

# City of Belleville Fire Department

Number: 1040

**POLICY:**

It is the policy of the Belleville Fire Department that procedures be followed to reduce the risk of serious injury to personnel when responding to incidents involving persons trapped in elevators.

**Date S.O.G. Comes Into Effect:** May 9, 2011

**Date S.O.G. Revised:** March 23, 2017

**Date Committee Approved S.O.G.:** May 9, 2011

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## GUIDELINE

1:00 **Purpose:**

1:01 To ensure all personnel recognize the hazards and life safety issues when responding to incidents where persons are trapped in elevators

2:00 **Procedures:**

2:01 When the initial emergency call is received, the dispatcher shall take all the information and relay it to the responding crews.

2:02 The dispatcher will immediately notify the qualified elevator maintenance technician to respond. The contact information for this technician is located in the RTO procedure manual.

THIS GUIDELINE IS NOT EXPECTED TO SUBSTITUTE FOR GOOD JUDGEMENT AND EXPERIENCE UNDER UNUSUAL CONDITIONS.

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- 2:03 Other than fires or medicals, persons trapped in an elevator are safe and should remain in place until the qualified elevator maintenance technician arrives to remove them.
- 2:04 The Officer in charge should determine what floor the elevator is stopped at and the condition of the trapped persons. If medical attention is required the Officer in charge shall advise the dispatcher to contact EMS. At this time the Officer in charge reassure the trapped persons that they will be removed in a short period of time.
- 2:05 **Persons Trapped (Non-Emergency)**
- The Officer in charge shall reassure the persons trapped that they will be removed shortly and to remain calm.
  - The Officer in charge should periodically communicate with the trapped persons to update their condition.
- 2:06 **Persons Trapped (Emergency Fire and Medical)**
- Locate the elevator electrical equipment room.
  - Have 1 personnel turn off power to the elevator and remain at this location to ensure lockout of power to the elevator. They should have a portable radio to have constant contact with the Officer in charge.
  - Once the Officer in charge has verified the power to the elevator is off, emergency removal of the trapped persons can begin.
  - Using elevator keys, haligan tool, air bags, etc, personnel can begin opening elevator doors to remove trapped persons.
  - Remove trapped persons to a safe location outside of the elevator.
- 3:00 **Scope:**
- 3:01 It shall be the responsibility of the Captain/ Officer in charge of each shift to ensure that this guideline is explained and followed.
- 3:02 It shall be the responsibility of **all employees** to understand and adhere to this guideline.

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