

UW Whitewater Police



Elevator Evacuation Procedures

Number: 100.24	No. Pages: 2		
Special Instructions: 10/13/2025	Date Reviewed: 10/13/2025	Date of Next Review: May 2029	
Approved By: Chief Kiederlen	Effective Date: 4/27/2011	Revised Date: 10/13/2025	Revision number: 4

I. Purpose

The purpose of this General Order is to provide officers with direction in the Evacuation of an elevator.

II. Policy

It is the policy of the UW-Whitewater Police Department (UWWPD) that all officers will be properly trained in the elevator evacuation procedures and will evacuate all person(s) trapped in elevators whenever an elevator technician is not on campus. If the evacuation needs more technical assistance than what the officer is trained for then Facilities Planning and Management (FP&M) Answering Service will be called to have an elevator technician respond.

III. Procedure

- A. An officer(s) must determine that a person(s) is stuck in an elevator, and an elevator technician is not currently on campus.
- B. If an officer can make verbal contact with the person(s) inside they will determine if there is any medical assistance that will be required. If medical assistance is needed Whitewater Rescue will be requested to respond to the scene.
- C. An officer will then notify people inside of the elevator that they are going to shut the power off to the elevator.
- D. The officer will power the elevator down with the power switch located in the elevator mechanical room.
- E. The officer will utilize the elevator key to open the exterior doors of the elevator and assist with the evacuation of the person(s) inside.
- F. The officer will leave the elevator powered off and contact FP&M answering service, send an email to the university elevator technician, and notify appropriate building contact.