



DEVAL L. PATRICK
GOVERNOR

TIMOTHY P. MURRAY
LT. GOVERNOR

MARY ELIZABETH HEFFERNAN
SECRETARY

The Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Department of Fire Services

P.O. Box 1025 ~ State Road

Stow, Massachusetts 01775

(978) 567~3100 Fax: (978) 567~3121

www.mass.gov/dfs



STEPHEN D. COAN
STATE FIRE MARSHAL

Memorandum

To: Heads of Fire Department

From: Stephen D. Coan
State Fire Marshal

Date: May 1, 2012

RE: Elevator Forms

Enclosed in this month's DFS briefs are two new elevator forms. These forms were designed in conjunction with both the fire service and elevator board, as a way to identify issues with the elevator operation. Below is a summary and purpose of the two forms.

Firefighters' Emergency Operation (FEO 3502)-This form is used for reporting malfunctioning FEO 3502 systems that they encounter. The forms will provide the fire officer with a designed trouble shooting form that they can email directly to the proper person in the Department of Public Safety (DPS) -Elevator Division office, who can then take action to correct the dangerous condition of ensuring the elevator problem, is corrected. Firefighters depend on a safe and properly operating FEO system to protect them during their operation up into the building that is on fire. The 3502 system in MA is the best operating system in the country, with hundreds of 3502 usages each week. The Department of Fire Services (DFS), through the Division of Training, provides state wide training in the use of 3502.

Firefighters' Emergency Operation (FEO 52 E)- The fire departments across this state respond to countless entrapments and accidents involving elevators or escalators during the year. Knowledge about many of those malfunctions is never reported to the responsible office (DPS) for action, as either the building owner or elevator company does not notify DPS. The fire service needs elevators to be repaired promptly, to avoid repeated

Administrative Services • Division of Fire Safety
Hazardous Materials Response • Massachusetts Firefighting Academy

calls for the same elevator shutting down on numerous occasions without proper repair being initiated. The malfunctioning elevator will not be available to them for access to the upper floors during a reported fire investigation or to be used by EMT's while responding to a medical emergency. The fire companies responding to these incidents are a set of eyes and ears that can report these incidents to the proper authority to bring about a safe resolution.