

## 2023/24 QFHS Student Elevator Use Policy

Quest Forward High School is pleased to offer the use of a school elevator. The use of the elevator will be made available to any person who has a disability which prevents them from using the stairs. This disability may be permanent or temporary e.g., broken limbs, medical conditions, etc..

Medical documentation of a disability must be filed with student services to allow elevator access. At the time documentation is received, an elevator pass will be issued at no cost. Any necessary training will also be provided at that time. Regular reviews of disability documentation will be conducted. All permanent or temporary medical need paperwork must come from a physician and include a start and end date.

Workers, visitors and staff may use the elevator when it is necessary to relocate equipment from one floor to another.

The school will ensure that the elevator is properly maintained and that safety measures are put in place.

Any misuse of the elevators by any student will result in disciplinary action.

### **Elevator Rules:**

- Use of the elevator is restricted to only those with special needs.
- Never use the elevator if there is a fire in the building.
- Do not use the elevator in the case of severe weather conditions as power outages are at a greater risk.
- Always enter and exit the elevator at designated floor alignments. Look to see that the elevator is there and properly aligned with the floor you are standing on. Attempting to exit the elevator when improperly aligned may result in serious injury.
- In the event that the elevator becomes stuck while occupied, passengers should stay calm and get help via the elevator phone, emergency call button, or cellular phone. Do not attempt to pry open the doors or climb up on top of the elevator to access the upper floor. If the elevator becomes stuck between floors, but the doors open, do not attempt to climb up or down to get out. Wait for help to arrive.