

Elevator Malfunction

1. If you are trapped in an elevator, press the “call button” or use the emergency phone to notify Campus Safety. The telephone will automatically ring at the UW-S Campus Safety Office or remote radio.
2. If the phone is inoperable, turn on the emergency alarm which will signal for help.
3. ***DO NOT ATTEMPT TO EXIT A STALLED ELEVATOR UNLESS TOLD TO DO SO BY EMERGENCY RESCUE STAFF.***
4. If a person is stranded in an elevator: ***DO NOT ATTEMPT TO FORCE OPEN THE ELEVATOR DOORS. BE PATIENT.***
5. If you receive notice that an elevator has malfunctioned, notify Campus Safety at the designated emergency response number. Provide the following information:
 - a. Your name
 - b. Building
 - c. Floor
 - d. Present situation
6. A person stranded in an elevator needs to be reassured that his/her alarm has been noticed and help is coming. Keep in contact until help arrives.

If you should find an inoperative elevator without occupants, notify Campus Safety (394-8114) and Facilities Management (394-8120).