

ELEVATOR EMERGENCY PROCEDURES FOR PERSON(S) TRAPPED IN ELEVATOR

RESPONSE ACTION	WHO IS RESPONSIBLE
1. If an elevator stall occurs, use the elevator phone/emergency call button. This device is programmed to contact the NEISD Police Department.	Person(s) trapped in elevator
2. Stay calm and do not attempt to climb out. Be patient and wait for emergency assistance. Help is on the way.	Person(s) trapped in elevator
3. If the elevator phone/emergency call button is not working, call any of the following: A. NEISD Police 407-0925 or 407-0911 B. Facility Maintenance 356-9327 or 356-9324 Be ready to provide Name of School and Elevator Location (for example, gym, main building, B Wing, etc.)	Person(s) witnessing others trapped in elevator Stay calm and reassure person(s) in elevator that help is on the way.
4. If person(s) in elevator has special medical needs, panics, or if elevator technician does not arrive within 15 minutes of being called then call the local Fire Department by calling 911	Person(s) witnessing others trapped in elevator Note: Do not attempt to rescue person. Allow professional rescue personnel to handle the situation.

RELATED RESPONSE ACTIONS

*Medical Emergency	*Power Outage
SCHOOL DISTRICT RESOURCES	COMMUNITY RESOURCES
*Campus Critical Incident Response Plan *District Critical Incident Response Plan *Community Notification Plan	*Local Fire Department - 911 *NEISD Police Department 407-0925 or 407-0911 *Facility Maintenance 356-9327 or 356-9324

July 17, 2023