

Elevator Rescue Procedure

Summary

Plant Operations has formalized the procedures to safely rescue anyone stuck in an elevator.

Purpose

The purpose of this document is to describe the procedures to safely rescue anyone stuck in an elevator.

Procedure

Hydraulic Elevator Rescue

1. Communicate with the person stuck in the elevator that you are going to get them out; however, you must first lower them to the first floor.
2. Go to the elevator control room. Locate the hydraulic pump power switch and turn off power.
3. Locate the “hydraulic by-pass valve” and open slowly until you hear hydraulic fluid running through the lines. When you no longer hear the fluid running, the elevator will be on the first floor.
4. Return to the first floor and use the special elevator door key to unlatch and open the elevator door and complete the rescue.
5. Attach an “Out of Order” sign to the elevator to ensure it is not used until repaired.
6. Return to the elevator control room and close the “hydraulic by-pass valve” and leave the power secured.
7. Contact Plant Operations at (706) 507-8222. Plant Operations will contact the company maintaining the elevators and have them check out the problem.

Cable Operated Rescue

1. Communicate with the person stuck in the elevator that you are going to get them out.
2. Go to the elevator control room. Locate the power switch and turn off power.

3. Return to the elevator and use the door key to unlatch and open the elevator door and complete the rescue.
4. Attach an “Out of Order” sign to the elevator to ensure it is not used until repaired.
5. Contact Plant Operations at (706) 507-8222. Plant Operations will contact the company maintaining the elevators and have them check out the problem.

Related USG Policy

N/A

Last Update

N/A

Responsible Authority

Plant Operations