

Elevator Entrapment Procedure Checklist

Car #: _____ Date: _____ Time: _____ Injuries: _____

	Completed by	Time
Inquiry into the condition of the passengers	_____	_____
Notify elevator contractor	_____	_____
Name of person notified _____		
Obtain ETA from contractor	_____	_____
Obtain the names of passengers	_____	_____
Notify building management	_____	_____
Notify medical support if necessary	_____	_____
Name of doctor or nurse _____		
Offer to relay messages for passengers	_____	_____
Update the passengers on the progress of repairs	_____	_____
Reassure the passengers that they are safe	_____	_____
Maintain communication with the passengers every two minutes	_____	_____

List the times of contact with the passengers below. Use the back of this form if needed.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

	Completed by	Time
Verify the vendor's response to the entrapment	_____	_____
Ensure elevator mechanic has access/assistance as needed	_____	_____
Obtain information on repairs needed to release the passengers	_____	_____
Update building management on the passengers and repairs	_____	_____

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