

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ENVIRONMENTAL HEALTH & SAFETY**

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ELEVATOR EMERGENCIES

With a vast number of multi-story schools and administrative sites with elevators located within the District, the likelihood of an elevator emergency involving a stalled elevator increases. It has been brought to our attention that, in some cases where an elevator has stalled, certain service persons have used the emergency elevator door key or other inappropriate tools, to try and force open the elevator door and remove the occupants from a stalled elevator.

Please be advised that this is a very dangerous and unsafe practice and must be stopped immediately. Elevators that have not been properly secured have been known to begin moving with the door open, trapping people between floors. There have been reports of people falling down the open elevator shaft. Should any injuries occur as a result of this unsafe practice, the District would be liable. This practice is also in direct violation of the Elevator Safety Code (A-17.4 ASME), adopted by the State of Florida. This code states that **only emergency services personnel (fire/EMS) or elevator repairpersons may open an elevator that has stalled.** None of our service personnel meet these requirements and their actions could cause serious damage to the elevator equipment or serious injuries to staff.

Therefore, to ensure the safety of all individuals that utilize elevators within the District, we are requesting the following guidelines be followed:

1. Notify all administrators that their staff is not allowed to open stalled elevators.
2. In all stalled elevator incidents, dial 911.
3. Advise occupants in the elevator to stay calm and that emergency assistance is on the way.
4. In all elevator incidents, the vendor must be contacted directly, through our Physical Plant Operations Office.
5. The elevator company will repair the elevator to make sure it is safe to operate.
6. Inspectors from Broward County Building and Zoning will be conducting annual inspections of all elevators in schools.

The Safety Department checks annually all elevators in the District making sure that all emergency procedures are posted and inspection certificates are current. An elevator emergency procedure flow chart is also located in the District's "Emergency Preparedness Manual" and on the Safety Department's web page at <http://web/safetydept>.

Should any further information be needed, please contact the Environmental Health & Safety Department at 754-321-4200.