

X.

ELEVATOR FAILURE / POWER OUTAGE

ELEVATOR FAILURE

If the elevator fails and you are inside:

- Remain calm
- If the elevator has stopped due to a power outage, emergency power should come on automatically and bring the car to the main lobby. This may take several minutes. Do not panic.
- If the elevator stopped due to a mechanical problem, you will need to signal and call for help.
- Press the emergency bell button on the control panel. A local alarm will sound and attract attention.
- Activate the emergency telephone in the elevator; wait for the monitoring operator to respond. Give the operator your name, the address of the Building and the nature of the situation. The operator will notify the appropriate personnel.

POWER OUTAGE

The building is equipped with an emergency generator that is designed to start automatically in the event of loss in power. The emergency generator will supply power for emergency lighting in offices & stairwells, power to the life safety equipment, and power to the elevators.

Actions to Follow:

- Remain calm
- Keep flashlights with extra batteries in the office
- Do not use the elevators, use stairwell if you must exit
- Turn off or unplug electrical equipment to reduce the load on the Building when power is restored and to prevent damage from possible electrical surge.
- Place absorbent materials around the base of refrigerator
- The Fire Safety Director will attempt to determine the cause and duration of the outage
- Listen for announcements over the Public Address System