



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

## ELEVATOR INCIDENT

# CSUDH Emergency Information for Students, Faculty & Staff

### USEFUL TELEPHONE NUMBERS

**24-Hour Emergency:**  
911

**24-Hour Emergency  
(from cell phone):**  
(310) 243-3333

**24-Hour Non-Emergency:**  
(310) 243-3639

**Emergency Preparedness:**  
(310) 243-2751

**Office of the Chief of Police:**  
(310) 243-2009

**Environmental Health & Safety:**  
(310) 243-2895

**Student Health Center:**  
(310) 243-3629

**University Hotline:**  
(866) 747-8827

### INSIDE THE ELEVATOR:

1. Press the **ALARM** or **EMERGENCY CALL** button in the elevator to activate the intercom.
2. Speak to University Police personnel.
3. Report the car number, describe the problem, identify the car's location, and account for any other elevator occupants.
4. Remain calm. Elevator engineers will be dispatched by the University Police and/or Facilities to assist you. Lights inside the car may be inoperable.
5. Do not force elevator doors open or climb out of the car's ceiling unless assisted by Elevator Engineers.
6. Do not attempt to exit an elevator if the doors open between floors.

### OUTSIDE THE ELEVATOR:

1. Call University Police or the Facilities Department to report a malfunctioning elevator.
2. Do not use the malfunctioning elevator.
3. Do not force the elevator doors open to free occupants inside the car.

### EVACUATIONS:

**Do not use an elevator to evacuate a building during a fire or after an earthquake!**