

Elevator Safety & Crises Checklist



Elevator Safety

1. Observe elevator interior before entering. Wait until the next elevator if you are uncertain of any occupant.



2. Females riding the elevator alone should *always* stand near the control panel. If accosted, press ALL buttons.

3. If a suspicious person enters the elevator, exit before the door closes.



4. Before exiting from the elevator, observe the corridor for suspicious activity.

Elevator Fire Safety



- AVOID using an elevator during a fire.

- Many elevators have Automatic Recall to the lobby in a fire and must then be overridden with a key by the fire department.



- During a fire it isn't an elevator, it's a chimney.

If you are trapped in an elevator



1. Open the phone box in the elevator and press the button. You should be connected to either the elevator service company or 9-1-1.



- If 9-1-1 – Provide them with the building name and address where the elevator is located.
- Inform them that you are stuck in the elevator.
- Let them know which elevator you are stuck in and the floor location.

2. *REMAIN CALM - DO NOT PANIC.*



3. *DO NOT attempt to force open the doors or crawl out of an elevator stuck between floors.*

