

Dutchess Community College Emergency Elevator Procedure (Service Interruption/Entrapment)

Procedure:

Emergency response for all elevators shall be conducted in accordance with this procedure.

Authority and Responsibility:

Departments responsible for coordinating this policy are:

1. Safety and Security Department
2. Physical Plant Facilities
3. Department of Risk Management

The Safety and Security Department is responsible for testing the communication systems in elevators on a three times per year basis.

All contractors and sub-contractors are responsible for:

1. Understanding the College's Elevator Emergency Procedure; and
2. Complying with the DCC Control of Hazardous Energy: Lockout/Tagout Program during servicing and maintenance activities.

Elevators:

This policy shall include all present and future elevators as outlined below:

1. Passenger elevators
2. Freight elevator(lift)

Unoccupied Elevator Failures:

If an unoccupied elevator fails, contact the Safety and Security Department at 4911 from a campus phone or (845)-431-8070 from a Cell phone.

When reporting an elevator failure, provide the following information:

- Name
- Elevator Location (e.g., building, address, floor)
- Elevator number when appropriate
- Problem (e.g., stalled, stuck between floors, not responding)

The Safety and Security Department shall:

- Dispatch a Security Guard to respond to the elevator location
- Confirm that an entrapment issue does not exist
- Contact Physical Plant HVAC/Maintenance personnel by radio dispatch during normal coverage hours. (Monday thru Friday 6:00am to 11:00pm) or
- Contact Physical Plant 845-431-8650 during normal business hours.(Monday thru Friday 8:00am to 4:30pm)

The Physical Plant Department shall:

- Dispatch a HVAC/Maintenance employee to the elevator location
- The HVAC/Maintenance employee will confirm that electrical power is on
- Reset the elevator ONCE to assist in bringing the elevator back on line. If the elevator does not reset or cannot be reset by the HVAC/Maintenance employee on site they will:
- Shut power off and place an “Out of Service” sign on the elevator
- Contact the elevator service contractor for a service request

See additional instructions listed below for the Conklin Hall Elevators.

Note: Except as noted, no College employee shall attempt to reset the elevator more than once, open the shaft or pry open the elevator doors.

Occupied Elevator Failures:

If you are trapped inside an elevator, activate the elevator emergency phone to notify the Department of Safety and Security. If you are outside an elevator and have knowledge of someone trapped inside the elevator, contact the Safety and Security Department by dialing 4911 from a campus phone or (845)-431-8070 from a Cell phone.

When an elevator failure is being reported to the Safety and Security Department, the following information shall be collected:

- Caller’s name;
- Location (e.g., building, floor)
- Elevator number when appropriate
- Problem (e.g., stalled, stuck between floors, people trapped)
- Number of people trapped
- Any injuries, life threatening conditions or additional information

The Safety and Security Department shall:

- Dispatch a Security Guard to respond to the elevator location
- Contact Physical Plant HVAC/Maintenance personnel by radio dispatch during normal coverage hours. (Monday thru Friday 6:00am to 11:00pm) Physical Plant or
- Contact Physical Plant 845-431-8650 during normal business hours.(Monday thru Friday 8:00am to 4:30pm)
- The HVAC/Maintenance employee will confirm that electrical power is on
- Reset the elevator ONCE to assist in bringing it to a floor. If the elevator does not reset or cannot be reset by the HVAC/Maintenance staff on site the Safety and Security Department shall notify Dutchess County 911 to dispatch emergency responders (Fairview Fire Department). During Physical Plant HVAC/Maintenance off shift operations (Weekends, Holidays and Monday thru Friday 11:00pm to 6:00am) Safety and Security shall notify Dutchess County 911 immediately of the entrapment to dispatch emergency responders (Fairview Fire Department)
- Responding Security Guard shall communicate to the trapped persons inside the elevator that help is on the way:
Assess if there are any injuries, severe sense of panic or life threatening conditions inside the elevator:
Notify the Safety and Security dispatch immediately for update to Dutchess County 911 Dispatch and Emergency Responders:
Shall remain on the scene to assist the emergency responders (Fairview Fire Department) as needed

The Physical Plant Department shall:

- Dispatch a HVAC/Maintenance employee to the elevator location
- The HVAC/Maintenance employee will confirm that electrical power is on
- The HVAC/Maintenance employee will reset the elevator ONCE to assist in bringing it to a floor. If the elevator does not reset or cannot be reset by the HVAC/Maintenance employee on site the Safety and Security Department shall notify Dutchess County 911 to dispatch emergency responders (Fairview Fire Department).
- HVAC/Maintenance personnel shall remain on the scene to assist the Fairview Fire Department with Lockout/Tagout procedures if necessary and provide access to elevator mechanical rooms when needed
- After entrapped individuals have been removed from the elevator the power will be shut off and an “Out of Service” sign will be placed on the elevator
- Physical Plant will contact the elevator contractor for a service request

See additional instructions listed below for the Conklin Hall Elevators.

***Note:* Except as noted, no College employee shall attempt to reset the elevator more than once, open the shaft or pry open the elevator doors.**

Conklin Hall Elevators additional instructions:

Due to the fact that a Conklin Hall elevator must be available for use 24/7 during occupation of the building for emergency responders the following additional steps must be followed:

- In case there is a situation where both Conklin Hall elevators have failed and a reset of the elevators does not bring one of the elevators back on line than the contracted elevator maintenance company must be notified
- During normal business hours (Monday thru Friday 8:00am to 4:30pm) the Physical Plant Department will contact the elevator company immediately for a service call request
- During off shift operations (Weekends, Holidays and Monday thru Friday 4:30pm to 8:00am) Safety and Security will contact the elevator company immediately for a service call request
- Once the estimated service call arrive time has been established and arrival will take place during off shift operations (Weekends, Holidays and Monday thru Friday 11:00pm to 6:00am) then the Safety and Security Department will notify the HVAC on call coverage employee