

**Standard Operating Procedures Manual**  
**City of Poquoson Fire and Rescue**



**City of Poquoson  
Fire and Rescue**

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**SPECIAL OPERATIONS**

**SOP#:** SO 3.00

**Title:** Elevator Entrapment Rescues

**Effective Date:** 10/30/2008

**Revised Date:** 10/30/2008

  
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**Fire Chief's Signature**

  
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**City Manager's Signature**

**ELEVATOR ENTRAPMENT  
RESCUES**

**I. PURPOSE**

Basic procedures for the safe extrication of trapped elevator passengers.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

**II. APPLICABILITY**

All career and volunteer personnel

**III. PROCEDURES**

The Incident Commander (IC) will be responsible for the safe operation of elevators and extrication of trapped passengers. In the event of elevator extrication during a single company response, the Company Officer will assume the responsibility of Incident Command.

Assure the response of the York County or Newport News Technical Rescue Team.

**ELEVATOR EXTRICATION FOR ENTRAPMENT-  
HYDRAULIC**

Establish communication with trapped passengers:

- They are safe
- Steps are being taken to evacuate them from the elevator
- Have passengers stand clear of the car door

**NOTE:** Have passengers ensure that the stop switch has not been moved into the “STOP” position

Find out if the elevator service company has been contacted, wait if possible.

Establish communication:

- By hoistway door
- By elevator controller

Shut off and maintain control of Main-Line Disconnect to affected elevator.

Access bottom landing, using hoistway door key, open hoistway door and make visual inspection of hoistway:

- Are elevator car doors open or closed?
- Inform trapped people that the elevator will be lowering
- Have trapped people stand away from the doors

Locate manual lowering valve. **MAKE SURE POWER IS OFF!**

Lower elevator by opening the manual lowering valve:

- Use visual reference (spotter standing outside the bottom hoistway door)
- Continue communication between spotter and person operating manual lowering valve
- Start closing manual lowering valve while car is still slightly above bottom landing, trying to stop car at floor level

Manually open elevator car door. Assist passengers from stalled car. Leave stalled elevator in the "OFF" position, close hoistway door, and inform Elevator Company of car location. DO NOT attempt to place the elevator back in service.

**ELEVATOR EXTRICATION DUE TO ENTRAPMENT-TRACTION**

Establish communication with trapped passengers:

- They are safe
- Steps are being taken to evacuate them from the elevator
- Have passengers stand clear of the car door

**NOTE:** Have passengers ensure that the stop switch has not been moved into the "STOP" position

Find out if the elevator service company has been contacted, wait if possible.

**NOTE:** Cycling the Main Line Disconnect or shaking the hoistway door at the last elevator stop may cause the car to operate.

Establish communication:

- By hoistway door closest to stalled car
- By elevator controller

Shut off and maintain control of Main-Line Disconnect to affected elevator. Secure Main for controlled elevator if using the poling method.

If possible, take control of adjacent elevator and verify stalled car location. If not possible look at the position indicator for location, or access the bottom floor landing, open hoistway door and try to visually locate stalled elevator.

Car located at or near landing:

- Attempt to open stalled elevator hoistway door by manipulating hoistway door interlock with elevator rescue tools. Use other door for reference.
- Or attempt to open stalled elevator hoistway door by poling across from controlled car to stalled car
- Open elevator car door and assist trapped passengers out

Car located within 3' of landing:

- Attempt to open stalled elevator hoistway door by manipulating hoistway door interlock with elevator rescue tools
- Or attempt to open stalled elevator hoistway door by poling up or down from controlled car to stalled car
- Once hoistway door is open, if car is located above landing, precautions must be taken to guard the hoistway opening
- Open elevator car door and have 1 firefighter enter cab to aid in passenger evacuation

Leave stalled elevator in the "OFF" position, close hoistway door, and inform Elevator Company of car location. DO NOT attempt to place elevator back in service