

MUNICIPALITY OF ANCHORAGE

DEVELOPMENT SERVICES DEPARTMENT
ELEVATOR INSPECTION SECTION



Building Safety Division

REPORTING OF ACCIDENTS AND INJURIES

Incidents/Accidents Involving injury

The equipment owner or a representative of the owner shall report any incident involving injury to a person and that which also involves an elevator or other conveying system, to the MOA Elevator Inspection Section within 48 hours from the time that the injury occurred. If this 48-hour time period falls on a weekend or municipal holiday, the report must be made at the beginning of the next municipal business day. The report of injury may initially be filed by telephone but a written report that outlines the specifics of the accident and relating injuries must still be filed within the required timeline. The report shall be in the form of a written narrative and filed with the jurisdiction by either an email sent to elevatorinspectors@muni.org, a document faxed to (907)249-7936 or a written report delivered in person to Building safety at 4700 Elmore Road, Anchorage, Alaska.

Incidents/Accidents Involving fatality or Serious Injury

The equipment owner or a representative of the owner shall first report the incident to the 9-1-1 Emergency Call Center if required and not already dispatched and then Immediately report by telephone to the office of the MOA Building Official, any accident that involves an elevator or other conveying system and that which resulted in a fatality or injury that required the care of a licensed physician. If the Building Official's office is closed, the Equipment owner or representative of the owner shall notify the office of the Building official at the beginning of the next available municipal business day.

The scene of the accident must be secured and not disturbed to any greater extent that is necessary to facilitate an extraction of injured or trapped passengers, treatment of injured persons and/or to safeguard against additional injuries and hazards. The equipment must be removed from service and must remain out of service until such time that the Building Official has assigned an inspector(s) to investigate the accident and inspect the equipment to verify that the device is safe to use and return to "Active" status. Any necessary Investigation and Inspection fees will be levied at the applicable hourly rate.

MOA Elevator/Escalator Injury Reporting Form

Immediately contact MOA Building Safety at 343-8301 for accidents involving an injury or fatality. Within 48 hours of the incident e-mail reporting form to elevatorinspectors@muni.org, fax to 907-249-7936 or otherwise deliver to Elevator Inspections, 4700 Elmore Road, Anchorage Alaska, 99507.

MOA Tag #: _____ Designation #: _____ Serial #: _____ Class: _____

Building Name: _____ Address: _____

Description of incident – attach any supporting documents if necessary:

Did the person receive medical attention? **YES** **NO** If yes, please describe:

Contact information of person filing this report:

Name: _____

Title: _____

Phone: _____

Email: _____