

<b>Facility:</b>	<b>Illinois College of Optometry and Illinois Eye Institute</b>
<b>Policy:</b>	<b>Elevator Failure Protocol</b>
<b>Manual:</b>	<b>Environment of Care</b>
<b>Effective:</b>	<b>January 2001</b>
<b>Revised:</b>	<b>July 2007 (V.Conrad)</b>
<b>Review Dates:</b>	<b>March 2002 (V.Conrad) March 2008 (M.Butz) November 2015 (M.Butz)</b>

## **ELEVATOR FAILURE PROTOCOL**

### **PURPOSE:**

To protect the safety of any persons within the facility in the event of elevator failure and to ensure the quick return to business as usual in case of such an event.

### **POLICY:**

The Illinois College of Optometry will follow this procedure in order to protect all persons, equipment, the institution, etc.

### **PROCEDURE:**

#### General Issues:

In the event of elevator failure, the following procedures should be used as a guide.

As with any other emergency situation, Security will be the communication center. All radios, including those of facilities employees, will be switched to channel two.

In order to allow the Security and Facilities personnel to manage the situation appropriately, *only* the most senior administrators should contact the Security office for information.

#### Failure during Normal Business Hours:

The Chief Engineer or his designee will be contacted by the Security office. If the failure occurs after normal business hours, the Chief engineer will be paged

#### Failure after Normal Business Hours:

If the elevator is occupied, a reasonable attempt to rescue the occupants of the elevator will be attempted. If that attempt is unsuccessful, the fire department or an emergency elevator contractor will be called. The Security office maintains a list of contacts in the case of emergency. If the rescue attempt is successful, an out-of-order sign will be posted on the elevator doors and the Chief Engineer and elevator contractor will be called.

If the elevator is unoccupied, the elevator will be disconnected, an out-of-order sign will be posted on the elevator doors and the elevator contractor called.

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Fire or Health Emergency Occurrence during Elevator Failure:

If a health emergency occurs during an elevator failure, the Health Emergency procedure will be followed. The ability to call 911 should not be impaired unless an external condition has interfered with external phone service. In that case, a cellular phone can be found in security to notify emergency services.

If the facility must be evacuated during or because of a power outage, the fire/evacuation policy will be followed.