



## FACILITIES PLANNING & MANAGEMENT

# EMERGENCY CONTACT LIST

**Customer Service Center**

**Business Hours: Monday through Friday, 8 a.m. to 5 p.m.**

**Phone: 909-869-3030**

### AFTER HOURS

**WEEKNIGHTS 5 P.M. TO 8 A.M., WEEKENDS AND HOLIDAYS**

**CONTACT: UNIVERSITY POLICE DEPARTMENT DISPATCH AT 909-869-3070**

## June 2025

|                                                                                                                 |              |
|-----------------------------------------------------------------------------------------------------------------|--------------|
| <b>Primary Contact: Vanessa Garcia</b>                                                                          | 626-252-3049 |
| <b>Secondary Contact: Cat Nu'uhiwa</b>                                                                          | 626-807-5018 |
| <b>Level 1 Escalation:</b> Matthew Whinery, Senior Associate Vice President and Campus Deputy Building Official | 702-960-3484 |
| <b>Level 2 Escalation:</b> Michelle Cardona, Administrator in Charge, Administrative Affairs                    | 626-533-7993 |

**\*For Elevator Entrapments: Contact **Victor Rios** at 909-630-6225 or 323-855-6239**

Send to: Police Department Dispatchers [pd\\_dispatchers@cpp.edu](mailto:pd_dispatchers@cpp.edu)  
CC: Alfonso Valadez (University Police Department), Gary Fong, Daniel Hinojosa, Customer Service, and FP&M Managers on duty for the corresponding month

