

IN ALL CASES OF ELEVATOR MALFUNCTION, INCLUDING AN ELEVATOR STOPPED BETWEEN FLOORS, THE FOLLOWING PROCEDURE SHALL BE IMPLEMENTED:

1. Ensure any persons in the elevator have picked up the emergency phone and have made contact with the elevator company.
2. Reassure any persons in the elevator. **DO NOT LEAVE ALONE.**
3. In the case of a medical emergency, such as the confined persons requiring assistance, activate the emergency medical system by calling 911.
4. Other Emergency Numbers:
 - St. Thomas Ambulance – 911
 - Clayton Watters
 - Jim Carter
5. **DO NOT ATTEMPT TO REMOVE PERSONS INSIDE.**