

<b>WASHINGTON ADVENTIST UNIVERSITY</b>  <b>DEPARTMENT OF SAFETY AND SECURITY</b>  <b>UNIVERSITY EMERGENCY PLAN</b>	<b>APPLICABILITY:</b> <b>ALL UNIVERSITY BUILDINGS</b>		
	<b>ISSUE DATE:</b> <b>9-4-2013</b>	<b>PAGE NUMBER</b> <b>1 of 5</b>	<b>REVIEW</b>
	<b>TITLE: Elevator Entrapment</b>		

## Policy

Emergency response for all elevators shall be conducted in accordance with this policy.

## Authority and Responsibility

*Departments* responsible for coordinating this policy are:

1. Safety and Security Department ;
2. Facility Services Department

## Elevator Locations

1. **Wilkinson Hall**  
Elevator Telephone Num. **301-891-4091** (both).
2. **Science Building**  
Elevator Telephone Num. **301-891-4049**
3. **Music Building**  
Elevator Telephone Num. **301-891-4150**

All *departments* are responsible for testing the communication systems in elevators on an monthly basis.

All *contractors and sub-contractors* are responsible for:

1. Understanding the University's Elevator Safety Policy; and
2. Complying with lockout/tag out procedures during servicing and maintenance activities.

## Elevators

This policy shall include all present and future elevators as outlined below:

1. Passenger elevators;
2. Freight elevators;

**Note:** All manual switch elevators shall only be operated by a qualified employee.

## Unoccupied Elevator Failures

If an unoccupied elevator fails, contact the appropriate department responsible for the building as listed below:

- Facilities Operations (301-891-4161); or
- Safety and Security (301-891-4019).

When reporting an elevator failure, provide the location (e.g., building, address) and elevator number. The appropriate department shall:

- Dispatch a University employee (e.g., facility engineer, electrician and Security) to respond to the call;
- Confirm that an entrapment issue does exist;
- Contact the elevator contractor for a service request and determine the estimated time of arrival; and
- Place an “Out of Service” sign on the elevator if the estimated time of arrival is in excess of 30 minutes.

**Note:** No University employee shall attempt to reset the elevator, open the shaft or pry open the doors.

## Occupied Elevator Failures

If you are trapped inside an elevator, activate the elevator emergency phone to notify the University Security Department. The University Security Department shall notify the Facility services department responsible for the building and the Montgomery County Fire Department when there are injuries or life threatening hazards. If a student is involved in the entrapment, then the VP of Student Life or On-Call shall be contacted. If you are outside an elevator and have knowledge of someone trapped inside the elevator, contact the appropriate department responsible for the building as listed below:

- Facility Services (301-891-4161); or
- Safety and Security (301-891-4019).

When reporting an elevator failure, provide the following:

- Caller’s name;
- Location (e.g., building, address, floor);
- Elevator number;
- Elevator location call back number;
- Problem (e.g., stalled, stuck between floors, people trapped);
- Number of people trapped;
- If any trapped persons are students; and
- Any injuries, life threatening conditions or additional information.

The appropriate department shall:

- Dispatch a University employee (e.g., facility engineer, electrician, security) to respond to the call;
- Contact their elevator contractor for a service request and determine the estimated time of arrival;
- Communicate to the trapped persons inside the elevator that help is on the way;
- Ascertain if there are any injuries, severe sense of panic or life threatening conditions inside the elevator;
- If so, notify the University Security immediately to ensure the Montgomery County Fire Department is dispatched; and
- Maintain communication with the elevator contractor at all times to avoid activities that could endanger passengers, mechanics, or other people responding to the scene.

**Important Telephone Numbers:**

<b>WAU-Safety and Security Dept.</b> G-4 General Services (Num. 6) 7600 Flower Ave, Takoma Park, Maryland	<b>301-891-4019</b>
<b>WAU-Facility Services Dept.</b> G-2 General Services (Num 6) 7600 Flower Ave, Takoma Park, Maryland	<b>301-891-4161</b>
<b>Montgomery County Fire Department.</b> Volunteer Takoma Park Fire Station	<b>911</b>
<b>Takoma Park Police Department.</b>	<b>911</b> <b>301-270-1100</b>
<b>Kone Elevator</b> (for Wilkinson Hall and Science building).	<b>1-877-276-8691</b> <b>301-459-8660</b>
<b>Otis Elevator</b> (only for the Music Building) 1017 Brightseat Road Landover, MD. 20785	<b>1-800-233-6847</b>

## Elevator Safety Monthly Inspections:

- Safety and Security department will conduct a monthly safety inspection for each car, that will inform the date of the inspection, time of start and end of the inspection, building name and number, elevator car number, officer conducting the inspection and items to be inspected; emergency bell, emergency telephone devices (two ways), all (light) bottoms are working and any visual damages to that particular elevator. A log book will be at the Safety and Security office.

Date of Insp:	Time Started:	Time end:
Building Name and Num. Elevator (car) Num # Officer conducting the Inspection:		
Item to be Inspected:  -Emergency Bell:  -Emergency telephone:  -All Bottoms (floor) are working? :  -Any visual damages:		

# Elevator Emergency Response Report

## WASHINGTON ADVENTIST UNIVERSITY DEPARTMENT OF SAFETY AND SECURITY

### ELEVATOR EMERGENCY RESPONSE REPORT

Date:	Call received:	Officer respond:
Time at the Scene:		
DFS responder:		
Building and car number:		
Montgomery county Fire department was called:		
Engine arrived:	Supervisor name:	Time left:
Number of people entrapped:		
Names of victims:	Address	Telephones
Narratives:		
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