



KING OF PRUSSIA VOLUNTEER FIRE COMPANY
170 ALLENDALE ROAD
KING OF PRUSSIA, PENNSYLVANIA 19406
610-265-1063 Allendale Road Station
610-337-8230 West Beidler Road Station
610-265-3205 FAX
610-265-5635 Social Hall
email kpvmc@pond.com
Web www.kpvmc.com

Standard Operating Guidelines

SOG NO.: KP-3-0001
SOG TITLE: ELEVATOR EMERGENCIES
ADOPTION DATE: 01/92
REVISION DATE: 01/98
NO. OF PAGES: 2

Purpose: To establish procedures and guidelines for handling elevator emergencies.

1. Before attempting an elevator rescue, all attempts shall be made to de-energize the elevator motor and controls at their source. Once the controls are shut down, a Firefighter shall be posted to secure the area, and the controls shall not be turned on again without the expressed order of the Officer-In-Charge. If these controls cannot be found or access to the Control Room is impossible, extreme caution should be used by all Fire Company personnel.
2. Rescue efforts shall be initially directed through the door mechanism. Attempts shall be made to make entry through the door with as little damage as possible to the door mechanism.
3. If entry cannot be made through the door, the scuttle hatch at the top of the elevator car shall be used. All safety devices on the car shall be activated before entry is made. **THE ELEVATOR RUN/STOP SWITCH IS TO BE IN THE STOP POSITION BEFORE ACCESS IS MADE.**

4. In case of fire, or the threat of Fire, all efforts shall be made to keep heat and smoke away from the elevator car(s) involved and the elevator shafts. This may be done by using mechanical devices or fog patterns to divert smoke and heat away from the elevator and elevator shaft.