Topic:	**Elevator Rescue Procedure**
Status:	**Active**
Effective:	March 2012
Revision Date:	April 2024
Review Date:	April 2028
Responsibility:	Superintendent of Facility Services & Planning

Intended Purpose

The Halton District School Board recognizes elevators in our buildings are used for accessibility by individuals. This procedure is a response plan for the safe and effective rescue of individuals that may be trapped in an elevator. The aspect of elevator maintenance is governed by provincial regulation and not part of this procedure.

Procedures

1. **Responsibility:**

    1.1. Facility Services is responsible for:

        1.1.1. managing the elevator service contract.

        1.1.2. maintaining the TSSA legislated requirements of licensing and postings

        1.1.3. emergency communication system and monitoring.

        1.1.4. review of this procedure

    1.2. The elevator service company is responsible for:

        1.2.1. providing a timely response.

        1.2.2. assisting in rescues.

        1.2.3. maintenance and repair of the elevator and following safety procedures.

1.3. The local fire department will assist and will take command of the incident in the event of a medical emergency.

1.4. School Administration is responsible for:

1.4.1. ensuring the elevating device is being used as intended.

1.4.2. notifying Facility Services of the maintenance requirement.

1.4.3. notifying the area field supervisor of the incident.

2. Types of Emergencies:

2.1. Personnel trapped in an elevator without a medical emergency

2.2. Personnel trapped in an elevator with a medical emergency

2.3. A non-operating device is not an emergency. Items are to be reported to facility staff so a work order for a service call can be created.

3. Types of Elevator: Communication and Monitoring:

3.1. Type 1: Monitored -- 24-hour elevator monitoring
Elevating lift devices that are equipped with a two-way communication handset or hands-free push button talk feature; when activated, automatic dial out is made to the elevator monitoring company to a live dispatcher. The dispatcher will contact the guard, to contact the school.

3.2. Type 2: Non-monitored
Elevating lift devices that are equipped with local alarm only; when activated, an alarm siren will sound alerting the administrative offices of the school/building.

4. Type 1 (monitored) Elevator Entrapment:

4.1. Personnel in the elevator are to activate the emergency call communication device. The elevator monitoring company will

answer. Personnel are to state the nature of the incident and identify if there is a medical emergency condition.

4.2. Monitoring company will dispatch the elevator service company.

4.3. Monitoring company will dispatch the fire department. The fire department will dispatch a response vehicle and further assess the degree of service upon arrival.

4.4. Monitoring company to contact school administration or staff and identify the incident.

4.5. School administration are to go to the location of the elevator and communicate with the personnel:

4.5.1. Determine the occupants are trapped.

4.5.2. Ask if there is a medical emergency condition. If so, call 9-1-1

4.5.3. Inform personnel of the action being taken

4.6. After hours use: devices are key-operated and occupants are to contact a school staff member on duty, for use of the elevating device. Staff will be alerted to the use of the device. The monitoring company will contact staff on duty and/or dispatch guard company and follow the procedures as outlined, should occupants become entrapped.

5. **Type 2 (non-monitored) Elevator Entrapment:**

5.1. Personnel in the elevator to activate the local alarm device.

5.2. School Administration to go to the location of the elevator and communicate with the personnel:

5.2.1. Determine that the occupants are trapped.

5.2.2. Ask if there is a medical emergency condition. Call 9-1-1

5.2.3. Inform personnel of the action being taken

5.3. School administration to call the elevator service company and request emergency service.

5.4.   School administration to call the local fire department. Identify the location and the nature of the situation. The fire department will dispatch a response vehicle and further assess the degree of service.

5.5.   School administration to wait for the arrival of either elevator technician and/or fire department and verbally assist the personnel in the elevator.

5.6.   After hours use: devices are key-operated and occupants are to contact a school staff member on duty, for use of the elevating device. Staff will be alerted to the use of the device and follow the procedures as outlined, should occupants become entrapped.

6.   Upon arrival of the elevator service company:

6.1.   The elevator technician will disconnect power following appropriate lock-out, tag-out procedures.

6.2.   Once the necessary elevator safety precautions have been taken, the elevator technician will proceed with the rescue of personnel.

6.3.   Only elevator technician personnel will be permitted to use the common rescue key.

6.4.   Elevator technician will post the appropriate out-of -service signage, make the necessary repairs and place the elevator back in service.

7.   Upon the arrival of the fire department:

7.1.   The fire department will determine if there is a medical emergency. If there is no medical emergency, the fire department will wait for the elevator technician. The fire department will be on stand-by in case a medical condition develops.

7.2.   If there is a medical condition, the fire department will call 9-1-1 for EMS to be dispatched.

7.3. The fire department will take command of the incident and take the necessary measures to assist the personnel in the elevator.

8. General Notes:

8.1. Only personnel licensed, trained and certified by specific rescue standards established by TSSA are authorized to perform rescue operations.

Elevator Rescue

Administrative Procedure

Reference number: Pending

Cross-Reference:

Legislation

N/A

Ministry Policy & Program Memoranda

N/A

Board Policies, Procedures & Protocols

N/A

Revision History

- Style template updated April 2024 (Administrative Procedure Update Report 24062); prior revision history not recorded.