

REMOVAL OF PASSENGERS FROM ELEVATORS DURING HOLIDAYS, WEEKENDS, AND OFF-HOURS (3:30PM TO 7:00AM) 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:

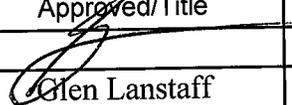
Ascent Elevator Services	925/829-5400	To be called only in an absolute emergency.
Larry Begley	510/724-0191	Cell: 510/708-2711
James Murphy		Cell: 510/710-6523
Walt Flannery		Cell: 510/508-6765

- 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. The PMT must then:
 - Post an OUT OF SERVICE sign at each floor,
- During off hours, CAM 10 (Maintenance Shift Supervisor/Lead) has lead rescue responsibility. During off hours elevator technicians are not immediately available, and the PMT(s) have basic rescue responsibility.
- The Fire Department will dispatch Fire Department personnel (FDP) to the malfunctioning elevator.
- The PMT should notify the Crane/Elevator Supervisor (x6993) and Work Request Center (x6274) about the incident.

WORK STEPS: All Elevators

1. The LLNL Fire Department Dispatcher notifies CAM 10 of the elevator emergency.
2. CAM 10 dispatches the PMT(s) to the elevator to verify status.
3. After verifying status, CAM 10 notifies the elevator service contractor of the elevator problem and arranges to meet him at the site of the malfunctioning elevator with keys (Keys are located in the Supervisor's Office- top drawer of 2 drawer file cabinet under desk).
4. The PMT locates the elevator, talks with the people inside, assuring them that they are safe, and asks them 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?
5. PMT relays the responses to the contractor personnel when they arrive.

RESPONSIBILITIES AND CONTROLS

Rev. No.	SME/Title	Approved/Title	Date	Effective Date
3	 Larry Begley Maintenance Supervisor	 Glen Lanstaff MRO & Small Projects Department Head	8/4/11	8/4/11