

# REMOVAL OF PASSENGERS FROM ELEVATORS DURING NORMAL DAY SHIFT HOURS (7:00AM TO 3:30PM)

## EMERGENCY PROCEDURE

### APPLICATION

Safe removal of passengers from a malfunctioning elevator.

### SPECIAL INSTRUCTIONS

- All phones in LBNL elevators automatically dial the Lawrence Livermore National Laboratory (LLNL) Fire Department.
- Elevator contact emergency phone numbers:

Larry Begley	510/486-6993	Cell: 510/708-2711
James Murphy	510/486-4175	Cell: 510/710-6523
Work Request Center	510/486-6274	
Ascent Elevator Services	925/829-5400	To be called only in an absolute emergency.

- The Fire Department dispatcher directs the person in the elevator to press the door-open button or button for any floor.
  - If the doors do not open, the dispatcher directs the person to press the bottom-floor button.
  - If the doors open, the dispatcher directs the person(s) in the elevator to exit immediately.
- During day shift, the Crane/Elevator Supervisor (x6993) has lead rescue responsibility.

**NOTE:** During off hours elevator technicians are not immediately available, and the PMT(s) have basic rescue responsibility. For off-hour elevator-rescue procedures, see EMRG-028.

- The Fire Department will dispatch Fire Department personnel (FDP) to the malfunctioning elevator.

### WORK STEPS: All Elevators

1. The LLNL Fire Department Dispatcher notifies the Crane/Elevator Supervisor (x6993) or WRC (x6274) of the elevator emergency.
2. The Crane and Elevator Supervisor contacts Ascent Elevator Services to dispatch an elevator technician (up to 1 hour response time).
3. While the Elevator Technician (Tech) is enroute to the elevator the LLNL Dispatcher notifies the elevator passengers that rescue personnel are on the way, and determines if any of the passengers has a cell phone and, if so, what the number is.

**NOTE:** It is important to let the passengers trapped in the elevator know that people are working to get them out.

1. The Tech locates the elevator, goes to the nearest floor, talks with the people inside, assuring them that they are safe, and asks them to stand back from the door.
2. The Tech asks the elevator passengers the following questions:
  - At what floor did they get on the elevator?
  - Were they going up or down?
  - What floor is indicated by the position indicator lights?
  - Are the inner doors closed properly?
  - Do they know what floor they are close to?

- Can they see any light when they pull on the inner doors?
  - Is there a foreign object in the door track?
3. If the elevator is at a floor, and the power is off, the doors should open by pushing on them.
  4. If the elevator is not at a floor, the Tech goes to the Equipment Room and turns OFF the power to the elevator. After 10 seconds the Tech turns the power back on.
  5. The Tech instructs the elevator passengers to press top and bottom floor call buttons. If the elevator runs and the doors open, the FDP assists people in getting out.
  6. If the elevator does not run, the Tech turns the power OFF.
  7. The Tech uses the door hook to unlatch and open the door.
  8. Once the latch has been lifted, the door can be pushed open. (The main switch must be OFF to remove power from the door. BE CAREFUL: the elevator car may not be at this floor.
  9. If the door opens and the elevator is less than 18 inches from the landing, the FDP assists people out of the elevator.

**RESPONSIBILITIES AND CONTROLS**

Rev. No.	SME/Title	Approved/Title	Date	Effective Date
4	<i>Larry Begley</i>	<i>[Signature]</i>	8/4/11	8/4/11
	Larry Begley Maintenance Supervisor	Glen Langstaff MRO & Small Projects Department Head		