

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
DEPARTMENT: FACILITIES
POLICY & PROCEDURE

NUMBER: 612
VERSION: 1

SUBJECT/TITLE: ELEVATOR ENTRAPMENTS

PURPOSE: To remove passengers trapped in elevators in a safe and timely manner.

POLICY: Facilities Division will have trained personnel respond to all elevator emergencies.

All elevators are equipped with emergency alarms and telephones for summoning assistance in the event of an emergency.

All elevators shall have a fire sign at each landing reading: **IN CASE OF FIRE USE STAIRWAY FOR EXIT.**

PROCEDURE: The elevator mechanic is summoned to the emergency site by the B.E.A.S. Room Operator or authorized personnel.

When the elevator mechanic arrives, he will instruct the passengers that he is at the site, to stay calm and not attempt to exit the elevator and that he will get them out. The mechanic will then follow industry standards to remove passengers.

If the elevator is in a level position with the floor, the elevator mechanic will then release the door and assist the passengers out of the elevator if he/she does not require medical attention. If the elevator is stopped between floors, the mechanic will assist passengers out using a ladder safely positioned.

The outer elevator door is then secured in the "Closed" position until the elevator is repaired. (The hydraulic brake is not to be used under any circumstances to raise or lower elevator cars.)

After the elevator is repaired, the incident is to be logged and management notified as soon as possible.

In the event the Facilities Division elevator mechanic does not respond in a timely manner, the B.E.A.S. Room Operator is to contact and secure assistance from one of the following:

- Electric shop Supervisor: pgr. (818) 529-0152

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- LAC-USC Medical Center Dispatch: (323) 226-6636 – 24 hours
- Los Angeles Fire Department: (818) 785-2151– 24 hours

DEPARTMENTS: FACILITIES

DEFINITIONS:

References:	
Approved by: Robert Ross (Director, Facilities)	Date: 08/12/2009
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