


Title:	Elevator Emergency			
Section:	600 Special Operations			
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Effective Date:	January 1, 2024	Revision Date:		
Authorized By:	Fox River Fire District Chiefs			

A. PURPOSE

The purpose of this guideline is to provide practical and safe guidelines to be applied when department members respond to stalled elevator incidents.

B. SCOPE

This guideline shall apply to stalled elevator responses when people are trapped inside.

C. TERMS AND DEFINITIONS

Elevator Mechanical Room (EMR) - This room is where the electrical shutoff is located. It may be on the roof or lower level. The Hoistway Door Key should also be located in this room.

Firefighters Emergency Operation (FEO) Key - This key should be located in the Key Box which is next to the elevator on the main floor of the building

Hoistway Door - This is the outer door on each floor that provides access to the elevator car

Hoistway Door Key - This key is used to manually open the elevator door. Per code, this should be located in the EMR.

Key Box - A small lock box located next to the elevator on the main floor of the building.

Landing Zone - An elevator car is considered as being within the landing zone when the car floor is not more than 18" above or below the landing.

Position Indicator - a device that indicates the position of the elevator car in the hoistway.

D. GUIDELINE

1) Elevator Emergency Size-up

- a) Determine the location of the stalled elevator.
 - i) Confirm this information by observing the position indicator of the stalled elevator.

- b) Make verbal contact with the occupants.
 - i) Determine how many occupants are in the car
 - ii) Are there any medical emergencies
 - iii) Assure them that they are safe and advise them to remain calm
 - iv) Ask how long the elevator has been stalled
 - v) Ask if the lights are on
- c) Locate the Elevator Mechanical Room
 - i) Locate elevator electrical disconnect
 - ii) Locate elevator hoistway key
- d) Incident resources
 - i) Is there a building manager or custodian on site?
 - ii) Has an elevator technician been called?
 - iii) Consider additional resources,
 - (a) Consider MABAS Technical Rescue card to the Working Still

2) Passenger Removal, Hoistway Door

- a) Deploy a firefighter with a portable radio to the elevator electrical disconnect
- b) When instructed by Command, the main power switch should be shut off, wait 30 seconds and turn main power switch back on. Turning power off/on may reset the elevator electronics.
- c) If turning the main power off and back on does not remedy the situation, turn the power off and use lock out/tag out procedures to be sure power remains off. If physical lock out of the electrical disconnect is not possible a firefighter shall be stationed at the switch to ensure power will not be inadvertently turned back on.
- d) Use the hoistway door key to open the hoistway door on the floor closest to the stalled elevator car. Apply side to side pressure on door to assist in moving it open.
- e) Release the elevator car door by releasing the latch that is located on the upper portion of the elevator car door.

f) Place a rescue firefighter in the elevator car to assist with lifting or lowering the victim from the elevator car.

3) Passenger Removal, Top of Car

- a) Disconnect power to all cars in a common hoistway
- b) Open the hoistway door directly above the stuck elevator car.
 - i) Gain access to the top of the stuck elevator car.
 - ii) Turn off the power switch on top of the car.
 - iii) Turn on the auxiliary light switch at top of the car.
- c) Open the access panel on top of the car. Insert an attic ladder into the car
- d) Place a rescue firefighter in the car to assist with removal of victims.

4) Forcible Entry

- a) Disconnect power to elevator car(s)
- b) If rescue is non-emergent, notifying an elevator service mechanic.
- c) For center opening doors, place the forcible entry tool at the center and very near the top and apply force.
- d) For single slide doors you must locate which jamb is the striker jamb (the jamb struck by a closing door panel). Once the striker jamb is located, apply the force between the door and the striker jamb at the top of the door.

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