

Checklist for Elevator Rescue

1. Make contact with **occupants** of elevator car and assure them you are here to get them out.
2. Have building representative call elevator **technician** to respond if any of the options do not work.
3. Confirm **location** of elevator car.
4. **Option 1** insert Fire Service Phase 1 key, if available, and turn to On. Elevator should move to your location and remove occupants.
5. **Option 2** if Fire Service Phase 1 did not work, locate elevator electrical shut off and turn off power. Restore after 60 seconds and remove occupants.
6. If Elevator did not move to designated floor, **secure power** and hydraulic valve if equipped with lockout/tagout. Do not restore electrical power for all of the next options.
7. **Option 3** try to open hoist way lobby doors with drops keys and assist occupants from elevator car. Remember 3-foot rule.*
8. **Option 4** go to floor above elevator car and access top of elevator car. One firefighter enters the hoist way on top of car with fall protection, turn red knob to off and inspect switch to inspect mode. Try to move belt or pulleys to open elevator car/lobby doors and remove occupants from front of elevator car. Remember 3-foot rule.*
9. **Option 5** second firefighter enters hoist way with attic ladder. Remove elevator car hatch/interior ceiling and access interior of elevator car by attic ladder. Use belay system or other ways to secure occupants while removing occupants by top of elevator car.
10. **Option 6** lower hydraulic elevator car only to designated floor, if trained.
11. **Option 7** wait for elevator technician, OR if all other options have been exhausted, use force at top of hoist way lobby doors closest to elevator car location to open doors and remove occupants. Remember 3-foot rule.*
12. Leave **lockout/tagout** in place until elevator technician assumes responsibility.
13. **Document** all actions taken on fire report. **Notify** local code enforcement of the lockout/tagout.

* **3-Foot Rule** is to prevent passengers from falling into the shaft.

If the elevator car is within 3 feet of (above or below) a floor landing, safely evacuate passengers through the hoist way doors. Otherwise, use alternative procedures, such as roof-hatch rescue.