



UNIVERSITY of ARKANSAS

1871

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Physical Plant

MEMORANDUM

All Deans, Directors, Department Heads, and Building Executives

October 22, 2002

Elevator Safety

The week of November 10th – 16th is “National Elevator Safety Awareness Week”. It is time to once again remind the campus community about the proper procedures for extricating someone from a non-functioning elevator.

NOTICE

IF THE ELEVATOR MALFUNCTIONS OR IS STOPPED, PLEASE OBSERVE THE FOLLOWING SAFETY PROCEDURES:

DO NOT ATTEMPT TO PRY OPEN THE DOORS AND EXIT THE ELEVATOR, AND DO NOT ALLOW SOMEONE OUTSIDE THE ELEVATOR TO ATTEMPT TO RELEASE YOU. IF THE PROPER RESCUE PROCEDURES ARE NOT FOLLOWED, THE ELEVATOR COULD MOVE UNEXPECTEDLY, CAUSING SERIOUS INJURY OR DEATH. PLEASE STAY CALM AND BE PATIENT; AS ANY ALTERNATIVE ESCAPE ATTEMPT COULD PROVE RISKY TO YOU OR YOUR RESCUER.

USE THE EMERGENCY INTERCOM TO CONTACT UAPD DISPATCH. PUSH (DO NOT HOLD DOWN) THE BUTTON ON THE INTERCOM. YOU ARE IMMEDIATELY CONNECTED TO THE DISPATCHER. IT IS NOT NECESSARY TO PUSH THE BUTTON FOR FURTHER COMMUNICATION. THAT LINK WILL STAY OPEN UNTIL THE DISPATCHER TURNS IT OFF. THE DISPATCHER WILL KNOW WHAT ELEVATOR YOU ARE LOCATED IN DUE TO A BUILDING ID SYSTEM. THE UAPD DISPATCHER WILL INITIATE THE PROPER RESCUE PROCEDURE, AND STAY ON THE LINE WITH YOU UNTIL YOU ARE SAFELY RELEASED FROM THE ELEVATOR.

OTIS ELEVATOR PERSONNEL ARE ON STANDBY TWENTY-FOUR HOURS A DAY, SEVEN DAYS A WEEK, AND WILL RESPOND IN MINUTES.

Only personnel from Otis Elevator Company (or emergency personnel in their absence) are authorized to rescue trapped elevator passengers. They are properly trained in the required procedures that must be followed in order to safely remove someone from an elevator. The power to the elevator must be disconnected, and several other procedures followed, prior to the rescue.

Please share this with all building occupants, and contact me if you have any questions, or need additional information about this utmost safety reminder.

Sincerely,

Leo Yanda
Director