UNIVERSITY OF
NORTHERN COLORADO

Environmental Health and Safety

Elevator Entrapment Rescue Procedure

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Environmental Health and Safety

Elevator Entrapment Rescue Procedure

I. Purpose

This procedure is to assist in providing a safe, effective rescue of trapped individuals from an elevator car throughout the University of Northern Colorado.

II. Elevator Entrapment Rescue Procedure

In case an elevator entrapment occurs, the following procedure should be followed:

1. All University elevators are equipped with an emergency phone. These phones automatically call the UNC Police Communication Center when an individual picks up the receiver or pushes the emergency button in the elevator car.

2. When UNCPD receives a call of an elevator entrapment, the following should occur:

<u>During Normal Business Hours (M-F 7:30 am – 5 pm)</u>

- UNC Police Communication shall receive the call. If the individual(s) trapped in the elevator are claustrophobic or have anxiety or a medical condition, Greeley Fire Department will be called.

- If the individual(s) in the elevator is doing fine, UNC Police Communication shall contact the Facilities Management Service Center and request the contracted elevator company respond to the entrapped elevator

- UNC Police Communication shall attempt to call the Building Coordinator or the Residence Hall front desk (if a Residence Hall) and inform them of the entrapment.

- Facilities Management shall contact the contracted elevator company. If:
  - The elevator company can respond within 30 minutes they shall proceed

- If the elevator company response is greater than 30 minutes; Facilities Management shall call UNCPD Communication and request Greeley Fire Department to respond to the entrapment.

During Off-Hours (evenings and weekends)

- UNC Police Communication shall receive the call. If the individual(s) trapped in the elevator are claustrophobic or have anxiety or a medical condition, Greeley Fire Department will be called.

- If the individuals in the elevator are doing fine, UNC Police Communication shall contact the contracted elevator company to respond to the entrapped area. If:
  - The elevator company can respond within 30 minutes they shall proceed
  - The elevator company response is greater than 30 minutes; UNCPD Communication shall request Greeley Fire Department to respond to the entrapment

III. Elevator – After Entrapment

1. The elevator contractor shall repair the elevator after the entrapment. Once the elevator is repaired or tested, the elevator contractor shall notify Facilities Management (during regular business hours) or UNC Police Communication (after hours).

2. If the elevator contractor was not available, a work request will be submitted to the Facilities Management Service Center, to have the elevator repaired or tested to verify the proper operation of the elevator.