



# Elevator Safety Guidelines

## You SHOULD:

- Watch your step when entering or exiting an elevator.
- Stand aside and allow exiting passengers to get off before entering.
- Push and hold the DOOR OPEN button if doors need to be held open for someone approaching to get on; don't hold open using your arms or feet.
- Use the stairs if there is a fire in the building or other situation that could lead to a disruption in electrical service. Elevator shafts are often not sealed and act as a chimney when fire is present.
- Check the posted capacity of elevators and not get onto an elevator that is already at capacity. Wait for the next elevator if the car is full or if there is not enough room to stand comfortably in the elevator cabin.
- Discourage unsafe behavior by others in and around elevators.
- Report elevator vandalism promptly to the Department of Public Safety; reports may be submitted anonymously.
- Report any elevator-related accidents promptly to the Department of Public Safety.
- Push the alarm button and as many floor buttons as possible if you suspect trouble or are attacked so that the elevator will stop quickly at the next floor. Don't get into an elevator with someone who makes you feel uneasy.

## You Should NEVER:

- Interfere with closing doors. Wait for the next elevator.
- Attempt to pry open elevator doors.
- Attempt to enter the hoistway outside the elevator cabin.
- Jump up and down.
- Cram into an elevator that is exceeding its capacity; actively discourage anyone else from cramming into an elevator.
- Block the doors open with any kind of equipment or box, or with your foot or arm. In newer elevators, holding the doors open will cause the elevator to “time out” and shut down as a safety feature. In that situation, a mechanic must reset the controller to re-start the elevator. Use the DOOR OPEN button on the floor selector panel to hold doors open longer than the normal timing sequence allows.



## If the Elevator Is Not Working and You Are Inside

- When the elevator stops, first try the DOOR OPEN button. If the doors won't open, ring the ALARM button and wait for assistance. Use the emergency phone if one is available.
- Remain calm and communicate with those outside. Cell phones may work inside an elevator. If you have one and it is receiving a signal, call the Department of Public Safety at 763.1131. If you do not have a cell phone, ask those outside the elevator to make the call.
- Sit down and stay in the elevator, away from the doors, in case rescue personnel open them. **NEVER ATTEMPT TO CRAWL, JUMP OR CLIMB OUT OF AN ELEVATOR BETWEEN FLOORS**
- Never attempt to get off a stalled elevator without emergency personnel present.
- Do not attempt to exit an elevator that is not properly aligned with a floor unless there are emergency personnel present to assist in evacuation.

Residents or students who tamper with or abuse any of residence hall elevator equipment or controls or who create an unsafe environment for themselves or others in or around elevators are in violation of community living standards and will be subject to the Housing conflict resolution process.