

Usage of Elevators for Occupant Evacuation Questionnaire
OMB Control No. 0693-0061
Table of Changes

Proposed Question Number	Previous Question Number questionnaire	Reason for the change
NA	Previous Question #1: Name of building: _____	Previous Question #1 has been deleted since it does not allow for appropriate privacy of the building.
NEW Question #1. Location of building: State: _____	Previous Question #2: Location of building: City: _____ State: _____	The previous question asking about the “City” has been deleted since it does not allow for appropriate privacy of the building. Now, the respondent is only asked to name the “State” in which the building is located.
NEW Question #2. What is the occupancy type of the building? Mark all that apply. <input type="checkbox"/> Ambulatory Health Care <input type="checkbox"/> Assembly <input type="checkbox"/> Business <input type="checkbox"/> Day Care <input type="checkbox"/> Detention and Correction <input type="checkbox"/> Educational <input type="checkbox"/> Health care <input type="checkbox"/> Industrial <input type="checkbox"/> Mercantile <input type="checkbox"/> Residential (e.g., apartment building, hotel, lodging and rooming house, dormitory) <input type="checkbox"/> Residential Board and Care <input type="checkbox"/> Storage	Previous Question #3: What is the occupancy type of the building? Mark all that apply. <input type="checkbox"/> Business <input type="checkbox"/> Residential <input type="checkbox"/> Assembly <input type="checkbox"/> Health care <input type="checkbox"/> Educational <input type="checkbox"/> Institutional <input type="checkbox"/> Detention/correctional <input type="checkbox"/> Mercantile <input type="checkbox"/> Industrial <input type="checkbox"/> Storage <input type="checkbox"/> High hazard	The actual question has not changed. However, the response options have changed slightly. They are now alphabetized. Also, some options were added for clarity purposes: “Ambulatory health care, day care, and residential board and care” were not necessarily captured in the original questionnaire by the “residential” or “health care” options, so they were added as specific response options. Specific examples were added after the “Residential” option. And the “institutional” option was deleted from the list because it was not necessary. Finally “detention and correction” was reworded for clarification purposes.
New Question #s 3, 4, 5, 6, 7, and 8.	Previous Question #s 4, 5, 6, 7, 8 and 9	No changes to these questions. The question was re-numbered in the proposed

		revised version.
New Question #9.	Previous Question #10 – “Answer Table” – See the text box at the end of this document.	Table has been deleted since it was deemed unnecessary for data collection by the agency sponsor. The question remains the same
New Question #10.	Previous Question #12	No changes to this question. The question was re-numbered in the proposed revised version.
NA	<p>Previous Questions #11, #14, and #15:</p> <p>Previous Question #11:</p> <p>Can at least one elevator car in your building accommodate an ambulance stretcher? <input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>Don't know</p> <p style="padding-left: 40px;">a) If yes, please identify each elevator car that can accommodate an ambulance stretcher (e.g., 1, 2, C, etc.):</p> <p style="padding-left: 40px;">_____</p> <p>Previous Question #14:</p> <p>Is there a fire alarm system, including notification appliances and a control panel, installed in the building? <input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>Don't know</p> <p>Previous Question #15:</p> <p>Does the building have an occupant evacuation plan (sometimes known as a fire safety plan, as a fire</p>	Questions have been deleted since they were deemed unnecessary for data collection by the agency sponsor.

	evacuation plan, or by another name)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	
New Question #11.	<u>Previous Question #13</u>	No changes to this question. The question was re-numbered in the proposed revised version.
NEW Question #12. Are elevators used to evacuate <u>some or all</u> building occupants during fire emergencies as part of the building's occupant evacuation plan? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	<u>Previous Question #16:</u> Are elevators used to evacuate building occupants during fire emergencies as part of the building's occupant evacuation plan? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	The following text: "some or all", was added for clarity and to be consistent with the following question in Section 2 (since it asked in the previous questionnaire: "Elevators are used to evacuate <i>some or all</i> occupants during which of the following types of fire evacuation procedures in the building?"). Question was re-numbered.
NEW Question #13. Elevators are used to evacuate <i>some or all</i> occupants during which of the following types of fire evacuation procedures in the building? <input type="checkbox"/> Partial evacuation only <input type="checkbox"/> Full/complete evacuation only <input type="checkbox"/> Both partial evacuation and full/complete building evacuation <input type="checkbox"/> Not sure	<u>Previous Question #17:</u> Elevators are used to evacuate <i>some or all</i> occupants during which of the following types of fire evacuation procedures in the building? <input type="checkbox"/> Partial evacuation only <input type="checkbox"/> Full/complete evacuation only <input type="checkbox"/> Both partial evacuation and full/complete building evacuation	Although this is not a human subjects issue, the IRB suggested a fourth response option to cover all bases – i.e., a "not sure" option.
NEW Question #14. During a fire emergency, elevators can be used by which of	<u>Previous Question #18:</u> During a fire emergency, the occupant evacuation plan permits elevators to be used by the following	The IRB has asked EL to remove the "Others" response option from this question.

