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 the event 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
- Once on board, quickly press the button for your floor (if 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

In the event of an elevator emergency:

- If the elevator should ever stop between floors, do not panic, there is a phone in the elevator
- Never climb out of a stalled elevator
- Above all, wait for qualified help to arrive; never try to listen in an elevator that has not stopped
- Emergency lighting will come on in the event of a power failure

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 CASE OF FIRE USE STAIRWAYS DO NOT USE ELEVATOR

HELLO, I NEED HELP...

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