

# Elevator Safety Tips

## When you approach the elevator:

- Know your destination. Push elevator CALL button for the direction you want to go.
- Stand aside for exiting passengers.
- Wait for the next car, if the elevator is full. Pay attention to payload limits.
- Take the stairs if there is a fire.
- Don't try to stop a closing door. Wait for the next elevator.

## When you enter and leave the elevator:

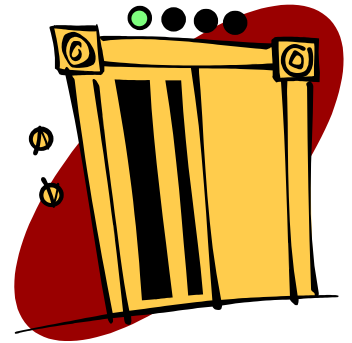
- Enter and exit carefully. Step up or down if the elevator floor and hall floor are not level.
- Hold children firmly.
- Stand clear of the doors - keep clothes and carry-ons away from the opening.
- Push and hold the DOOR OPEN button if doors need to be held open, or ask someone to push the button for you.

## When riding on the elevator:

- Stand next to the elevator wall, if possible, stand next to the control panel.
- Hold the handrail, if available.
- Pay attention to the floor indications.
- If the doors do not open when the elevator stops, push the DOOR OPEN button.

## What to do if the elevator stops:

- Stay calm. You are safe in the elevator.
- Use the telephone to call for help. It is directly connected to University Police. Also, push the ALARM button to notify others in the building that may be waiting for the elevator. They can also follow-up and notify the University Police.
- Do not attempt a rescue until University Police officials arrive to assess the situation.
- If the elevator is between floors, do not try to open the doors.
- Do not try to climb out the car hatch.



## Elevators can be dangerous under certain circumstances, so...

- Before entering an elevator, look at the people already in the car. If you are uneasy, wait for the next elevator.
- If a suspicious person enters an elevator, get off right away.
- If you notice that a person in the elevator has not pushed a floor indicator button, do not get off at your floor. Either get off with other passengers leaving the elevator or try to go back to the lobby and report the suspicious activity to someone there.
- Stand near the elevator's control buttons. If threatened or attacked, sound the alarm and push as many floor buttons as possible.



## Please remember...

In our older buildings, the elevators are to be used for the disabled and to move equipment only. Elevator overuse will cause the elevators to have mechanical problems. If you are an individual that is able, please take the stairs at all opportunities.