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OPERATIONS MANUAL

STANDARD INSTRUCTION 02 SPECIAL RESPONSE GUIDELINES

SECTION 38 ELEVATOR EMERGENCIES

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TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 02		DEPARTMENT FIRE-RESCUE
SUBJECT: SPECIAL RESPONSE GUIDELINES ELEVATOR EMERGENCIES	SECTION 38	PAGE 2 of 4	EFFECTIVE DATE 26 December 2017

I. PURPOSE

To establish guidelines and procedures for San Diego Fire-Rescue (SDFD) personnel during elevator emergencies.

II. SCOPE

This policy shall apply to all San Diego Fire-Rescue Department (SDFD) personnel.

III. AUTHORITY

The fire chief authorizes the information within this policy.

IV. DEFINITIONS

- A. Hydraulic elevator: Is typically six floors or less and uses a hydraulic cylinder and a pumping system to raise and lower the elevator car. Hydraulic elevators typically travel slower and the machine room is located on first floor or basement.
- B. Traction elevator: Electric powered elevators operate without height limitations utilizing a traction sheave, steel cables and counterweights. Additionally, these elevators require an elevator machine room above the hoist way.
- C. Landing Zone: The landing zone extends 18” above or below the floor landing. When the car is within the landing zone, the clutch assembly interfaces with the interlock pickup roller assembly. The clutch assembly is located on the elevator car door exterior. The interlock pick-up roller assembly is located on the interior of the hoist-way door.

V. POLICY

A. Engine Company Responsibilities

- 1. Captain
 - a. Perform a face-to-face with building representative and reporting party.
 - b. Ensure retrieval of elevator keys from Knox Box, security, maintenance, or manager if available.
 - c. Confirm that the elevator company has been dispatched and request an estimated time of arrival (ETA).
 - d. Determine elevator type (hydraulic/traction).
- 2. Engineer
 - a. Respond to elevator machine room with keys and/or forcible entry.
 - b. Establish radio communications with all crew members. Ensure occupants have not pulled the emergency stop button or opened the interior car door. Reboot/recycle or Phase I recall will not work if the car door is open or the emergency stop button is activated.
 - c. To reboot/recycle the elevator, shutdown the main breaker for 60 seconds.

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- d. Perform SDFD lock-out tag-out (LOTO) procedures if the reboot/recycle and Phase I procedures are unsuccessful.

3. Firefighters

- a. One firefighter responds to the lobby to locate the elevator bank and car. This firefighter should perform the following tasks:
 - 1) Size-up the hoist way door.
 - 2) Establish door anatomy by utilizing an unaffected bank of elevators, if available.
 - 3) Perform Phase I recall procedures as directed following recycling of power.
 - 4) If reboot/recycling of power and Phase I recall attempt fail, respond to appropriate floor for rescue.
- b. Other firefighter responds to reported floor of stalled car. This firefighter should perform the following tasks:
 - 1) Locate stalled elevator car by communicating with car occupants.
 - 2) Establish number of people in car and condition of occupants.
 - 3) Ensure interior car door/interlocks are closed, otherwise recycling power and/or Phase I will have no effect.

B. Truck Company Responsibilities

1. Contact engine company crew and respond with all elevator tools to the reported floor where the elevator car is stalled.
2. Based on elevator door anatomy, use the following tools to “pick” or open the elevator door(s):
 - a. Side pick
 - b. Top pick
 - c. Elevator pole (if elevator is side-by-side)
 - d. Paddle (center opening doors)

C. Truck Arrival Prior to Engine Arrival

The truck company should make contact with a building representative and confirm an elevator technician has been notified. The truck crew should identify the floor and number of trapped occupants. When the engine company arrives, the company officers should face-to-face and confirm the crew assignments and LOTO is completed.

D. Hydraulic Elevator Stopped Between Floors

1. Confirm LOTO.
2. Ensure car door is shut and hoistway door is open at floor below.
3. Lower car to next floor and remove occupants.

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- E. Hydraulic Elevator Stopped Between Floors and Lowering Not Possible
1. Confirm LOTO.
 2. Remove occupants while ensuring open hoistway is protected.
 3. Consider additional companies.
- F. Traction-Electric Elevator Stopped Between Floors
1. Confirm LOTO.
 2. Remove occupants while ensuring open hoistway is protected.
 3. Consider additional companies.
- G. Cannot Remove Occupants from Elevator Car Stopped Between Floors and/or Blind-Hoistway
1. Confirm LOTO.
 2. Consider top-hatch removal.
 3. Request additional resources.
 4. Entering a hoistway requires technical rescue response.
- H. Forcing Entry
- Forcing entry shall only take place at the company officer's or incident commander's direction, and after all other extrication procedures have been followed and proven unsuccessful. The company officer or incident commander should confirm the elevator technician estimated time of arrival, if possible, and take this into consideration. Some examples include:
1. A known medical emergency
 2. Citywide power outage
- I. Request for USAR
- Anytime a rescue or extrication requires entry into the hoist way or other confined space such as a top hatch rescue, the company officer and/or incident commander should request assistance from a USAR company.