

OPERATIONAL PROCEDURES VOLUNTEER STATE COMMUNITY COLLEGE PLANT OPERATIONS

Plant Operations PROCEDURE – ELEVATOR SAFETY POLICY

Building Coordinators – Display this notice in your maintenance/security area.

To establish a safe and timely process to respond to a person(s) stuck in an elevator and to make emergency and routine repairs. To ensure the safety of student, staff, invitees, visitors and guest.

PROCEDURE

EMERGENCY SERVICE CALLS

All service calls for emergency service must be reported to Campus Police (3595) or via radio. During regular business hours (7:30 a.m. – 4:30 p.m.), Campus Police calls the Assistant Director, Plant Operations who will determine if emergency service is necessary. During after hours, Campus Police will determine if the situation may be remedied during normal business hours. Campus Police will dispatch the appropriate elevator service company accordingly.

If Campus Police is notified via the cab emergency button, Campus Police will contact Plant Operations who in turn will respond to the emergency.

To ensure proper documentation ALL EMERGENCY service calls shall be routed through Campus Police (3595) or radio and documented with date, time and the nature of the emergency.

An emergency service necessity is defined as a facility which has lost all vertical transportation. In other words, if a facility has two elevators and one elevator is inoperable after hours, then it should be reported as a routine repair which will be handled during normal business hours of the following day. Plant Operations personnel should follow the **ELEVATOR SHUT DOWN OR LOCK OUT PROCEDURES** below.

ROUTINE SERVICE CALLS

A Routine service necessity is defined as a facility which still has at least one vertical transportation operable. All routine service calls will be conducted during normal business hours.

EMERGENCY CALLS/STRANDED PASSENGERS ON ELEVATOR

1. Advise subjects to remain calm and inform them assistance is on the way.
2. Proceed to the designated electrical switch box; turn off the power to the elevator, so the door can be manually opened with the elevator key by inserting it into the

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- hole located on the front of the elevator door and turning the key to the left (**PROPER LOCKOUT/TAGOUT** procedures must be followed).
3. Once the door is opened, the location of the elevator can be assessed along with the best possible escape route.
 4. Immediately contact the appropriate elevator service company.

If it is necessary to dispatch the elevator service company, ask for estimated time of arrival (ETA) for the elevator service personnel. Stay in contact with stranded persons by conversing with them through the closed doors from the nearest elevator lobby until emergency personnel arrives.

DO NOT have car passengers attempt to open the inside car doors. Under no circumstance shall College Employees attempt to gain access through the outside lobby doors by prying open or opening using an elevator door key unless they can demonstrate documented training.

PLANT OPERATIONS STAFF and CAMPUS POLICE ONLY

ELEVATOR SHUT DOWN OR LOCK OUT PROCEDURES

If an elevator is not working properly, for whatever reason, call the car to either the top or the bottom floor in your building. Lock off the car by turning the “car inspection” key switch to the “inspection” position and remove your key. This procedure should lock out the car buttons and hold the lobby and car doors in the open position.

Place an “Out of Order” sign in the lobby of the floor where the car is locked off.

As stated in Elevator Safety Board Rule 0800-3-4.07, **all elevator, dumbwaiter and escalator accidents** involving personal injury or property damage exceeding \$100 **must be reported** to the Tennessee Department of Labor and Workforce Development, Boiler and Elevator Division, **before they are repaired or put back into service.**

Campus Police shall call 615-741-2123 immediately to report all such accidents.

LOCATIONS of ELEVATORS:

1. Wood Campus Center –
2. Wood Campus Center – **Bookstore**
3. Noble Caudill Hall –
4. Thigpen Library –

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LOCATIONS of SWITCHES:

1. Wood Campus Center – Ground floor to the left of Plant Operations room 106 and across from room 103S
2. Wood Campus Center – In Bookstore storage/receiving area
3. Noble Caudill Hall – Room 101T
4. Thigpen Library – Behind counter in room 114