

**Wisconsin Veterans Home at King**  
**EMERGENCY PLAN – ELEVATOR MALFUNCTION**

Date of Origin: 2005	No.: 14-00-01K
Last Revision: October 4, 2018	Page 1 of 4
Last Review: October 4, 2018	Maintained By: Administration/Emergency Services

**Applies To:**

- All Wisconsin WVH-K at King (WVH-K) staff, members, volunteers and visitors

**Policy:**

- ONLY qualified personnel shall assess elevators, perform emergency actions, or repairs.
- At no point shall any person attempt to service any elevator or perform actions that they are not certified or formally trained and or authorized to do.

**Procedures:**

1. WVH-K has twenty-two elevators, with varying emergency features. If an incident occurs with an elevator, Emergency Services should be notified @ ext. 2222 or by using the emergency button or phone in the elevator.
2. If an incident occurs during normal hours of operation, contact should be made with the building mechanic to investigate the situation. If the WVH-K mechanic cannot diagnose the problem then the contracted elevator company will be advised of the situation.
3. When persons are stuck in the elevator, always contact Emergency Services for assistance.
4. If an incident occurs after hours, contact Emergency Services to respond and evaluate the situation. If a person or persons are trapped within a car, Emergency Services will attempt to perform a safe rescue if possible. If not possible, the contracted elevator company will be contacted and advised of the situation / emergency.
5. Elevator Contractor will be called by Emergency Services for malfunctions after hours, on weekends and holidays only after Emergency Services staff or a WVH-K maintenance mechanic has checked to determine if the elevator failure cannot be corrected without the contractor's assistance.
6. In the event that the elevator is not in working condition, "Out of Order" signs will be placed on the elevator doors (basement and on each floor that the elevator services).
  - A. Include the date and when/if the elevator company has been notified on the main floor sign.
7. Emergency Services will log all incidents and calls to the contracted elevator company for repairs. Once the elevator is restored, Emergency Services will again log this information within their shift report or other appropriate report.
8. See attachment 1 for a listing of elevators indicating if they are on emergency power.
9. See attachment 2 "Rescuer Operation Procedure" for trained/qualified personnel only.

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Facility-WVH-K	On Emergency Power
Ainsworth #1 (Kitchen)	N
Ainsworth #2	Y
Ainsworth #3	Y
Ainsworth #4	Y
Central Services Front #1	Y
Central Services Rear #2	N
Central Services Laundry	N
WVH-K Marden #1	N
Marden #2	Y
MacArthur #1	Y
MacArthur #2	Y
MacArthur (freight)	Y
Olson #1	Y
Olson #2	Y
Olson Freight	Y
Stordock Freight	Y
Stordock #2	Y
Stordock #1	Y
Tunnel	N
Burns Clemens (BC freight)	N
Hospital 501 OVE	N
Burns-Clemens (BC)	N

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**Rescue Operation Procedures:**

Only trained personnel i.e. Maintenance, Emergency Services, or Elevator Company Staff shall perform these operations. Failure to follow this directive may result in possible injury and or death.

1. Resetting passenger elevators, old style and new upgraded computer controlled:
  - A. Before re-set, check the door track for any debris that would affect the operation of the door or elevator.
  - B. Notify Emergency Services of impending reset providing building and specific elevator car number.
  - C. Remember to notify Emergency Services after reset is complete of elevator status.  
**FOR OLD STYLE ELEVATORS START HERE**
  - D. For an old style non upgraded elevator proceed to the control room and remove power at the main power disconnect.
  - E. Wait 30 seconds before applying power through “the disconnect” once more.

**WARNING:** When repositioning this switch, make sure you are not standing directly in front of the switch because of the possibility of an arc flash!!

- F. On a **new upgraded** computer controlled elevator, go to the elevator control room and remove the control panel door.
  - G. Located inside and to the right of the panel is a computer read out that will tell you the condition of the elevator. The contracted elevator repairperson will need this code for their records. Record this code before resetting the panel.
  - H. Directly below this and slightly to the right is a small toggle switch. Move the toggling down into the off position and wait 15 seconds before turning the switch back on.
  - I. If this does not work, a decision will need to be made whether to call in this repair.
2. Resetting freight elevator:
    - A. Before re-setting control panels check the doors to ensure they are fully closed and inspect doors for any debris that would affect the operation of the door or elevator.
    - B. Go to the elevator control room, remove Power at the main disconnect switch corresponding to the appropriate car, wait 30 seconds and reenergize the car.

**WARNING:** When repositioning this switch, make sure you are not standing directly in front of the switch because of the possibility of an arc flash!!

3. Person stuck in the elevator:
  - All rescues will require at least two or more staff.
  - Locate the elevator and determine the type of rescue needed.
4. Non-lowering
  - A. Located to the right inside the main control panel is a computer read out that will tell you the condition of the elevator. The contracted elevator repairperson will need this information and any fault code for their records. Record this information before resetting the panel.

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- B. Power the elevator down. Go to the main panel and again flip the small toggle switch to the off position.

**FOR OLD STYLE ELEVATORS START HERE**

- C. Go to corresponding main disconnect and switch the power to off. Failure to do this will not remove power from the car door restrictor and you will not be able to open the inner car door.
- D. Open door at its current location and safely get the people off.
- E. Ensure doors are manually closed and all persons are clear.
- F. Post appropriate signage as mentioned previously advising building occupants of out of order condition.

5. Lowering elevator

- Note: This will take minimum of two people.
- A. Located to the right inside the main control panel is a computer read out that will tell you the condition of the elevator. The contracted elevator repairperson will need this information and any fault code for their records. Record this information before removing power from the panel.
- B. Power down the elevator using the control toggle switch.

**FOR OLD STYLE ELEVATORS START HERE**

- C. Remove power at main power disconnect. Failure to do this will not remove power from the car door restrictor and you will not be able to open the inner car door.
- D. Locate another person at the basement door; using the elevator door key, open the door slightly (Approximately two inches) to observe the lowering of the elevator car.
- E. The person in the elevator control room will locate the lowering valve on the main control manifold and open it slowly.
- F. The person observing the lowering will radio to the person controlling the valve to stop once you start getting close to the car floor meeting the floor level. Note: When you are about 2 feet from joining the floors start slowing down the lowering processes.
- G. Open the door once a level condition is achieved and safely get the people off.
- H. Ensure doors are manually closed and all persons are clear.