Elevator Emergency Procedures

Emergencies
In the event of a building evacuation or emergency, elevators are reserved for police and fire personnel only. Walk to the nearest exit and assist the disabled, as necessary.

Elevator Malfunctions
If an elevator malfunctions, phone the Facilities Management Service Center at X3494 during normal business hours 8 a.m. – 5:00 p.m. During non-business hours, call the University Police at x 2515. Identify both the nature of the problem and location of the elevator.

Trapped in an Elevator
If you are trapped in an elevator, remain calm. Use either the elevator phone or push the phone button to automatically connect to University Police.

1. Identify the problem and the location of the elevator.
2. If the phone or phone button does not work, press the red alarm button and await assistance.
3. Do not attempt to open doors and climb out as the elevator is still capable of moving.
4. An elevator maintenance company is on call 24 hours a day. They will be notified to respond immediately. Please remain calm, sit down, and await assistance.
5. Anyone hearing the elevator alarm is to immediately notify University Police at x2515.