

Suggested Operational Guidelines

Consistent with this new section the Board has developed an example of procedures that a fire department may adopt to comply with section 17.39(4) (e).

Basic Elevator Procedures

- LOCK OUT/TAG OUT must be performed.



Fire Department Procedure Lock-Out-Tag-Out (LOTO)

- (a) Upon arrival the local fire department shall notify the listed elevator service company to respond to their location. That telephone number will be found in the elevator machine / control room on the elevator code required 24-hour emergency response service card placed there by the contractor. This notification should be done through the Fire Alarm Dispatch or Emergency Communications Center of the fire department, and will provide a rapid response of

qualified elevator personnel. If elevator personnel are on scene with the fire department, they shall work together to establish a safe removal of the occupants, after performing Lock-Out-Tag-Out (LOTO). At that point, the scene may be terminated by the fire service. After confirming the safety of the scene, they may remove their LOTO equipment. The Massachusetts Licensed Elevator Mechanic will now assume the responsibility for the elevator system.

- (b) If upon arrival, the situation requires immediate removal of the occupant(s), the fire department will notify the listed elevator service company and perform LOTO on the elevator main line power disconnect. If a wait period is indicated as being a good alternative, then initiate one that will fit the situation at hand. If not, then perform a safe removal of the passengers and await the elevator mechanics arrival. The fire department shall not remove its LOTO equipment if they have to leave the scene, but rather leave it in place. The LOTO telephone number for the fire department will allow for a rapid response back to the scene to retrieve their equipment at the request of the Massachusetts Licensed Elevator Mechanic.
- (c) It will be the responsibility of the fire department to assure a timely response of the fire company to remove its equipment. The solution to the elevator problem is to allow a mechanic to gain access to the equipment and run tests on it, and with LOTO in place, that cannot be done. By providing this timely response, the public and the fire service will both benefit with renewed access to the upper floors of the building.