<p>the following individuals? Please <u>mark all that apply</u>.</p> <p><input type="checkbox"/> Any occupant in the building</p> <p><input type="checkbox"/> Any occupant on the fire floor</p> <p><input type="checkbox"/> Any occupant in the fire evacuation zone (for example, the fire floor, two floors above, and two floors below)</p> <p><input type="checkbox"/> Individuals with disabilities or mobility impairments only</p>	<p>individuals.? Please mark all that apply</p> <p><input type="checkbox"/> Any occupant in the building</p> <p><input type="checkbox"/> Any occupant on the fire floor</p> <p><input type="checkbox"/> Any occupant in the fire evacuation zone (for example, the fire floor, two floors above, and two floors below)</p> <p><input type="checkbox"/> Individuals with disabilities or mobility impairments only</p> <p><input type="checkbox"/> Others, please specify: _____</p>	
<p>NA</p>	<p><u>Previous Question #19:</u></p> <p>What information is included in the occupant evacuation plan that determines which occupants are eligible to use the elevators during fire emergencies?</p> <p><input type="checkbox"/> This is not necessary, since anyone can use the elevators during fires</p> <p><input type="checkbox"/> The building’s fire safety staff designates a person as an elevator user <u>before</u> the fire occurs (during fire safety planning)</p> <p><input type="checkbox"/> The building’s fire safety staff designates a person as an elevator user <u>during</u> the fire emergency</p> <p><input type="checkbox"/> The floor’s fire safety staff (e.g., floor warden) designates a person as an elevator user <u>before</u> the fire occurs (during fire safety planning)</p> <p><input type="checkbox"/> The floor’s fire safety staff (e.g., floor warden) designates a person as an elevator user <u>during</u> the fire emergency</p> <p><input type="checkbox"/> The fire department designates a person as an elevator user <u>before</u> a fire occurs (during fire safety planning)</p>	<p>Previous Question #19 has been deleted since it was deemed unnecessary for data collection as well as very confusing for the respondents.</p>

	<input type="checkbox"/> The fire department designates a person as an elevator user <u>during</u> the fire emergency <input type="checkbox"/> The occupant designates him/herself as an elevator user <u>before</u> a fire occurs (during fire safety planning) <input type="checkbox"/> The occupant designates him/herself as an elevator user <u>during</u> the fire emergency <input type="checkbox"/> Other, please specify: _____	
<p>See NEW Question #15 below</p>	<p>Previous Question #20 See text box at the end of this document.</p>	<p>First, the response options for Question #20 were altered. The “Other” response option was deleted for IRB purposes. Also, the “Parking elevators” option was deleted because it was deemed unnecessary by the project sponsor. Finally, explanations were provided for each response option for clarity.</p> <p>Second, the original table from Previous Question #20 was altered to increase clarity. The same types of information are asked in the revised table when compared with the original table, just in a different way.</p>
<p>NA</p>	<p>Previous Question #21:</p> <p>During a fire emergency, please describe the entire process that occupants should follow from the moment that the evacuation is initiated until the point when they reach safety. If these procedures vary by floor or by</p>	<p>Previous Question has been deleted due to IRB issues with privacy and concerns about participants providing private information about their building, which is unnecessary for this study.</p>

	occupant type, please describe how.	
NA	<p><u>Previous Question 22:</u></p> <p>Which individual(s) or building system(s) determines the elevators are no longer safe to use for evacuation? Please mark all that apply.</p> <p><input type="checkbox"/> Building manager</p> <p><input type="checkbox"/> Building engineer</p> <p><input type="checkbox"/> Building fire safety director</p> <p><input type="checkbox"/> Member of building’s fire safety team (e.g., floor warden)</p> <p><input type="checkbox"/> Fire department</p> <p><input type="checkbox"/> Activation of smoke detection system</p> <p><input type="checkbox"/> Activation of fire sprinkler system</p> <p><input type="checkbox"/> Other, please specify: _____</p>	Previous Question has been deleted since it was deemed unnecessary for data collection by the sponsor.
<p>NEW Question #16.</p> <p>How are elevators used for evacuation in your building? <u>Please mark all that apply.</u></p> <p><input type="checkbox"/> Evacuation elevators operate in normal operating mode (i.e., the same mode used prior to the fire emergency)</p> <p><input type="checkbox"/> Building staff or management (or other building official) operates the elevator during evacuation</p> <p><input type="checkbox"/> Occupants are evacuated via elevators by fire fighters once the fire department arrives</p>	<p><u>Previous Questions #23 & #24:</u></p> <p>#23 Are the elevators used to evacuate individuals during fire emergencies on “normal elevator operating mode” (i.e., the same mode that is used prior to the emergency)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don’t know</p> <p>#24 Are the elevators used to evacuate individuals during fire emergencies on Phase II recall?</p> <p><i>In Phase II recall, the responding fire department uses the elevators under manual control by placing a firefighter in the elevator car or cars (operated with a special fire fighter key).</i></p>	The new question is meant to replace and simplify the two previous questions for clarity purposes.

