

*Kingman County
Kansas
Personnel Policy Manual*

Policy #34
Elevator Evacuation Procedure

Commission Approved
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34 Elevator Evacuation Procedure

Should a person or persons become trapped in the Courthouse elevator because of electrical or mechanical failure, the recommended procedure to remove personnel from an inoperative elevator is as follows:

1. During an emergency when someone is stuck in the elevator and the elevator alarm has gone off, the closest employee will notify Building Maintenance of the situation.
2. The next closest employee will go to the Second floor elevator door and notify person(s) in the elevator 'to be calm' and that steps are being taken to let them out in 4 to 5 minutes. Tell the trapped people in the elevator that the elevator will be let down gently to the first floor where they will be helped out.
3. With Building Maintenance notified, then next notify personnel on the first floor (human resources, emergency management, or appraiser's office) to be prepared to accept the elevator as it descends to the bottom floor. (Personnel will be trained on how to open the elevator door once it has descended to the bottom floor.)
4. The Building Maintenance personnel will only enter into the 'Elevator Service Room' located in the Register of Deeds office second floor. All required tools are provided there.
5. On the South wall of the Elevator Service Room you will see a Master Electric Power Service box, Stenciled "1" in Yellow. Pull straight down to OFF to disengage electrical power.
6. Turning back to the North you will find a Cover Panel Stenciled "2" in yellow. (No tools required.) Lift panel up and pull toward you. When the Service Cover is free set it aside safely.
7. With flashlight look and find Number "3". There you will see yellow painted valve stem. There is a paper noting procedures and with pliers provided at the station, use the pliers to slowly turn Counter Clockwise the valve stem. The noise you hear is the hydraulic pressure being released. Continue turning the valve until it stops. (If Building Maintenance is not available, then the next trained personnel will perform this procedure.)
8. After the elevator has slowly dropped to the first floor and stopped, only then can personnel on the First Floor open the outer elevator door by inserting a Phillips head screwdriver into hole at the upper left hand side of the outside elevator door. Push down and to the right with the screwdriver handle to release door interior lock. Now push westward and slide elevator door open. Block the door with your foot or hold with your hand.

9. Release Yellow Rescue Bar by pushing bar in and slide to open. Both outer and inner door will lock automatically when inner door is completely opened. Wait for the elevator to descend to the First floor and then assist trapped persons out.
10. MOST IMPORTANT - Do not release the elevator door to close. Assist the inner and outer doors to close by HAND CONTROL until fully closed.
11. Post signs stating 'Elevator out of order, please use stairs' on the outside of all elevator doors on each floor.
12. In the event that someone is stuck in the elevator during off hours, the Register of Deeds will be contacted and if no one is available, then one of the Register of Deeds staff will be notified in order to gain entrance into Register of Deeds office and into the equipment room door only. If this contact fails, then the Sheriff will use the Register of Deeds emergency key that their office holds for emergency situations.
13. Building Maintenance will examine possible problems and troubleshoot for possible information to be relayed to the elevator repair company. Only Authorized Personnel will reenergize elevator system. This will be done by either the Building Maintenance or contracted elevator technician.
14. In case of repair or routine inspection of the elevator, the authorized elevator repair person will first check in with the Clerk's office to obtain key to the equipment room. This will allow Register of Deeds to know that they have checked in and are there to perform their routine service job.