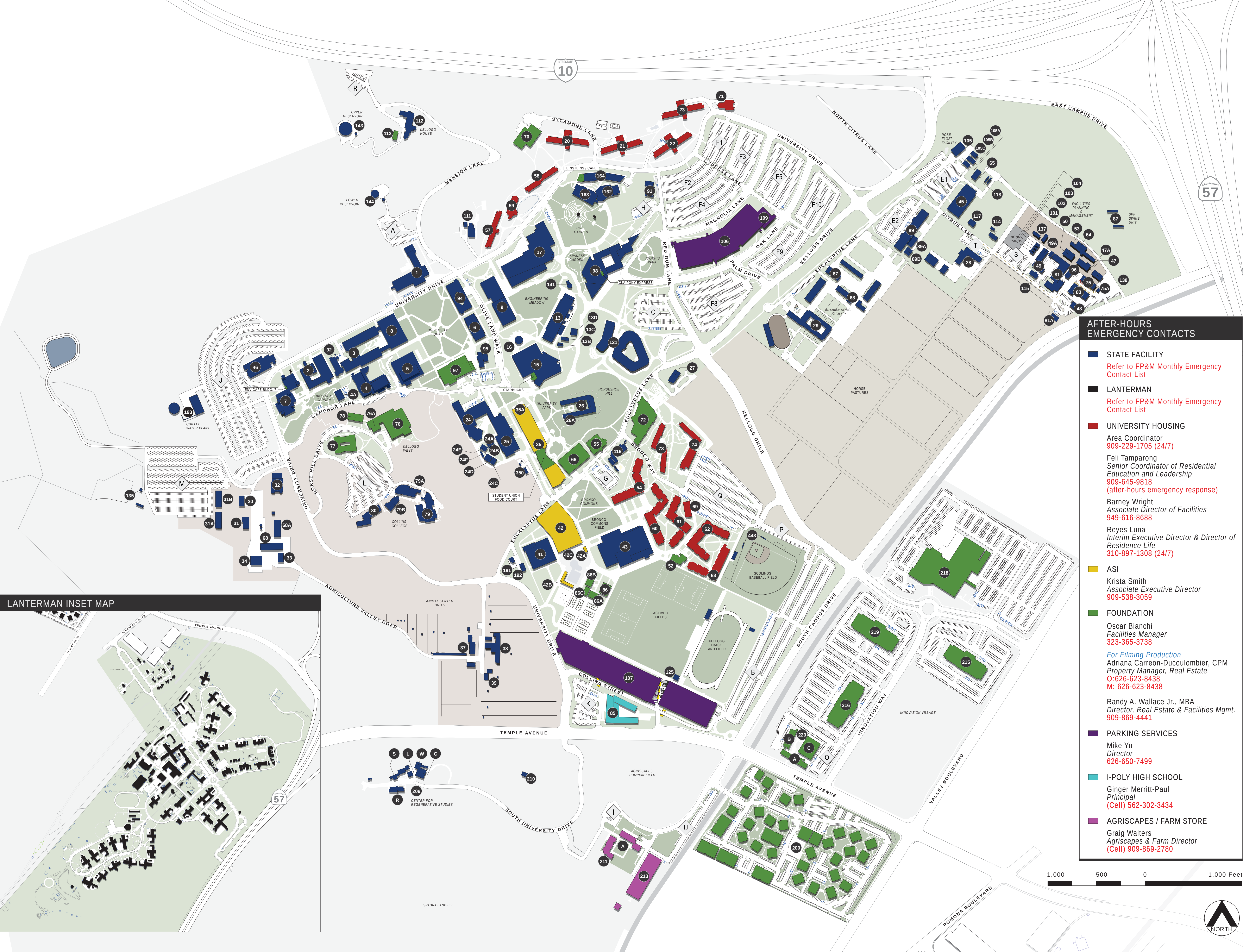
# FACILITIES MAINTENANCE & REPAIR EMERGENCY CONTACTS

## CalPoly Pomona

PREPARED BY THE  
OFFICE OF CAMPUS  
PLANNING,  
TRANSPORTATION, &  
SUSTAINABILITY

DATE REVISED:  
APRIL 27, 2022

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## **After Hours Elevator Entrapment & Conveyance Service Procedure**

*Cal Poly Pomona, Facilities Planning and Management  
Policies & Procedures*

*Effective: 07/15/08 Revised: 09/01/23*

*Excerpt from "Elevator Entrapment & Conveyance Service Procedure"*

### **1. ELEVATOR ENTRAPMENTS CALLS:**

- a. UPD is made aware that a person(s) is trapped in an elevator, or that a conveyance system (elevator/escalator) needs service.
- b. If a person(s) is trapped in an elevator after regular business hours, UPD dispatches an officer to stay with and help the person(s) stay calm until they can be extricated from the elevator. UPD dispatcher shall call out the elevator service company at one of the following numbers for an immediate response to the entrapment. Obtain an ETA and inform the responding officer and either the State or Non-State emergency contact manager(s) as noted below.
  - ThyssenKrupp Elevator (TKE) at 866-939-0888 or 323-278-9888
- c. An elevator technician upon arrival on campus, shall go directly to FM Building 81. Locate an exterior small lockbox with combo lock near the front entry door to retrieve the key to enter the building. Once inside the building, locate the large lockbox in the hallway to gather the Elevator Key Ring and then check in with UPD.
- d. UPD shall direct or escort the elevator technician to the entrapped elevator. If the elevator technician was unable to access the Elevator Key Ring, UPD should have a master key to the elevator mechanical rooms.
- e. The elevator technician shall work quickly to extricate the entrapped person(s) from the elevator.
- f. If the elevator needs to be kept out of service, the elevator technician shall lock out the elevator and install out-of-service signs near elevator doors on all floor levels.
- g. If there is only one elevator or wheelchair lift in the building and it becomes non-operational, UPD shall check and locate any potential mobility-impaired individuals inside the building and help them evacuate the building.
- h. Once all tasks are completed, the elevator technician shall contact UPD and provide the status of the elevator and return all the keys to their original lockboxes. (The FM manager can obtain status information by calling UPD or checking the elevator company's online customer portal.)
- i. On the following business day, FM manager shall advise FCS about the off-hour emergency callout. FCS shall open a Work Order and follow thru with the elevator company to ensure repairs are made timely.
- j. If there are serious injuries or severe property damage associated with the extraction operation, the FM manager shall immediately inform the Senior AVP of FPM, and/or the VP of Administrative Affairs.

## **After Hours Elevator Entrapment & Conveyance Service Procedure**

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### **2. NON-ENTRAPMENT SERVICE REPAIRS:**

- a. For non-entrapment service calls for elevator/escalator service needs in the State Buildings, UPD dispatcher shall contact the FM primary on-call manager, per established FM emergency call-out protocol. If the FM primary manager cannot be reached, the dispatcher shall contact the backup manager. If neither of the FM managers are unreachable, dispatcher shall escalate to call Level 1 or 2 manager.
- b. For elevators in Non-State Buildings such as ASI, Foundation and Housing buildings, dispatcher shall contact their designated emergency response manager as shown on the attached Facilities Maintenance & Repair Emergency Contacts map for direction.
- c. For State buildings, the responding FM manager shall determine the need and urgency for an immediate response by inquiring the dispatcher for additional information regarding the elevator/escalator usage by the building occupants. Manager shall make determination to either call out the elevator service company immediately or wait until next business day. Use the following numbers to call for either an immediate service or next business day response and obtain an ETA. Provide UPD with the ETA.
  - ThyssenKrupp Elevator (TKE) at 866-939-0888 or 866-634-5460
- d. For immediate service call, the elevator technician shall follow the same procedure as above.
- e. For next business day service, FM manager shall inform FCS to ensure the resident elevator technician is aware of the service call and would service the elevator in a timely manner.
- f. After serving the elevator/escalator, the elevator technician shall inform FSC on the repair status.