

**LAWRENCEBURG PUBLIC LIBRARY DISTRICT
ELEVATOR ENTRAPMENT PROCEDURE
Children's Area to Business and Technology Offices**

Regular maintenance minimizes the chance of elevator failure. However should a malfunction occur the car will not fall, nor will you run out of oxygen.

NEVER USE THE ELEVATOR DURING A FIRE OR A SEVERE WEATHER WARNING.

If the elevator stops:

1. Push the "Alarm" button on the panel.
2. Grasp the handle on the panel below the button panel and pull open the door to the emergency phone.
3. Push the button inside to dial 911.
4. Leave the panel door to the phone box open. Library staff or emergency personnel will dial in to speak with you.
5. Do not try to force the elevator doors open or to get out of the elevator in any other way.
6. Remain calm and assist anyone else with you in remaining calm.
7. Communicate any relevant information to library staff or emergency personnel via the emergency phone box.

When Library staff becomes aware of an elevator entrapment through either notification by 911 personnel or via the alarm bell, they are to phone into the elevator car by dialing 539-2106. A recorded message will indicate that you have reached the emergency phone for the LPL elevator and instruct you to push 1 to speak with the occupants. When 1 is pushed the light in the emergency phone box will flash and occupants will be able to speak to the staff member on the phone. Staff should reassure occupants that assistance is on the way.

The Elevator is maintained by Abell Elevator Company 1-317-299-8204.