

University of Central Lancashire
Safety, Health & Environment Section

PROCEDURE FOR THE DEPLOYMENT AND
USE OF EVAC+CHAIRS AT THE
PRESTON CAMPUS



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Operation of Evac+ Chairs

EVAC+ Chairs are used for the evacuation of mobility impaired persons in the event of fire or other emergency within a building. They may also be used for personal emergencies, for example, a First Aid incident or to evacuate mobility impaired persons in the event of a lift failure.

NB: EVAC+Chairs must only be operated by University staff who have undergone approved training recognised by the SHE Section. (Non-trained staff may assist by walking ahead to open doors etc).

For more information contact the SHE Section on Ext: 2047 or email kwedge@uclan.ac.uk

1. Procedure for an emergency requiring evacuation of a whole building. (E.g. Fire, Bomb Alert).

Step	Procedure
1	Mobility impaired persons should make their way to the stairs and wait within the stairwell for assistance. If a person is unable to make their own way to the stairs they should be assisted if possible by colleagues or by a Fire Marshal.
2	During the evacuation process, Fire Marshals should carry out a sweep of the stairwells before leaving the building.
3	Evac+ Chair trained staff should wait just inside an exit until the Fire Marshals have indicated either the location of a person needing assistance or they are given permission to leave. On responding to a request to evacuate a person, staff should first assess the risks to themselves and act accordingly. If there is any danger from smoke inhalation, fire or other hazard they should evacuate the building and hand over the responsibility for evacuating the mobility impaired person to LFRS.
4	The location of any person with mobility impairment MUST be reported to the Fire Marshals and/or Security who will direct Evac+ Chair trained staff and inform LFRS if necessary.
5	During an evacuation any Evac+ Chair trained staff member who sees someone in need of an Evac+ Chair may take immediate action and use the nearest available chair to assist that person. They may also ask others to assist them by going ahead to open doors etc. (see point 9 below)
6	Evac+ Chair trained staff and anyone else lending assistance may wait until the stairs are clear of evacuating persons before attempting to ascend to assist a mobility impaired person.
7	An evaluation should be conducted prior to deploying an Evac+ Chair to ensure the person to be evacuated is able to get into the chair alone or whether they need assistance.
8	Evac+Chair trained staff and Fire Marshals may <i>ask</i> other Uclan staff to assist in the evacuation of mobility impaired person.
9	If the person needs help getting into the chair, staff may attempt to offer assistance. <u>However</u> if the task proves to difficult or may result in injury, Evac+Chair trained staff and those helping <u>have the right to refuse assistance</u> and hand over the responsibility for evacuating the mobility impaired person to LFRS.
10	If any person using a walking stick or crutches is assisted then their walking aid(s) may be evacuated with them provided there is at least one other person in addition to the Evac+Chair trained staff operating the chair. The extra person may carry the stick/crutches on behalf of the mobility impaired person.
11	All wheelchairs will be left behind in the building. Under no circumstances should any member of Uclan Staff attempt to carry a wheelchair down the stairs or out of a building.
12	Upon vacating the building the mobility impaired person should be helped from the chair and as appropriate given their walking stick/crutch(es) or taken to another building and transferred to a more comfortable seat. A temporary wheel chair should be provided at the earliest opportunity.

2. Procedure relating to a single mobility impaired person to be evacuated.
(E.g. First Aid/Medical Incident, Lift Failure).

Step	Procedure
1	The location of any person with mobility impairment MUST be reported directly to the Evac+ Chair trained staff named on the notices displayed next to chairs or Security (Ext: 2068) who will evacuate the person using an Evac+ Chair as required.
2	Upon responding to a request to evacuate a person, Evac+ Chair trained staff should assess the risks to themselves and act accordingly. If they are in danger from any hazard they should seek assistance or hand over the responsibility for evacuating the mobility impaired person to Security or Lancashire Ambulance Service (LAS).
3	Evac+ Chair trained staff and anyone else lending assistance should wherever possible wait until the stairs are clear of other persons before attempting to use a chair.
4	An evaluation should be conducted prior to deploying an Evac+ Chair to ensure the person to be evacuated is able to get into the chair alone or needs assistance.
4a	Evac+ Chair trained staff and Security may ask other Uclan Staff to assist in the evacuation of a mobility impaired person.
5	If the person needs help getting into the chair, staff may attempt to offer assistance. <u>However</u> if the task proves too difficult or may result in injury, Evac+ Chair trained staff and those helping <u>have the right to refuse assistance</u> and hand over the responsibility for evacuating the mobility impaired person to Security or LAS.
6	If any person using a walking stick or crutches is assisted then their walking aid(s) may be evacuated with them provided there is at least one other person in addition to the Evac+ Chair trained staff operating the chair. The extra person may carry the stick/crutches on behalf of the mobility impaired person.
7	All wheelchairs will be left behind in the building. Under no circumstances should any member of Uclan staff attempt to carry a wheelchair down the stairs or out of a building.
8	Upon vacating the building the mobility impaired person should be helped from the chair and as appropriate given their walking aid(s) or taken to another building and transferred to a more comfortable seat. A temporary wheel chair should be provided at the <i>earliest</i> opportunity.