

Elevator Safety in the Interior Complex

Elevator tragedies in the community is cause for us to reflect on safety issues in general and elevator safety in particular.

Please review the procedures below which outline the proper steps to take in the event you become entrapped in an elevator:

1. First, remain calm.
2. **Do not** attempt to pry the doors open and/or exit the elevator cab. Though being entrapped on an elevator is unnerving, it is much safer to remain in the cab and wait for emergency-response personnel to respond.
3. Use the telephone in the elevator cab to contact emergency-response personnel in the order shown below. These instructions and telephone numbers are posted in each elevator cab.
 - a. Elevator Shop.
 - b. Buildings Manager's office.
 - c. The General Services Administration (GSA) Control Center.
 - d. Security guard at the C Street entrance.

In the rare event that the telephone does not work, press the button located on the elevator control panel to sound the alarm bell.

4. You will be asked to provide the name of the building (e.g., Main Interior Building or South Interior Building), the elevator cab number (which is posted inside the elevator cab), and the telephone number in the elevator. If possible, provide the approximate location of the elevator cab (e.g., between the 4th and 5th floors) within the elevator shaft.
5. When you have reported the problem to the proper authority, discontinue any unnecessary use of the telephone. It may be necessary for emergency-response personnel to call you to give you specific instructions. Rest assured in the knowledge that help is on the way.

Our elevator operation and safety record for the Interior Complex is excellent. This is primarily due to the efforts by our in-house staff and contractor, Warfield & Sanford, Inc. We sustain a rigorous maintenance program and regular inspections are performed by both our licensed in-house inspectors and elevator inspectors from the GSA. Our elevator contractor is on duty from 6:00 a.m. - 6:00 p.m. on government workdays and is required to respond within one hour for after normal duty hours emergencies.

Elevators are, however, comprised of extremely complex mechanical and electrical systems in which malfunctions do occur and occasionally result in a passenger entrapment. Especially, be aware of leveling problems that can pose a tripping hazard. We urge you to promptly report any apparent malfunctions or anomalies to the Buildings Manager's office. Please include the elevator number (located inside the cab and outside the elevator above the doors) when reporting service calls.

To ensure your safe removal from a malfunctioning elevator, it is important that you comply with these procedures.

Thank you for your attention and cooperation in this matter. If you have any questions or comments, please feel free to contact the Building Manager's Office on 208-7560.