



UNC CHARLOTTE

Environmental Health and Safety

January 2017

### OVERVIEW OF FACT SHEET

The purpose of this fact sheet is to educate the campus community and ensure the safe and effective rescue of personnel that may become trapped in an elevator on campus.



If you have any questions regarding elevator rescue, contact the [Environmental Health and Safety Office](#) at 704-687-1111. We provide training, conduct building inspections, and assist with emergency building evacuation drills.



# Elevator Rescue

### For example:

- Elevator doors do not open.
- Elevator moving with doors open.
- Elevator doors open in between floors.
- Elevator does not have power or lights.
- Any malfunction of the elevator that could lead to serious injury, if not corrected.

### What do you do if you are trapped?

- Use elevator phone to call Police and Public Safety (PPS) dispatcher directly and report you are trapped in an elevator.
- Tell the dispatcher the name of the building and location of the elevator. Report any injuries and the number of individuals on the elevator.
- The Police and Public Safety dispatcher will send a campus police officer to your location and call the appropriate elevator company.
- If there is a medical emergency, the Police and Safety dispatcher will contact Charlotte-Mecklenburg Fire and EMS.
- A campus police officer will stay on the scene to keep you informed of the steps being taken for evacuation. The campus police officer is not allowed to attempt to open the elevator door.
- Upon arrival, Charlotte-Mecklenburg Fire Department will take command of the rescue.

### What do you do to retrieve property dropped down an elevator shaft?

- Notify the Facilities Management Zone 5 Supervisor of the items; identify the location of the building and elevator.
- Facilities Management will complete a work order to have the elevator service company retrieve the loss property.
- No University personnel, student or visitor should attempt to retrieve property from an elevator shaft.

### GROUP DISCUSSION TOPICS:

- Am I safe while trapped in an elevator?
- How long will it take to rescue?
- What if I am claustrophobic and I have a panic attack?