

Emergency Evacuation Chair Procedures

Evac Chairs (Evacuation Chairs) are a universal evacuation solution for a smooth stairwell descent during an emergency. Designed to evacuate the disabled, elderly, pregnant, children, injured, blind, Epileptic, or the mobility impaired.

During an Evacuation:

- Alert all individuals in your assigned area to evacuate.
- Be aware of possible individuals who need assistance to evacuate.
- Gather all the individuals who will need to be evacuated with Evac Chairs.
- Locate the nearest Evacuation chair (located at the top of the stairwell).
- Uncover and open the Evac Chair to start evacuating.
- After safely evacuating everyone, keep all individuals away from the scene of the emergency.

Pre-Emergency Responsibilities:

- Attend training opportunities.
- Be familiar with the location of the Evacuation Chairs.
- Know how to use evacuation chair and feel confident about it.
- Review emergency procedures and know the location of your Evacuation Roll Call Site.

Things to note:

- Communicate with the person.
- State the degree of the emergency.
- Inform them about the emergency exit route.
- Ask the individual for the safest method for lifting/carrying them.
- Listen to the individual; he/she is the expert regarding his/her own disability. Always ask the individual how you can help before attempting any rescue techniques or giving assistance.

Quick Guide on How to use Evac Chairs

- Step 1: Locate Evacuation Chair
- Step 2: Uncover and Unhook
- Step 3: Unbuckle to open and Pull Up extension handle
- Step 4: Open seat and unlock foot brake to bring wheels out
- Step 5: Seat individual and buckle torso and head
- Step 6: Tap foot breaks in and push down stairwell
- Step 7: Push down extension handle to go down stairs
- Step 8: On ground level lift Evac chair, to bring out back wheels