

Elevator Evacuation Procedures

A new code requirement (ASME A17.1a 2002, 8.6.10.4) now requires that owners provide a written procedure for the evacuation of passengers from stalled elevators. There is no single procedure that applies to every site and every elevator. There are variables to consider in developing your evacuation plan.

A guide is available from ASME that may assist you in creating your evacuation procedures. You may order it on line at www.asme.org. Refer to document **ASME A17.4 1999** (order number A12599; cost \$29.00). Please note that this standard is not officially adopted by the State at this time. A person is **not** required to possess a license in order to facilitate a rescue. **However, building personnel must be properly trained in evacuation procedures.**

In preparing your evacuation procedures, consider the following:

Site Conditions

- ✓ Are personnel available to open the building after regular business hours?
- ✓ If the building employs a security company or answering service, how might they be useful?

Building Personnel.

- ✓ Building personnel should be employed by the building owner. Tenants should not be utilized for this purpose except perhaps to place telephone calls!
- ✓ Are you able to effectively communicate with persons inside the elevator?
- ✓ It is helpful if building personnel to be trained in this procedure, have a basic understanding of machinery.
- ✓ Training must include the hazards and safety precautions involved.
- ✓ How long should building personnel wait for emergency personnel or elevator technicians to arrive before attempting a rescue?
- ✓ Ensuring building personnel are current on the procedures.
- ✓ Refresher training.
- ✓ Keeping the procedures current as personnel leave the owner's employ and new personnel are hired.
- ✓ Training new personnel.

Elevator Maintenance Contractor.

- ✓ Keep their phone number readily available to building personnel.
- ✓ Who to call if you do not have a regular maintenance contractor.
- ✓ What procedures to take if the contractor's technician must travel some distance to reach the site.

Using the Local Fire Department.

- ✓ What action to take if the situation is life-threatening (e.g. a fire or medical emergency).