	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	
<p>NEW Question #17 and Question #18.</p> <p>Elevators are provided with Phase I emergency recall operation? <i>(One way to determine if Phase I emergency recall is present is by identifying a smoke detector within each elevator lobby)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p> <p>Elevators are provided with Phase II emergency in-car operation? <i>(One way to determine if Phase II emergency in-car operation is present is by identifying a 3-position key switch labeled "Fire Operation" located in the operation panel of each elevator car)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p>	<p>NA</p>	<p>Two additional questions were added here to address the needs of the agency sponsor. These still ask similar questions to the original questionnaire regarding elevator features in the building, without providing open-ended response options.</p>
<p>NEW Question #19. and Question #20.</p> <p>Individuals (who are <u>not</u> fire fighters) are assigned to each elevator landing (also known as elevator lobby)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p> <p>Individuals (who are <u>not</u> fire fighters) are assigned to assist</p>	<p><u>Previous Question #25:</u></p> <p>Do the elevator procedures specified by the building's occupant evacuation plan include any of the following?</p> <p>a) Dedicated individuals (who are <u>not</u> fire fighters) operating elevators during evacuation? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p> <p>If yes, who is responsible for this duty (elevator</p>	<p>The proposed questions help to reduce confusion and help with data analysis:</p> <p>Previous Question #25 (a) is already covered in the question that is meant to replace Previous Questions #23 and #24 (described above). Previous Question #25 (b) and (c) is replaced by the new questions, listed above. All open-ended sub-questions were deleted from the questionnaire to alleviate NIST IRB</p>

<p>occupants with disabilities or mobility impairments to evacuate using elevators? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p>	<p>operation)? _____</p> <p>Please describe the specific duties of these individuals? _____</p> <p>(e.g., manually press the buttons or choose where the elevator stops)</p> <p>What are the minimum training requirements for this job? _____ (if none, please note that)</p> <p>b) Dedicated individuals (who are <u>not</u> fire fighters) assigned to each elevator landing (also known as elevator lobby)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p> <p>If yes, who is responsible for this duty (lobby monitor)? _____</p> <p>Please describe the specific duties of these individuals in the elevator landing or lobby? _____ (e.g., make sure the elevators are not full, etc.)</p> <p>What are the minimum training requirements for this job? _____ (if none, please note that)</p> <p>c) Dedicated individuals (who are <u>not</u> firefighters) assigned to assist individuals with disabilities or mobility impairments to evacuate? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p>	<p>privacy issues.</p>
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	<p>If yes, who is responsible for this duty (assistance of people with disabilities)? _____</p> <p>Please describe the specific duties of these individuals? _____</p> <p>(e.g., guide evacuees to the elevators, etc.)</p> <p>What are the minimum training requirements for this job? _____ (if none, please note that)</p>	
<p>NEW Question #21 and NEW Question #22.</p> <p>A two-way communication system within each elevator car is provided to communicate to a location staffed by authorized personnel? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p> <p>A two-way communication system within each elevator landing (or lobby area) is provided to communicate to a location staffed by authorized personnel? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p> <p>a) If no, are two-way radios used by the floor wardens to</p>	<p>Previous Questions #26 & #27:</p> <p>Is an emergency two-way communication system provided within each elevator car to communicate between the elevator car and a manned location? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p> <p>Is an emergency two-way communication system provided within each elevator landing (also known as the elevator lobby area) to communicate between the elevator landing and a manned location? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p> <p>a) If no, are two-way radios used by the floor wardens to communicate with a manned location? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p>	<p>The wording for the first two questions has been altered for readability and clarity. The sub-question (a) for the second question has been deleted since it is unnecessary for data collection.</p>

