

# Emergency Elevator Shutdown and Startup Procedures

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**In the event of an impending hurricane or known flooding event, the following preventive measures will reduce or eliminate damage to the elevators.**

1. Notify personnel of emergency event. Evacuate all non-critical emergency personnel using the elevators prior to the event.
2. Place signage that elevators will be shut off for the emergency event.
3. Run elevator cabs to one floor above the known base flood elevation.
4. Key off elevator.
5. Shut off power to the mainline disconnects in the machine room.
6. Shut off power to main panel elevator circuit panel.
7. Shut off power to electrical supply to building.
8. Check sump pumps in pit for proper operation.
9. Take photographs of elevator units prior to event. Include machine room, machinery, cab, and pits.
10. Wait out event in safe location.

**In the process of recovery from a hurricane or flooding event, the following procedures are recommended for handling the startup process.**

1. Wait until floodwaters recede or conditions are safe to evaluate damage.
2. Review electrical rooms for damage. If waterline is above electrical power panels, have licensed electrical contractor survey for damage.
3. If electrical equipment is not damaged, review equipment in machine room and pit. Remove or pump out water from pit, if required. Provide fans or dehumidifiers to reduce moisture in affected areas.
4. Prior to turning on power, have elevator specialist survey unit to ensure there is no damage from flooding or windblown water in machine rooms.
5. After inspection, if all equipment checks out, have elevator specialist put unit back into service.
6. If damage is observed, have elevator specialist provide detailed proposal for adjuster review. Document details of damage for relevant equipment and prepare material and labor estimates for review.