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| Name of Appendix: | **Rescuing a person trapped in an elevator** |
| General  | 1. | A university employee who hears the elevator emergency alarm ringing or calls for help from the elevator, must go immediately toward the elevator shaft and, if possible, identify the location of the elevator and notify those trapped inside that someone is aware of their situation and that rescue efforts are underway. The person should remind them that (for safety’s sake) they must not smoke in the elevator and they should not “play” with the elevator mechanism. The person who found the people stuck in the elevator should return to them every few minutes to encourage them until professional help appears on the scene. |
| Safety directives | 2. | As soon as the first one to arrive gives the people trapped in the elevator a “calming message” as aforesaid, he should try to call for professional help from the Systems Unit using the in-house phone, or if there is none, then directly. After regular work hours of the Housekeeping Administration, the person who found the people should call the Security Unit for assistance. The Unit will call for professional help according to the (updated) instructions in its possession.  |
|  | 3. | In the event of a power outage in a building, the building custodian should act as if there are people trapped in the elevator of the building for which he is responsible, until it is proven following the most stringent inspection that all of the elevators are, in fact, empty. |
|  | 4. | In any case, any rescue from an elevator must be conducted according to the following order of actions, preferably performed by at least two people, with one of them being skilled and experienced. |
|  |  | * 1. Enter the elevator machine room and immediately disconnect the main power to the elevator.
	2. Hold on to the elevator flywheel and release the elevator brake using the special “release handle” that should be kept in the elevator machine room.
	3. Turn the flywheel until the elevator reaches (going up or going down) the closest floor – while emphasizing that it is forbidden to leave the elevator yet.
	4. Re-engage the elevator brake by removing the “release handle” and giving permission to leave the elevator.
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|  | 5. | Only a certified electrician may restore power to the elevator. |
| Responsible for performance | 6. | The building/block manager is responsible for supervising performance of these directives. |