<p>communicate with a manned location? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p>		
<p>NA.</p>	<p>Previous Questions #28 & #29: Please provide additional comments on your building's occupant evacuation plan and its relevance to elevator usage.</p> <hr/> <p>If you would like to upload a section of your building's occupant evacuation plan that describes elevator usage, please provide this information here. <i>The text from the plan will only be used internally for analysis of elevator usage trends and none of the text will be linked to the building or will be quoted in final reports.</i></p> <p>Would you mind being contacted in the future about your building's occupant evacuation plan? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Questions were deleted due to IRB issues with privacy and concerns about participants providing private information about their building, which is unnecessary for this study.</p>
<p>NEW Question #23 and NEW Question #24.</p> <p>Elevator lobbies (used for evacuation) are enclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p> <p>There is a graphical sign posted adjacent to each elevator call station <u>on all floors</u> instructing occupants to use the elevators in case of fire? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p>	<p>NA</p>	<p>Two questions were added to address the needs of the agency sponsor. The questions still ask similar questions to the original questionnaire regarding elevator features in the building, without providing open-ended response options.</p>

<p>NEW Question #25.</p> <p>Please choose the job position that best describes your role in the building. <i>[Drop down menu will include the following list: emergency manager, building manager, fire marshal, safety personnel, fire protection engineer, other engineer, maintenance personnel, building security, none of the above]</i></p>	<p>Previous Questions #30, #31 & #32: What is your job title? _____</p> <p>Please describe your duties in planning for emergencies in your building. _____</p> <p>Please describe your duties in responding to emergencies in your building. _____</p>	<p>The previous Questions #30 through #32 will be replaced with the question, listed above, due to IRB issues with privacy and concerns about participants providing private information about them (which may increase the ability to identify them). This level of detail is also unnecessary for this study.</p>
<p>NEW Question #26.</p> <p>Does your building conduct <u>full building</u> fire evacuation drills at least once per year? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p> <p>a) If yes, how do occupants practice fire evacuation drills? Please mark the option that best describes the building's drill procedures.</p> <p><input type="checkbox"/> Evacuation via stairs only <input type="checkbox"/> Evacuation via elevators only <input type="checkbox"/> Evacuation via both stairs and elevators – occupants' choice during drill <input type="checkbox"/> Evacuation via both stairs and elevators – occupants' assigned</p>	<p>Previous Question #33:</p> <p>Does your building conduct <u>full building</u> fire evacuation drills at least once per year? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p> <p>a) If yes, how do occupants practice fire evacuation drills? <input type="checkbox"/> Evacuation via stairs only <input type="checkbox"/> Evacuation via elevators only <input type="checkbox"/> Evacuation via both, depending upon the needs of the occupants <input type="checkbox"/> It depends, please specify how. _____</p>	<p>Text was altered in Sub-question A. First, the statement "Please mark the option that best describes the building's drill procedures" was added. Second, the last two response options were altered to provide clarity for what EL means by "Evacuation via both stairs and elevators" and also to remove the open ended response option to address NIST IRB privacy concerns.</p>

ahead of the drill		
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Question 10 Table:

Original Question #10.

Complete Table below for each elevator car located in the building:

Elevator Car Number(s) (e.g., 1, 2, C, etc.)	Use of Elevator Cars (e.g., passenger/public elevators, parking elevators, private elevators, freight elevator, service elevator, passenger/service elevator)	Type of Elevator Cars (e.g., electric, hydraulic)	Capacity of Elevator Car (maximum number of people)

Question 20:

Original Question #20.

What types of elevators are used for evacuation during fire emergencies? Please mark all that apply.

- Freight
 Passenger/public
 Parking
 Private
 Service
 Other, please describe: _____

[If the respondent filled out Question 11's chart – redisplay the chart **with all original information from the respondent** with an added column for them to check – as shown here...]

Elevator Car Number(s) (e.g., 1, 2, C, etc.)	Use of Elevator Cars (e.g., passenger/public elevators, parking elevators, private elevators, freight elevator, service elevator, passenger/service elevator)	Type of Elevator Cars (e.g., electric, hydraulic)	Capacity of Elevator Car (maximum number of people)	Please mark which elevator cars are used for evacuation
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

NEW Question #15.

What types of elevators are used for evacuation during fire emergencies? Please mark all that apply.

- Passenger/public
- Private (restricted access)
- Service (i.e., has pads or hooks installed for pads)
- Freight (doors open vertically)

For each elevator type **used for evacuation** (as indicated above), please select the **number** of evacuation elevators at each capacity (in pounds) in the building:

Elevator capacity	Elevator Type Used for Evacuation			
	Passenger/Public Elevators	Private Elevators (restricted access)	Service Elevators (Has pads or hooks installed for pads)	Freight Elevators (Door opens vertically)
2000 Pounds or less	<i>Drop down # list in each empty cell displayed here... 0-50 (elevators)</i>			
2500 Pounds				
3000 Pounds				
3500 Pounds				
4000 Pounds				
4500 Pounds or more				
<i>Capacity of each elevator car indicating the rated load in pounds or kilograms can be found inside the elevator car.</i>				