

# UNIVERSITY OF TOLEDO

SUBJECT: PASSENGERS INSIDE  
MALFUNCTIONING ELEVATORS

Procedure No: S-08-006

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## PROCEDURE STATEMENT

Passengers trapped inside malfunctioning/stopped elevators will not be extricated from the elevator until it can be done safely.

## PURPOSE OF PROCEDURE

To provide for the smooth functioning of all campus elevators. To also provide for safe, quick removal of any and all passengers who are trapped inside an elevator when that elevator stops working, so that no injury and/or loss of life occurs.

## PROCEDURE

1. When a passenger becomes trapped in an elevator, the passenger or an observer should notify dispatch of the situation at 419-383-2600.
2. The dispatcher shall immediately establish communication with the passenger(s) via phone if the elevator is equipped with one.
3. The dispatcher shall then notify Facilities Maintenance. As appropriate, Facilities shall notify the elevator company.
4. Passengers will not be extricated until the elevator company's service representative has secured the elevator car to prevent a sudden unexpected movement of the car. In the event of a medical emergency in a Hospital elevator, the decision to evacuate will be made by the House Supervisor, University Police and Facilities Maintenance. In other campus locations, University Police will contact the respective building coordinator and if necessary Emergency Medical Services of Lucas County to determine the urgency of passenger extrication.

Source: Safety & Health Committee

Effective Date: 6/8/92

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