



SECTION: RM
TOPIC: EMERGENCY PROC 03
ELEVATOR
FEBRUARY, 2002

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: EMERGENCY PROCEDURES – ELEVATOR EMERGENCY

1. Remain calm.
2. Do not force the elevator open.
2. Open telephone panel door located on the wall in the elevator.
3. Pick up telephone receiver or push the button in the box in the elevator to talk. Upon pickup, it will automatically dial through to 911. If the phone is inoperable, press alarm button.
4. Contact appropriate personnel to report malfunction.
5. Obtain assistance on an emergency priority basis for repair.

END OF PROCEDURE