

UW Whitewater Police



Elevator Evacuation Procedures

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Special Instructions:

Approved By: Chief Kiederlen	Effective Date: 4/27/2011	Revised Date: 8/9/2022	Revision number: 3
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I. Purpose

The purpose of this General Order is to provide officers with direction in the Evacuation of an elevator.

II. Policy

It is the policy of the UW-Whitewater Police Department (UWWPD) that all officers will be properly trained in the elevator evacuation procedures and will evacuate all person(s) trapped in elevators whenever an elevator technician is not on campus. If the evacuation needs more technical assistance than what the officer is trained for then Facilities Planning and Management (FP&M) Answering Service will be called to have an elevator technician respond.

III. Procedure

- A. An officer(s) must determine that a person(s) is stuck in an elevator, and an elevator technician is not currently on campus.
- B. An officer will summon the Whitewater Rescue Squad and the Whitewater Fire Department to treat the person(s) and assist with the elevator evacuation, if there is a medical emergency.
- C. An officer will notify people inside of the elevator that they are going to shut the power off and then the officer will then shut off the power to the affected elevator. The power to the elevator should be located in the basement or top floor of the building and the door leading to the power panel should be labeled Elevator Mechanical Room. The officer should first turn the elevator back on and to see if this resets the elevator, in not the officer will move onto the next step.
- D. Once the power has been shut "OFF", the officer will either secure the handle in the "OFF" position utilizing the padlock attached to the Elevator Key that the officer retrieved from the squad box of their Squad Car or have another UWWPD staff member standby at the control switch.
- E. The officer will utilize the elevator key from their squad, or the elevator key retrieved from the elevator key box in Elevator Mechanical Room, and return to the elevator. The officer will utilize the elevator key to open the exterior doors of the elevator.

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- F. The officer will utilize the pulley wheel or pull bar to open the elevator doors and then assist with the evacuation of the sick/injured person(s) first and then any other person(s) in the elevator.
- G. The officer will leave the elevator power in the "OFF" position until the elevator can be inspected by an elevator technician.