

	<b>STANDARD OPERATING PROCEDURE (SOP) ELEV-2</b> Elevator Entrapment Rescue Procedure	SOP No.: Elev-2
		Topic: Elevators
		SOP Name: Elevator Entrapment Rescue procedure

**Introduction and Background:**

CSU owns and operates approximately 170 elevators. Each elevator car is furnished with an emergency phone so that an occupant can summon help if they are entrapped in the elevator car. This SOP describes the sequence of events to effect a safe and effective rescue of trapped individuals from a CSU elevator car.

**Procedure:**

All CSU elevator phones are programmed to call CSU PD<sup>1</sup>, phone number 491-4210. The CSU PD phone will display the location from where the call is coming (e.g. Clark C elev).

- The CSU PD dispatcher receiving the call will call Poudre Fire Authority (PFA) to come to the elevator and release the entrapped person
- The CSU PD dispatcher will then make a call to get the elevator repaired as follows:
  - a. During business hours (8am to 4:30pm), call the appropriate CSU dispatch location (Facilities, Housing, Lory Student Center or Rec Center), to report the faulty elevator. This will allow that unit to contact Thyssen Krupp Elevator (TKE) to repair the elevator.
  - b. Outside business hours, call the Thyssen Krupp Elevator dispatch line: 800-518-7752 and ask them to dispatch an elevator mechanic to repair the elevator. If it is a housing elevator, authorize overtime.

Safety of the trapped person and rescuers is of paramount importance. People not trained in the use of elevator lock-out tag-out or door keys should not attempt to rescue a trapped person or force the elevator car doors open. Only PFA and Thyssen Krupp personnel should execute a rescue.

Relevant Phone Numbers:

Thyssen Krupp dispatch	800-518-7752
Kone elevator dispatch	877-276-8691
Facilities Management dispatch	970-491-0077
Housing and Dining Services dispatch (8AM to 4:30PM)	970-491-7171
Lory Student Center Building Manager	970-215-7112
Rec Center	970-491-4699

**Affected/Involved Departments:**

- |   |   |
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| <ul style="list-style-type: none"> <li>• Facilities Management – dispatch, trades</li> <li>• LSC Dispatch</li> <li>• HDS Dispatch</li> <li>• Campus Recreation Service Center</li> <li>• CSU PD</li> <li>• CSU Risk Management</li> </ul> | <ul style="list-style-type: none"> <li>• ACNS/Telecom</li> <li>• Thyssen Krupp Elevator</li> <li>• Kone Elevator</li> </ul> |
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<sup>1</sup> Facilities dispatch and Housing dispatch are able to receive calls, but as of December 2014 every call automatically rolls over to CSU PD.

		G	1/2/18
		F	12/21/17
		E	6/2/17
		D	3/2/15
	<b>SOP No. ELEV-2</b>	A	11/11/14
		Rev.	Date.