**Elevator Safety**

**When waiting for elevators:**
- Know your destination
- Push the elevator call button once for the direction you want to go in
- Look and listen for the signal announcing your car’s arrival
- Be aware of health conditions that could contribute to falls or accidents
- Stand clear of the elevator doors and stand aside for exiting passengers
- If the arriving car is full, wait for the next car

**Don’t attempt to maneuver in or stop closing doors, wait for the next car**
- In case of a fire or other situation that could lead to a disruption in electrical services, take the stairs

**When boarding elevators:**
- Push and hold the DOOR OPEN button if doors need to be held open, or ask someone to push the button for you
- Never try to stop a closing door, wait for the next car
- On board, quickly press the button for your floor (not required on destination dispatch elevators) and move to the back of the car to make room for other passengers

**When riding elevators:**
- Hold the handrail, if available
- Stand next to the elevator wall, if available
- Pay attention to the floor indications and announcements when provided

If the doors do not open when the elevator stops, push the DOOR OPEN button

**When exiting elevators:**
- Exit immediately at your floor. Do not wait for others behind you
- Do not push the people in front of you when exiting
- Watch your step! The elevator car may not be perfectly level with the floor

**In the event of an elevator emergency:**
- If the elevator should ever stop between floors, do not panic, there is a supply of air in the elevator
- Never climb out of a stalled elevator
- Above all, wait for qualified help to arrive and never try to leave an elevator that has not stopped automatically
- Emergency lighting will come on in the event of a power failure

Use the ALARM or HELP button, then telephone or the internet to call for assistance

**Incident of Fire**

USE STAIRWAYS
DO NOT USE ELEVATOR

**Helpful Tips:**
- Call for help if you need it
- Use the alarm button if you need assistance
- Wait for qualified help to arrive

HELLO, I NEED HELP...