VUMC Elevator Recall Reset Procedure

Purpose: Effective December 10, 2007; VUMC Plant Services staff responding to fire alarms within Medical Center buildings will also assume responsibility for the resetting of any elevator systems that have been recalled to the building recall level. This policy will establish a process to insure that elevator systems recalled during a fire alarm are reset to their normal operating parameters in a safe, timely fashion after the fire alarm has been cleared.

Policy: Upon notification of a fire alarm in any VUMC facility, Plant Services staff will respond to the alarm in accordance with our standard operating procedure for alarms of this type.

In VUMC buildings in which there are elevator systems that have been recalled by the fire alarm system to the building recall floor, Plant Services staff responding to the alarm will do the following:

1. Once the source of the fire alarm has been determined and the fire alarm has been cleared, responding Plant Services staff will request that the fire alarm system be reset by the Delta Operations Center.
2. Plant Services HAR shop staff responding to the fire alarm will go to the elevator recall level for the building in which the fire alarm occurred. If they cannot do this for any reason they will dispatch another staff member from the HAR or SER shops to that level.
3. Once the HAR or SER shop staff member is at the recall level they will contact the Delta Operations Center and verify that the fire alarm reset has been initiated and was successfully completed before they activate the elevator reset.
4. After activating the elevator reset; the HAR/SER staff member resetting the elevators will remain on site and insure that the elevators have resumed normal operation. Once this has been verified, the HAR/SER shop staff member will radio the Delta Operations Center and notify them that the elevators are operating normally.

Responsibility: It is the responsibility of the responding HAR staff member to insure that the elevators are reset in a safe, timely fashion. Recognizing that during 2nd and 3rd shifts and on the weekends staffing is more limited, it is the responsibility of the SER shop staff members to provide backup to the HAR shop to insure that elevators are reset as quickly as possible.

References: None