabeth City Fire Department, Elevator Service Contractor, Facilities Management etc.
4. Elevator Service Company is responsible for providing timely response, assisting in rescues, repairing elevator and following proper safety procedures.
5. In the event of a medical emergency, University Police and EMS will take command of the incident.

IV. Types of Emergencies:

- A. Personnel trapped in an elevator without a medical emergency.
- B. Personnel trapped in an elevator with a medical emergency.

V. Definitions:

Normal Business Hours – 8:00 AM to 5:00 PM [Monday through Friday]

After Normal Business Hours – 5:00 PM to 8:00 AM [Monday through Friday] [All Day Saturday, Sunday and University Holidays]

VI. Procedure (Normal Business Hours):

Elevator Entrapment (Non-Medical)

1. Personnel on elevator use phone to call Campus Police Dispatcher.
2. Police Dispatcher sends officer to location and contact Facilities Director and/or Emergency Management.

3. Police officer will determine if there is a medical emergency. If there is no medical emergency, the officer waits for assistance to arrive.
4. Police officer will block access to the elevator and Facilities Management will disconnect power following appropriate lock out tag out hazardous energy control procedure before any rescue is attempted.
5. Once responders are ensured the necessary elevator safety precautions (i.e. lock out tag out, stop button activated, elevator car is positioned level to the floor) have been taken, personnel will be assisted from the elevator. Facilities Management or Emergency Management will determine if ECFD is needed.
6. The appropriate out-of-service signage will be posted. If necessary, the Contractor will be contacted to make the necessary repairs and places the elevator back in service. The elevator service company is responsible for following proper Lockout/Tagout Procedures.

Elevator Entrapment (Medical Emergency)

1. Personnel on elevator use phone to call Campus Police Dispatcher.
2. Police Dispatcher sends officer to location and calls Facilities Management & Emergency Management
3. Police will secure scene.
4. Police officer will determine if there is a medical emergency. If there is a medical emergency, the officer will contact Police Dispatch for Elizabeth City Fire Department and Pasquotank EMS for assistance..
5. Police officer will stay on scene to verbally assist the personnel in the elevator. When the Elizabeth City Fire Department & Pasquotank EMS arrives, they will take command of the incident. Police officers should not under any circumstances try to open an elevator.
6. The ECFD and EMS will take the necessary measures to assist the personnel in the elevator.
7. Elevator service company is contacted to make the necessary repairs if needed, and places the elevator back in service.

VII. Procedure (After Normal Business Hours):

Elevator Entrapment (Non-Medical)

1. Personnel on elevator use phone to call Campus Police Dispatcher.

2. Police Dispatcher sends officer to location The Police Dispatcher will then send a notification to Elizabeth City Fire Department, Facilities Management Supervisor and Emergency Management Coordinator.
3. Police officer will determine if there is a medical emergency. If there is no medical emergency, the officer will wait for ECFD to arrive.
4. Police officer will properly secure elevator and the fire department will disconnect power following appropriate lock out tag out procedures before any rescue is attempted.
5. Once the Fire department has ensured the necessary elevator safety precautions (i.e. lock out tag out, stop button activated, elevator car is positioned level to the floor) have been taken personnel will be assisted from the elevator.
6. Campus Police will post the appropriate out-of-service signage. The Service Contractor makes the necessary repairs and places the elevator back in service. The elevator service company is responsible for following proper Lockout/Tagout Procedures.
7. Residence Coordinator in Housing Residence Life buildings will enter incident on the Internal Duty Report.
8. Facilities Management Supervisor will follow-up with a call to the elevator company to get an update for their reports.

Elevator Entrapment [Medical Emergency]

1. Personnel on elevator use phone to call Campus Police Dispatcher.
2. Police Dispatcher sends officer to location..
3. Police officer will determine if there is a medical emergency. If an emergency, The Police Dispatcher will then send a notification to Elizabeth City Fire Department & Pasquotank EMS through Pasquotank Communications. Contact Facilities Management Supervisor and Emergency Management by telephone or by email
4. Police officer will stay on scene to verbally assist the personnel in the elevator. When the Elizabeth City Fire Department arrives, they will take command of the incident.
5. The Elizabeth City Fire Department & EMS will take the necessary measures to extract personnel in the elevator.
6. Elevator Service Company makes the necessary repairs and places the elevator back in service.

7. Residence Coordinator in Housing Residence Life buildings will enter incident on the Internal Duty Report.
8. Facilities Management Supervisor will follow-up with a call to the elevator company to get an update for their reports.

VIII. Procedure for Items Dropped Down Elevator Shaft:

Normal Business Hours

1. Call Facilities Management Supervisor or Emergency Management.
2. Facilities Management Supervisor will call the Elevator Service Company for retrieval of property.
3. No University personnel should attempt to retrieve property from an elevator shaft.

After Normal Business Hours

1. Notify the Facilities Management Supervisor.
2. The Facilities Management personnel on duty will determine if retrieval of the property is an emergency [e.g. car keys].
3. If it is determined to be an emergency, Facilities Management will call the Elevator Service Company or ECFD. The Residence Coordinator on duty will need to complete the information on the person who is requesting the retrieval so they can be billed for the service call.
4. No Campus Police Officers or Facilities Management Personnel should attempt to retrieve property from an elevator shaft.
5. If it has been determined that it is not an emergency, then Facilities Management will complete a work order to have the Elevator Service Company retrieve the property as soon as possible during normal business hours. Facilities Management will need to complete the information on the person who is requesting the retrieval so they can be billed for the service call. If owner of property does not want to be billed, they can have property retrieved during next scheduled monthly Contractor service visit.