

**WFUHS ENVIRONMENTAL HEALTH & SAFETY**  
**ELEVATOR ENTRAPMENT POLICY**

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## INTRODUCTION

### POLICY

It is the policy of Wake Forest Baptist Medical Center (WFBMC) to ensure the safe and timely removal of individuals stranded inside an elevator in a WFBMC building on the Hawthorne Campus.

### PURPOSE

The purpose of this policy is to clarify responsibilities and response actions in situations involving passengers trapped in a stalled elevator on the Hawthorne Campus.

### ROLES AND RESPONSIBILITIES

#### EMERGENCY COMMUNICATION CENTER (ECC) AND SECURITY

- Provide primary response and scene leadership in situations involving stalled elevators and passengers.
- Establish protocols for response which are consistent with this policy.
- Ensure that responders have attended annual elevator entrapment training.
- Complete appropriate reports for each elevator occurrence. Provide the following minimum information: date, time, elevator number, location, units notified passengers on board, time the elevator company was contacted, time the elevator company arrived, time the passengers were, and whether Winston Salem Fire Department, Code Blue and Code 44 team were dispatched.

#### ENGINEERING

- Provide maintenance response and scene assistance in situations involving stalled elevators and passengers.
- Follow established guidelines for elevator reset and lockout tagout.

- Ensure that responding maintenance personnel have attended annual elevator entrapment training.
- Coordinate communication with the elevator service company.
- Under designated conditions remove passengers from elevator. Basic conditions are:
  - No health emergency exists.
  - Passengers are not panicked.
  - Elevator is within **one foot** (1 ft) of floor.
- Complete Critical Incident Report and report information into Patient Safety Net (PSN) if the passenger was injured from the incident.

#### ELEVATOR SERVICE COMPANY

- Provide maintenance response and scene assistance in situations involving stalled elevators and passengers.
- Provide coverage during regular business hours, excluding Federal Holidays.

#### PROCEDURES

1. In the event an elevator has stalled with passengers on board, Emergency Communication Center (ECC) will notify the Security Supervisor and Engineering Supervisor of the situation.
2. Emergency Communication Center will attempt to determine the status of the passenger and report the information to the Security Supervisor.
  - a. If the passenger has been injured from an elevator incident, then Security Supervisor will direct ECC to contact the Elevator Company and the Fire Department. Engineering will turn off the elevator disconnect and apply appropriate lockout/tagout devices.
  - b. If there is a passenger in need of urgent help or additional medical resources such as oxygen, blood or medication, then Security Supervisor will direct ECC to summon the Fire Department, the Code 44 team and Elevator Company.
  - c. If the passenger has not been injured, then Engineering will proceed to the elevator machine room and cut power to the elevator and restore it after one minute.
3. If the reboot does not clear the fault and the elevator is not restored to normal, then Engineering will again turn off the elevator power and apply the appropriate lockout/tag out devices.
  - a. Lockout/Tagout devices are located in the Engineering Central Power Plant. The locks are red in color with yellow numbers listed on one side of the lock.
  - b. Complete the Elevator LOTO Log with required information and record information on the white board for Elevator Service Company.
4. Engineering will determine where the elevator is stalled and how far it is from the closest floor.

- a. If the floor is less than **one foot** from the elevator, then Engineering may perform the rescue.
  - b. If the elevator is not within **one foot** of the floor then, ECC will contact the Elevator Company and/or Fire Department to perform the rescue. Then ECC will notify Security Supervisor and Engineering the Estimated Time of Arrival (ETA) .
5. After the passenger(s) have been assisted off the elevator, then the Engineering Duty Manager will complete and sign a Critical Incident Report (CIR) and a [Patient Occurrence Reporting](#), RL6 report if the passenger was injured from the incident. The Director of Engineering will review and sign the Critical Incident Report.

## TRAINING

Each employee who may be involved in elevator rescue operations will be trained annually by engineering. A competent person will provide the training. The competent person must train employees in the following areas:

- Roles and responsibilities in the event an elevator extraction is required.
- Procedures to perform an elevator extraction.

A training record will be maintained for each employee. The record will contain the name of the employee trained, date of training and the signature of the person who conducted the training.

## RECORDKEEPING

The following records will be maintained.

- Critical Incident Reports
- Training Records

## ANNUAL REVIEW

The Elevator Entrapment Policy and the records will be reviewed by WFBMC Environmental Health and Safety and Engineering annually.

| DATE             | INDIVIDUAL              | REVIEW TYPE       |
|------------------|-------------------------|-------------------|
| October 16, 2012 | C. CASKEY / R. MARSHALL | ANNUAL / ADDITION |
|                  |                         |                   |