

ELEVATOR EMERGENCY

WHAT YOU SHOULD DO

1. Use the elevator phone to call BW Security dispatch
 - a) Tell the dispatcher your name and that you are stuck in an elevator
 - b) Tell the dispatcher what building you are in and which elevator
 - c) Tell the dispatcher if others are in the elevator with you and how many
2. If the elevator you are in has no phone or it does not work, push the 'emergency' or "bell" button until you hear acknowledgement that help is on the way
3. Do not attempt to exit the elevator through a hatch or pry the doors open.
4. Do not exit the elevator if the doors open and you are between floors, unless instructed to do so by emergency personnel. The elevator could move, endangering your life

WHAT WILL HAPPEN

1. The dispatcher will notify BW Security and Maintenance to respond
2. Maintenance will respond and allow safe exit from the elevator. The fire department or elevator company will be called if further help is needed