

# EVACUATION OF PERSONS USING AN EVACUATION LIFT (SOP)



## WORK DESCRIPTION

This standard operating procedure for the task of effecting the evacuation of persons (in the event of an emergency) using an evacuation lift.

## PROCEDURE

On activation of the fire alarm, all occupants of a building shall begin to evacuate via the designated escape routes and exits provided. Those persons with an impairment that would prevent or affect their ability to evacuate on their own, will be expected to make their way to the nearest 'Temporary Waiting Area' and activate the Emergency Voice Communications System (green 'call point' adjacent to the lift) to call for assistance.

The evacuation lifts will return to and park at exit level with the car doors open. All landing calls will be ignored.

During this time, Security Services will have dispatched a number of Wardens to the building who, upon arrival, will review the fire panel to determine the location of the fire activation.

The Warden(s) in attendance will then review the adjacent 'evacuation lift' panel to identify if any calls for assistance have been made, which are indicated by a flashing light on the panel. The Warden will then make an initial dynamic risk assessment to establish if the lift can be utilised to effect a safe assisted rescue of person(s) requesting assistance.

Providing it is safe to do so, a designated Warden will be dispatched as a lift operator to the required lift(s).

The evacuation lift will be put into 'evacuation mode' using the lift control key on the control panel in the lift car.

Wardens should acknowledge the activation of the EVCS (using the telephone handset provided) and advise that assisted evacuation has commenced.

The lift operator(s) will be in constant contact with the Warden at the fire panel, who will advise which levels require assistance and in which order. Where there are multiple requests for assistance, the Warden at the fire panel will determine the priority and sequence of collection. If safe to do so, the sequence of evacuation should be:

- Evacuate from the fire level
- Evacuate from the level immediately above the fire level
- Evacuate from all other levels above the fire level
- Evacuate from all other levels below the fire level

Where more than one operation of the evacuation lift is necessary, those persons rescued shall be met by a Warden at exit level and escorted to a place of safety outside the building. In this instance, Wardens must inform their colleague at the fire panel of all persons who have reached a place of safety.

In the event of a mechanical failure of the evacuation lift, or in the situation where the location of the fire puts the Wardens at considerable risk, the Wardens at the fire panel will advise persons located at the Temporary Waiting Space, that:

- (if available) they should proceed to an alternative Temporary Waiting Space and await collection from an alternative lift or
- if there is somebody trained and available to do so, they should commence evacuation using an evacuation chair.

In the event of goods transit remaining in the lift during the fire alert, Wardens should identify the responsible person for moving the goods. If the Wardens are satisfied that it is safe to do so, the responsible person should be asked to remove the goods from the lift. Upon removal of these goods, the lift can then be utilised for evacuation purposes. In the event that the goods cannot be removed, then the procedure for mechanical failure would apply.

In the event that a Temporary Waiting Area becomes untenable during the evacuation sequence (due to smoke or heat) those persons awaiting assistance should be advised to move into the protected stair enclosure and Security Control should be informed. In the event that the SFRS is called, Security Control will inform them of the situation upon their arrival.

**NOTE: Platform lifts should not be used as part of any evacuation arrangements.**

## PERSONS INVOLVED IN CARRYING OUT THIS WORK

Security Services Staff

## HAZARDS INVOLVED

Fire and the products of fire (heat and smoke)

## SAFETY PRECAUTIONS

**Security Wardens shall NOT attempt to effect an evacuation if they have any justified concerns for their safety**