

Manual:	Emergency Preparedness	Reference No.:	011040.00
Section:	Code Pink – Elevator Entrapment		
Subject:	Elevator Entrapment		

POLICY:

To ensure residents and staff are safely and rapidly removed from elevator during elevator malfunction that has resulted in entrapment.

PROCEDURE:

1. It is the responsibility of all staff members at the home to immediately notify the Charge Nurse on duty if the elevator has malfunctioned and a staff/resident/visitor are unable to exit the elevator at their specified floor.
2. Once the Charge Nurse is notified, she is to quickly check the status of the elevator occupants.
3. Ensure occupant of elevator is ok and support as needed.
4. The Charge Nurse will immediately call the Elevator repair service and notify them of the emergency entrapment situation.
5. Notify the Executive Director/Director of Clinical Services/Delegate as soon as possible of the incident.
6. Document elevator malfunction /incident on the daily administration report.