PURPOSE
To facilitate the extrication of parties entrapped in an elevator. To describe proper internal notifications regarding malfunctioning elevators.

POLICY
It is the policy of this department that we will to assist a party that is trapped in an elevator in a professional and expedient manner. UTC PD officers are not trained elevator rescue personnel and therefore should not attempt an elevator rescue.

DEFINITIONS
Elevator Incident – May include the following circumstances:
- Entrapment of people within elevator
- Elevator has malfunctioned
  - Elevator doors are open and no car is present
  - Elevator car is not level with floor when stopped
- Any other situation that could cause a hazard resulting in injury

PROCEDURES
A. Standard response to all elevator incidents
   a. Respond to the call in a safe manner.
   b. Upon arrival, locate the elevator and check on the status of the elevator.
   c. At no time should UTCPD personnel pull breakers or take any action to lock out the elevator.
   d. Report the incident as D-2, miscellaneous report.

B. Elevator is unoccupied:
   a. At each floor, block entrance to the elevator and affix a sign, “Out of Service”.
   b. Report the problem to Facilities
      i. 423-425-2254, or
      ii. Maintenance On-Call, or
      iii. work-control@utc.edu
   c. If the location is a residence hall, also notify the Housing Resident Director On-Call.
C. Elevator is occupied:
   a. Attempt to make contact with the entrapped victim(s). If a victim replies, check their status.
   b. Call the Chattanooga Fire Department immediately for extrication.
   c. Report the problem to Facilities
      i. 423-425-2254, or
      ii. Maintenance On-Call, or
      iii. work-control@utc.edu
   d. If the location is a residence hall, also notify the Housing Resident Director On-Call.
   e. Attempt to keep the victim calm and inform them that the Chattanooga Fire Department is en route.
   f. At least one officer will remain on scene and maintain contact with the individual(s) until they are safely extricated and it is determined they require no medical attention.
   g. After the scene is clear, at each floor block entrance to the elevator and affix a sign, “Out of Service”.