EMERGENCY CALLS ON ELEVATORS

1. During regular working hours, contact the Library Office. If no one is available there call the Plant Office at 357-5581 or the Maintenance of Buildings Office at 357-5151. After office hours, contact University Police at 357-5431.

2. Determine if the person inside is panicky; if so, reassure him/her that help is on the way and try to either stay or have someone else stay with the person. Keep talking to the person in a calm voice.

3. Do not try to open doors, and tell the person(s) inside to not do so.