ELEVATOR EMERGENCY EXTRICATION PROCEDURE

Elevator Alarm and Phone:

If someone is stuck in the elevator they can push the alarm button to sound an alarm. The alarm is a bell which can be heard outside the elevator and is an alert that someone may be trapped inside the elevator. The bell is not connected to the LPC security alarm system.

There is also a telephone button inside the elevator that is connected to the LPC security alarm system. If this is activated, the security company (Protec) is alerted. The security company will call the church office before calling the fire company, and if no response is received, the fire company will be called to respond.

Opening the Elevator Door in an Emergency:

1. In most cases, when the elevator breaks down it will automatically go to the lower level. However, the car may stop on any level or between levels. Try to determine where the car is located before opening the outer door.
2. Before opening the door, turn off the power to the elevator.
3. Go to the elevator machine room located in the handicapped bathroom on the lower level. (A building key is needed to open the door.)
4. The power switch is located on a large switchbox located on the wall just inside the machine room door on the right side. (Above the safe).
5. Once the power is off, get the emergency elevator key located in the elevator machine room or on a hook on the right side of the mail box cabinet. It is a long cylindrical rod, about 8-10 inches long. As a last resort, there is also a key located in the “In Case of Emergency” box located on the wall next to the lower elevator door.
6. Place the key in the round hole in the elevator door (about ¾ the way up on the right side) and turn the key until it engages the internal release on the door and releases the door.
7. Using the key as a handle, push the outer door to the left to open it.
8. Open the internal door manually, using the release on the internal door. This door may be difficult to open and may require a hard push.
9. Escort the individuals inside off the elevator.

NOTE: If the car has stopped between floors, it may be necessary to extricate the passengers through the roof hatch of the elevator. In this case, it is suggested that the elevator company be called for an emergency response. If extrication is needed immediately, the fire company should be called for assistance if you are not sure how to proceed. The hatch is small and not easily accessed!