

Environmental Health and Safety	
Title: Elevator Entrapment SOP	
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I. Purpose

This procedure is to ensure the safe and effective rescue of personnel that may become trapped in an elevator on campus. It does not cover unoccupied elevators that are out-of-service.

II. Scope

This procedure covers all elevators throughout the UNT HEALTH campus.

III. Responsibility

- **Environmental Health and Safety** is responsible for managing the elevator service contract and ensuring appropriate safety measures are followed.
- **Environmental Health and Safety** is responsible for reviewing this procedure and communicating changes with the appropriate departments.
- **Campus Police and EHS** are responsible for securing the elevator and assisting various organizations such as Fort Worth Fire Department (FWFD), Fort Worth EMS, Elevator Service Contractor, Facilities Management etc.
- **Elevator Service Contractor (ESC)** is responsible for providing timely response, assisting in rescues, repairing elevator and following proper safety procedures.
- In the event of a medical emergency, University Campus Police and EHS will take command of the incident.

IV. Type of Entrapment

- Personnel trapped in an elevator without a medical emergency.
- Personnel trapped in an elevator with a medical emergency.

V. Procedure

- Normal Business Hours – 8:00 AM to 5:00 PM [Monday through Friday]

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- After Normal Business Hours – 5:00 PM to 8:00 AM [Monday through Friday] [All Day Saturday, Sunday and University Holidays]

VI. Procedure During Normal Business Hours

a. Elevator Entrapment (Non-Medical)

- 1) Personnel on elevator are to use the emergency call button or their phone to call Campus Police Dispatcher (817-735-2210).
- 2) Campus Police Dispatcher will send an officer to location and contact EHS staff.
- 3) Campus Police officer will determine if there is a medical emergency. (if there is no medical emergency) the officer will wait for assistance to arrive.
- 4) EHS Staff will evaluate the entrapment, contact Facilities Management and contact the FWFD if needed to assist with the entrapment.
- 5) First Responders will block access to the elevator and Facilities Management will disconnect the power following appropriate Lockout/Tagout hazardous energy control procedure before any rescue is attempted.
- 6) The appropriate out-of-service signage will be posted.
- 7) EHS will contact the ESC to make the necessary repairs and places the elevator back in service. The elevator service company is responsible for following proper Lockout/Tagout Procedures.

b. Elevator Entrapment (Medical Emergency)

- 1) Personnel on elevator are to use the emergency call button or their phone to call Campus Police Dispatcher (817-735-2210).
- 2) Campus Police Dispatcher will send an officer to the location and calls EHS.
- 3) Campus Police will secure the scene. If a Medical Emergency exists:
 - a. Campus Police officer will determine the nature of the medical emergency and will contact the Campus Police Dispatch for FWFD and Fort Worth EMS for assistance.
 - b. Campus Police officer will stay on scene to verbally assist the personnel in the elevator.
 - c. When the FWFD & Fort Worth EMS arrives, they will take command of the incident.
 - d. Campus Police officers should not under any circumstances try to open an elevator.

c. Procedure During After Business Hours Elevator Entrapment (Non-Medical)

- 1) Personnel on elevator use are to use the emergency call button or their phone to call Campus Police Dispatcher (817-735-2210).

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- 2) Campus Police Dispatcher will send an officer to the location
- 3) The Campus Police Dispatcher will then send a notification to FWFD, and to After Hours Utilities Staff and EHS Staff.
- 4) Campus Police officer will determine if there is a medical emergency. if there is no medical emergency, the officer will wait for FWFD to arrive.
- 5) Campus Police officer will properly secure elevator and the fire department will disconnect power following appropriate Lockout/Tagout procedures before any rescue is attempted.
- 6) Once the Fire department has ensured the necessary elevator safety precautions (i.e. lockout/tagout, stop button activated, and the elevator car is positioned level to the floor) have been taken, personnel will be assisted from the elevator.
- 7) Campus Police will post the appropriate out-of-service signage.
- 8) The 2nd or 3rd shift tech will contact the ESC and schedule them to make the necessary repairs and places the elevator back in service. The elevator service company is responsible for following proper Lockout/Tagout Procedures.
- 9) EHS Staff will follow-up with a call to the elevator contractor to get an update for their reports.

VII. Elevator Entrapment [Medical Emergency]

- 1) Personnel on elevator use prone to call Campus Police Dispatcher.
- 2) Campus Police Dispatcher sends officer to location.
- 3) Campus Police officer will secure the scene and determine if there is a medical emergency. If an emergency exists:
 - a. The Campus Police Dispatcher will then send a notification to Fort Worth Fire Department & EMS. Contact After Hours Utilities Staff and EHS Staff by telephone or by email
 - b. Campus Police officer will stay on scene to verbally assist the personnel in the elevator. When the Fort Worth Fire Department arrives, they will take command of the incident.
 - c. The Fort Worth Fire Department & EMS will take the necessary measures to extract personnel in the elevator.
 - d. ESC makes the necessary repairs and places the elevator back in service.
 - e. EHS Staff will follow-up with a call to the elevator company to get an update for their reports.

VIII. Procedure for Items Dropped Down Elevator Shaft

- 1) Call EHS Staff
- 2) Any dropped items will only be recovered during normal business hours. If items fall after hours please email Safety@unthsc.edu

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- 3) EHS Staff will call the ESC for retrieval of property during normal business hours.
- 4) No University personnel/student shall attempt to retrieve property from an elevator shaft.

IX. References

Occupational safety manual EHS100-01

X. Version revisions

Approved June13, 2025

Revised July 28, 2025 update brand and make accessible

Revised Jan 28, 2026 renumber document