
Ocean City Fire Department
Standard Operating Guidelines

Operations

Subject: Elevator Emergencies
Revised: 7-1-09
Effective: 10-20-09
Approved: 9-24-09 (Fire Chief)
Section: 423.00

423.01 Purpose

To maximize safety for personnel and occupants during elevator related service calls and emergencies.

Note: The majority of elevator service calls are that of Passenger Inconvenience rather than true emergencies (i.e. medical emergencies or injuries to trapped occupants).

423.02 Procedure

- A. Locate hoist way and ascertain position/location of car, Notify appropriate elevator Service Company.
- B. Calm and reassure occupants/question for injuries or medical problems.
- C. Power to the elevator shall be disconnected at a minimum of two sources.
- D. One member shall locate the main line disconnect and turn the corresponding knife switch/breaker to the: "off" position and apply a utility lock and FD tag (lock-out/tag-out).
- E. A member shall notify IC of task completed and should remain at the location if ample personnel allows.
- F. Access the Inspection Control Switch on top of the car or Pit Switch and disable power by turning switch to "off" or "stop" position.
- G. Prior to accessing the car, have occupants (if applicable) turn "run/stop" switch to the "stop" position.
- H. Prior to removing any occupants from the elevator car, or prior to any members operating in or near an open hoist way, proper fall protection shall be utilized. If possible, occupants should be removed to the upper floor to reduce the risk of falling into hoist way.

423.03 Policy

This procedure serves as a general operating guideline at elevator emergencies and service calls. However, this does not encompass all technical considerations, related hazards, etc. Circumstances upon arrival

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will dictate the methods of entry and tactics used to accomplish the task at hand. The overall common-sense objectives are:

1. Secure power at two or more locations.
2. Use adequate fall protection.
3. Maximum safety for everyone involved.