

YTC Elevator

1304.1 PROCEDURE

- (a) During a power outage, the elevators will stop operating. The emergency button located inside the elevator shall be activated to alert officers and staff of the situation. Emergency backup power will kick in within 4-5 seconds. If there is a malfunction with the elevator and it does not restart, contact the Watch Commander. The Watch Commander will contact the required services needed to remove occupants safely
- (b) If the elevator malfunctions or stops operating during regular working hours, Central Control shall notify the Department of General Services (DGS) and the Watch Commander of the situation. When the elevator has been repaired and becomes operational, Central Control shall notify the Watch Commander
- (c) If the elevator malfunctions or stops operating outside of regular working hours, Central Control shall notify the Watch Commander
- (d) If the malfunctioning elevator has occupants, the Watch Commander shall have Central Control contact DGS helpline at (619) 578-6262 for immediate service. If the malfunctioning elevator does not have occupants, the Watch Commander will decide to call the DGS for an immediate repair or wait until regular working hours. When the elevator has been repaired and operational, Central Control shall notify the Watch Commander

1304.1.1 GENERAL INFORMATION

- (a) Maintenance inspections for the elevator shall be conducted once a month by a company contracted by the County to operate and maintain the elevators. Monthly inspections shall include signs of wear and damage and other matters pertaining to functional safety. The Watch Commander will ensure these monthly inspections are arranged and any issues identified are resolved in a timely fashion. Monthly inspections shall be documented for auditing purposes
- (b) The load capacity of the elevator is 3500 pounds. No more than 20 persons will be permitted inside the elevator at any given time
- (c) All of the elevator's maintenance requests shall be communicated to the Watch Commander. They will be responsible for the submission of maintenance requests to DGS
- (d) Emergency evacuation signs will be posted outside of the elevator. Per the Site Evacuation Plan (SEP), the elevators are not to be used during emergencies such as fire or building evacuation

1304.1.2 SAFETY TIPS WHEN STUCK IN AN ELEVATOR

- (a) Stay calm. Try to keep a clear head so you do not jeopardize your safety. Bear in mind the elevator won't free fall
- (b) Find a light source
- (c) Don't try to escape through the hatch

San Diego County Probation Department

Institutional Services Unit Procedure

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- (d) Don't jump or pry open doors
- (e) Press the emergency phone or call button
- (f) Yell or call for help
- (g) Wait it out