

Elevator Emergency Procedures during Hurricane

- Run elevator to center of hoistway and pull the main breaker in machine room (Not the main breaker located elsewhere).

- This should be the very last thing to do during the warning phase, just before you evacuate the building. Buildings so designated as "hurricane safe", which will house some personnel, should perform this just before the wind rises above 45 MPH. The best location is just below the top landing for most traction elevators to protect both the elevator, and the counterweight equipment. Except where there is a basement, then the traction elevator should be parked two floors below the top. Hydraulic elevators should be parked at the top floor to minimize damage to the car equipment, unless the elevator entrances are open to the atmosphere in unenclosed elevator lobbies, then the best place is the middle landing (or top for two stops) to best protect the piston.

Disconnecting the power serves three purposes:

- It prevents an unauthorized person from otherwise taking the elevator away from your intended parking area.
- It prevents severe damage to equipment caused by short circuits from wet circuitry.

Usually once the equipment is dried out it can be quickly cleared and re-started by a competent mechanic; with little or no damage.

- The equipment will be saved from damage caused by voltage surges, spikes and dips resulting from lightning strikes and power line shorts due to wind.

- Park elevators with doors closed for various reasons

- So no one will attempt to use it

- If windows break on the floor the elevator is parked it will prevent debris from entering the hoistway.

- On hydraulic elevators, it is normal to have some oil leakage around the jack packing. An elevator that sits for 24 or more hours may settle as much as a couple of inches, or more. An open door would only invite problems as you can imagine.

- You do not want anyone to get inside and close the doors manually and perhaps become inadvertently trapped.

- Do not run the elevator during hurricane.

After Hurricane

- Inspect elevator pit, cab, machine room for indication of water. (Do not energize main line breaker if water is found).

If water is found, call Elevator Contractor.

Generally if the water encountered in the pit is minimal, and is not near any equipment in the pit, the elevator may be run. If water leaked under the door or through a vent in the elevator machine room, and there is no water on the equipment or signs of water having been on the equipment, then it may be safe to run the elevator. If water is in the cab and it did not leak in from above, the elevator may be run. If water conditions

appear above the cab or on any part of the equipment do not run it until it can be properly evaluated.

Do not attempt to start elevator (or call for service) if power is out.

Obviously if you do not have electricity you don't want to call your elevator contractor while you are still without power. However, there may be some condition where you still don't want to call. If your building has a generator and the elevators (or some of them) are not connected to the generator, you don't want to call until the generator shuts off and all normal power is restored.

The important issue here is all normal power; there may be a condition where some lights are on in the building, and some are not. This may be caused by the loss of one or more phases, or "legs", of three-phase power. Without all three phases in commercial buildings, the elevators will not run. Some elevators may not be equipped with a phase or voltage monitor and trying to start it will result in damage to the equipment, which would not be covered by our maintenance agreements. Likewise, if you call for service and there is no power, you will pay extra for the trouble call.