



STATE OF WASHINGTON
DEPARTMENT OF LABOR AND INDUSTRIES
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Technical Clarification

Emergency Evacuation Plans

April 28, 2014

The code requires that every building that has an elevator has an emergency evacuation plan.

What does that mean? It means that if you have an elevator in your building you must have a written plan on how to get someone out of a stalled elevator (not how to get them out of the building).

If your process is to either call 911 or to call the elevator company, then you need to put that in writing and distribute it to on-site personnel. It can be as simple as one sheet of paper titled “Emergency Evacuation Plan”, which states to call 911 or the elevator company at xxxxxxxxx.

If you want on-site personnel to evacuate persons from a stalled elevator, your plan will be more in depth and will require documented training and tracking of whom is trained to do the evacuation.

Since the code requires the evacuation plans to be available to authorized elevator and emergency personnel, you must either:

- **Have someone on site that will show the inspector the plans;**
- **Post the plan in the machine room; or**
- **Post signage in the machine room to indicate where the plan is located.**

8.6.11.5 Emergency Evacuation Procedures for Elevators

8.6.11.5.1 The evacuation of passengers from stalled elevators shall be performed only by authorized, elevator and emergency personnel (see [1.3](#)) in compliance with the procedures specified in 8.6.11.5.2 through 8.6.11.5.6.

8.6.11.5.2 A written emergency evacuation procedure shall be made **and kept on the premises where** an elevator is located.

8.6.11.5.3 The procedure shall identify the hazards. The procedure shall also detail the safety precautions utilized in evacuating passengers from a stalled elevator.

8.6.11.5.4 All authorized personnel who are assigned to assist in evacuating passengers from a stalled elevator, and all persons who use special purpose personnel elevators, shall be given a copy of these procedures and all necessary training to assure that they understand and comply with the procedures.

8.6.11.5.5 These procedures shall be available to authorized elevator and emergency personnel.

8.6.11.5.6 A record of authorized personnel trained, and all persons who use special purpose personnel elevators, as specified in 8.6.11.5.4, shall be kept on the premises where the elevator is located and shall be available to the authority having jurisdiction.

Note (8.6.11.5)
See [ASME A17.4](#), *Guide for Emergency Personnel*