



Jackson Hole Fire/EMS Operations Manual

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PURPOSE

The purpose of this guideline is to outline operating procedures for all Jackson Hole Fire/EMS personnel at an elevator incident and/or rescue. This guideline recognizes that building fires, smoke conditions, technical rescues and medical emergencies may exist that dictate emergency actions other than the following outlined here which are the basic organizational procedures for stalled elevators. This guideline shall be the only recognized elevator rescue guideline for all types of elevators. Elevator rescue skills, knowledge and techniques are performance requirements for all firefighters and shall be part of an elevator rescue training program developed and maintained by the Training Division.

SECTION I - Definitions

Elevator Car – a compartment which travels up and down a shaft operated by a mechanical system

Elevator Shaft – the vertical shaft providing up and down travel for the elevator car

Elevator Mechanical Room – room dedicated to the equipment associated with the elevator

Phase I Operation – activation of devices (smoke and/or heat detector) associated with the elevator which recall the elevator car to the assigned location

Phase II Operation – Firefighter control of the elevator which is taken over using a key and control pad from within the elevator car

Hat Flash – Firefighter hat flashing inside and/or outside car indicates hazards associated with the elevator system. Elevator car **SHOULD NOT** be used in Phase II Operation

Solid Hat Light – indicates car has gone into Phase I Operation from activation of device(s) associated with elevator system

SECTION II – Response Type

With the report from Dispatch of trapped victim(s) within an elevator car, the Duty Officer, Engine and Medic Unit will respond.

SECTION III – Elevator Rescue Procedure

1) Duty Officer:

- a. Acquire elevator keys from Administration Office prior to arriving on scene
- b. Make contact and request assistance with local elevator technician, if available
- c. Assume command and establish tactical channel
- d. Check status of building and elevator system; recall elevators as needed
- e. Relay location of car as viewed on panel indicator

- f. Obtain set of building Master Keys
 - g. Initiate Phase I elevator recall at the key switch by turning to “on” (usually found on the main floor next to elevator car door); this action may recall elevator, open door and release victim(s)
- 2) Two Crew Members:
- a. Go to the mechanical room to shut down power to the affected car and remain there until the incident is conclude or otherwise directed by IC.
- 3) Engine Officer and Medic Crew:
- a. Obtain elevator keys, Little Giant ladder, stream light, pike pole, halogen tool and other equipment as needed to floor ABOVE the stalled car.
 - b. Confirm car location
 - c. Determine number and condition of victims
 - d. Request further medic units if needed
 - e. Talk to the victims and let them know rescue operations are underway
 - f. **UNDER NO CIRCUMSTANCES SHALL THE HOISTWAY OR CAR DOORS BE OPENED BEFORE THE POWER IS SHUT OFF.**
 - g. Order and confirm power to the stalled elevator has been turned off
 - h. If there are no keyways, consider poling down or across to open the affected car
 - i. Open doors and determine if victims can be removed safely
 - j. Using the Little Giant, insert crew member into stalled car to assist extrication
 - k. LEAVE ELEVATOR OUT OF SERVICE – do NOT turn power back on – lock out elevator power
 - l. Consideration should be taken for fall protection on open elevator shaftways
 - m. If victims cannot be removed safely, close the doors and start system reboot/recall (this cannot be done in blind shafts)
 - n. At the conclusion of the incident, notify the building representatives of the actions taken and leave the power off to the affected car

SECTION IV – *Safety Precautions*

- **UNDER NO CIRCUMSTANCES SHALL THE HOISTWAY OR CAR DOORS BE OPENED BEFORE THE POWER IS SHUT OFF.**
- Personnel stationed in the mechanical room shall not leave the power shut off to the elevator car unattended until incident is completed and building representatives are notified.
- Proper PPE shall be worn; minimum helmet and gloves on the extrication floor. Full bunker gear shall be donned into the elevator machine room with consideration to the possibility of smoke in the machine room.