
	<b>Florida State University Police Department</b>	
<b>Elevator Extrication</b>		
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**Policy – Elevator Extrication**

The purpose of this general order is to establish procedures for responding to person(s) trapped in elevators. With the abundance of multiple story buildings on campus, it is important for members to understand their responsibilities with regard to elevator extrication.

It shall be the policy of the Florida State University Police Department to respond promptly and safely to all calls pertaining to individuals trapped in elevators. Realizing that the safety of the person(s) is of paramount importance, **no** attempt shall be initiated by Department personnel to extricate anyone trapped in an elevator absent exigent circumstances.

**A. Procedures**

The following procedures shall be initiated regarding person(s) trapped in an elevator:

1. Information regarding the exact location of the disabled elevator, along with the number of occupants shall be obtained, (i.e., building, floor, which elevator, etc.).
2. A police officer or other FSUPD security or public safety officer shall immediately be dispatched to the elevator’s location. The officer shall attempt to provide comforting verbal and/or telephone communication to the occupants. If necessary, the officer shall encourage the occupants not to attempt to extricate themselves. **No** attempt shall be initiated by the officer to extricate anyone trapped in an elevator absent exigent circumstances.
3. During any time—day or evening, weekday or weekend—the Project Control Office shall be notified at 644-2424 and advised of the situation. The normal contractual response time for the elevator company should not exceed thirty (30) minutes.
4. In the event of exigent circumstances and with supervisory approval, TFD will be notified and requested to provide extrication assistance. In these circumstances, a sworn officer will respond and may use discretion in removing the passengers.
5. If the contracted elevator company has not responded within one hour, the on-duty supervisor may request extrication assistance from TFD.

6. All incidents involving injury, loss of life, or extrications by anyone other than the contracted elevator company will be documented in the FSUPD Records Management System.

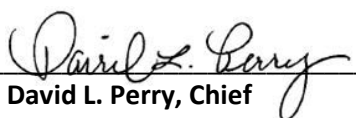
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***Attachments--None***

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Title: **Elevator Extrication**

Approved:   
David L. Perry, Chief

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