University of Miami

Elevator Emergency Procedures

In the event that YOU are trapped in an elevator use the following in the order listed:

**Use the emergency phone / call button**

1. The button or phone is located on the elevator panel or behind a door on the panel.
2. These devices are self-dialing and connect you to campus police or security.

**Use your cellular phone**

1. Call Public Safety.
   a. Gables (305-284-6666)
   b. Medical (305-243-6000)
   c. RSMAS Security (305-710-7991)

**Notify others within the vicinity of the elevator(s)**

1. By pressing the emergency alarm button, that sounds an audible alarm that can be heard by people walking by the elevators.
2. By shouting if necessary to attract attention.

**Remain CALM and STAY in the elevator car**

1. Do NOT attempt to force open/or exit the elevator.
2. Wait for the Fire Department/Rescue personnel and follow their instructions upon their arrival.
3. As a last resort, in the unlikely event that you are not able to communicate with University Security due to technical, mechanical failures, call 911 and advise them of your situation and location.

**Provide the following information**

1. Your name.
2. Building name (street address if calling 911).
3. Elevator number and floor if known.
4. Remain on the line until told to hang up.