

	West Fargo Fire & Rescue Standard Operating Guideline			
	Subject: ELEVATOR EMERGENCIES			Authorized by:
	Section: OPERATIONS	Date Authorized:	Date Reviewed:	D. Fuller Fire Chief
	Number: 220	4/1/2016	11/1/2017	

### Intent

The intent of this Standard Operating Guideline is to establish procedures for; (a) operating elevators in Phase 1 and Phase 2 Firefighter Operation, (b) responding to elevator accidents and stalled elevators, (c) and the use of elevators in firefighting operations.

### Guidelines

Firefighter emergency service is provided on most automatic passenger elevators in West Fargo. The service provides firefighters with a means of capturing elevators, taking control of elevators away from the occupants of the building (Phase 1). It also allows for operation of specific elevator cars by firefighters, to be used in gaining access to floors during emergency operations in firefighting, rescue, or emergency medical incidents (Phase 2).

In West Fargo, activation of specific fire detection equipment in any elevator lobby area, along with the elevator pit and mechanical room, will result in an automatic recall of all elevator cars to the ground floor or designated floor.

In the elevator lobby on the main or ground floor, a key switch is provided labeled Firefighter Operation. This switch has By-Pass, Off, and On positions. For Phase 1 operation, which recalls all elevators in the bank to the ground or designated floor, insert key and switch to “On”. Leave the key switch in the “On” position for Phase 2 operations. If a car recall is the only operation needed, switch the key to “Bypass” then to “Off” to reset the operations and return the system to normal operations.

In the elevator car, a keyed Phase 2 switch is located on most panels. The positions on this switch are labeled Off, Hold, and On. This switch should be found in the “Off” position, while switching the key to the “On” position activates Phase 2 operation of the car. This means that the car will only respond to commands entered at the car operating panel.

#### *Order of Operations for Phase 2 Firefighter Control*

- Place the car in Phase 2 control by switching the keyed switch to “On”
- Select the floor to travel to, based on operational need or departmental SOG
- Press and hold the “Door Close” button until the door has completely closed
- Upon arrival on the destination floor, press and hold the “Door Open” button
  - The Phase 2 switch can be moved to the “Hold” position, which holds the car at the floor and the door open. Move the switch back to “On” for use
- The Call Cancel button shall be use to cancel selected floor based on need
- Upon completion of operations, switch the key to “Off” to end Phase 2 operations
- **Elevators shall not be locked or shut down on upper floors**

#### *Fire Operations*

When operating in a building with an alarm or confirmed working fire on the fourth floor or higher, elevators may be used to move personnel and equipment two floors below the alarm or fire. When using elevators in this capacity the following actions are mandatory.



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- No more than six firefighters per elevator
- All members shall have full protective equipment, to include an SCBA that is ON and face piece at the ready
- Upon arrival at the destination, the elevator operator shall test the environment by briefly opening the car door. In the event of smoke being present, the elevator shall be brought down two more floors or to the ground floor and the IC notified
- The floor firefighters are discharged on shall be designated the “Discharge Floor” and relayed to the IC. This floor shall be broadcast to all companies operating on the fire ground
- Whenever elevators are used for firefighting operations, the Incident Commander shall establish the Command Post in the lobby of the building
- A member shall remain in the elevator car and become the Elevator Operator, allowing for multiple crews and equipment to be brought to the staging area and for victims to be brought down the elevator to EMS.

### *Stalled Elevators*

On occasion, an elevator may stall between floors due to an electrical or mechanical malfunction. Several steps should occur in sequential order to access the situation and begin rescue of victims trapped in stalled elevators.

Incident Command shall be established in the lobby of the building or entry floor for the elevator system.

Firefighters should be stationed at the; (a) floor the car came from, (b) floor the car was going to, (c) mechanical room or panel and (d) the closest floor the stalled car.

Once the location of the stalled car is determined, contact the victim (s) through the elevator rescue phone system or through voice contact. Reassure the victim(s) to avoid panic.

The first action taken should be to ensure that all doors in the system are shut and not hung up. A door sensor system with an open door will not allow the elevator car to travel. This includes the inner elevator car doors. Ask the occupant of the car to ensure the door is shut completely.

Using Phase 1 control, the IC should attempt to call the car to the designated floor, most commonly the ground floor. If this procedure is unsuccessful in bringing the car to the ground or designated floor, call all cars to the ground floor (in multiple floor buildings) and ensure they are free of occupants. The member at the mechanical room shall cut power to the system and **stand by the panel or use a lock out-tag out device** to ensure power is not restored during rescue operations.

The firefighter(s) at the floor closest to the stalled car shall use an exterior elevator door key to open the elevator shaft way. This will create a **FALL HAZARD**, ensure that all personnel working on the elevator landing is aware of the hazard and steps are taken to ensure no entry into the shaft way. **If the exterior**

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door does not have a keyway to open the door, and no exigent circumstances exist (medical emergency or fire in the building) **stop and contact the elevator maintenance line** for the system.

If the stalled car is above the landing; use an attic ladder or roof ladder to allow for occupant egress. **In the event that the car is completely between floors, and no exigent circumstances exist (medical emergency or fire in the building) stop and contact the elevator maintenance line for the system.**

If the stalled car is below the landing; use a roof ladder to gain access to the top of the car. Locate the emergency egress hatch and open it. Using an attic ladder, allow for egress of the occupants out of the car and to the above landing.