

Standard Operating Procedure

Emergency Operation of Travelator

HAZARDS:

Operational Injury, back/shoulder strain and sprain.

Note: Check Travelator for any obvious defects or damage. Do not use a damaged machine and notify your supervisor.

PURPOSE:

Safely Operation of Travelator in an emergency

EQUIPMENT / MATERIALS:

- Personal protective equipment – Safety gloves
- Travelator / Escalator Keys

PROCEDURE:

- All authorized personnel who are assigned to stop the Travelator/escalator shall be given a copy of this SOP and be provided with training by Facility/Building Manager to ensure that they understand and comply with the procedures
- Notify personnel of the emergency event or Facility/Building Manager if it's a non-emergency
- In the event of an emergency, evacuate all non-critical personnel using the travelator / escalator prior to the shutdown.
- Place signage that travelator / escalator will be shut down for or place barricades at both ends of the travelator / escalator and ensure no personal can land on the belt or steps
- Visually recheck for any personal on boarded and ensure that it is safe to shut down
- Verify the correct operation/procedure of the stop buttons or Key to turn off the travelator / escalator
- Press the emergency stop button or Key off the travelator / escalator (located at both top and bottom of escalator).
- Safeguard the emergency shut-down button so no one re-energizes the travelator / escalator during operation.
- Keep all bystanders back and off the travelator / escalator and if possible place detour sign

SAFETY:

- The operator should be fully trained to perform this procedure
- IMMEDIATELY Report to the Site Manager of any incident

NOTE: Pay attention at all times to complete tasks safely