Evacuation Chair Use
Chair Operation

Get to know the chair – learn where the releases, buttons, handles, etc are as well as what the components are expected to do. (See component diagram at end of document)

1. Remove chair cover, then remove chair from bracket on wall.
   a. Stand behind the chair
   b. Lock the wheels
   c. Pull the backrest and seat apart (lock mechanism automatically engages when completely unfolded)
   d. Verify the lock is engaged by pulling up on the seat (it will not fold if locked)

WARNING – Unlocked chair during use can cause injury to the passenger and/or operator.

2. Transfer the passenger to the chair.
   a. Place chair beside passenger
   b. Apply wheel locks
      i. Wheel locks are on the rear wheels and are activated by pressing down on the pedals until they stop.
      ii. To release the wheel locks, depress the upper face of the pedal with your foot or lift up with your toe under the pedal. The upper portion of the pedal will rest against the chair frame when lock is released.
   c. Open restraint straps
   d. Extend upper control handles
   e. With permission, help passenger onto chair
   f. Secure passenger with restraints (ALWAYS use ALL restraints to secure the passenger on the chair to prevent them from falling from the chair)
   g. Release wheel locks

WARNING – Chair is not intended for transport of person with cervical, spinal or fracture injuries. Never leave a passenger unattended on the chair. Hold the chair securely while a passenger is on the chair.

3. Applying restraint straps for Head, Chest, Lap and Ankles.
   a. Before using the head support, the upper control handle must be extended.
      i. Pull the red upper control handle release cable while using the other hand to pull up and fully extend the handle. Release the cable and verify the handle is locked on both sides in fully extended position.
   b. For passengers with compromised head control, secure the head using the straps. Adjust the height of the head support by loosening the strap, moving it to the desired location and tightening it again. Wrap the straps around the passenger’s head and overlap the straps to the desired tightness to secure.
   c. When not use, straps can be wrapped back around the handles and attached to the back support.
   d. Pull the strap across the passenger, lengthening as necessary. Buckle and pull loose end to tighten securely around passenger
   e. Begin with the chest, repeat process for lap and ankles.

4. Proper Lifting Techniques (5 basic guidelines)
   a. Keep your hands close to your body
   b. Keep your back straight
   c. Coordinate your movements with your partner and lift with your legs
   d. Avoid twisting
   e. Always operate the chair as described in the manual

5. Transporting the passenger on flat surfaces.
a. Push and guide the chair from the rear using either the head end lift handles or backrest tube

**CAUTION** – Casters are not suitable for all surfaces.

6. **Transporting the passenger down stairs. (See operator diagram at end of document)**
   a. Verify the Stair-TREAD is locked in place before transporting passenger
   b. Roll the chair to the stairs and align it squarely with the edge of the first step
      i. Foot end operator (if necessary) extend the foot end lift handles by pushing red release buttons, pull the handles out until stopped. Release button and verify they are locked.
   c. Before putting passenger on chair, use one hand to pull red upper control handle release cable while using the other hand to pull up and fully extend the handle. Release the cable and verify the handle is locked on both sides in fully extended position.
   d. Head end operator squeezes the red track release bar against the black cross tube. Relax your grip and forcefully pull the Stair-TREAD to the full-extended position until both sides lock securely. Verify the Stair-TREADs are locked by trying to fold them back.

   **CAUTION** – Failure to follow this procedure could result in the track failing to lock. Always verify the Stair-TREAD is locked by trying to fold it back BEFORE descending stairs.
   e. Tilt the chair back just far enough to allow the Stair-TREAD to contact the floor.
   f. Maintain the angle; guide the chair over the edge of the stairs allowing the Stair-TREAD to engage the first step.
   g. Glide down the stairs until the treads are level across the edges of 2 or 3 steps.

   **WARNING** – Avoid getting dirt or other obstructions inside the track. Water, ice and debris on the stairs can affect the operators footing and proper operation. Keep the stairs clean and free of debris. Keep the chairs apparatus clean and dry. Operators should never attempt to transport passenger loads greater than they can safely lift.
   h. Foot end operator (if necessary) when the track reaches the last step, release the front handles.
   i. Head operator, allow the chair to tip forward until all 4 wheels are on the floor, roll the chair as described in section 5 a.

   **CAUTION** – If the operator needs to pause, tilt the chair forward just enough to allow the rear wheels to rest in the crook of the stair. To continue down, head end operator exerts slight downward pressure on the upper control handle while the foot end operator provides slight upward pressure to tilt the chair back and engage the Stair-TREAD.

7. **Transporting passenger up stairs. (See operator diagram at end of document)**

   **WARNING** – Use a minimum of 2 operators when a passenger weighs more than 200 lbs. See handout on using additional assistance. To avoid injury verify that all lift handles are locked in place before lifting the chair.
   a. Roll the chair to the bottom of the stairs with the passenger’s back to the stairs.
   b. Foot end operator extends the foot end lift handles by pushing red release buttons; pull the handles out until stopped. Release button and verify they are locked.
   c. Head end operator unfolds the head end lift handles.
   d. The foot end operator faces up the stairs. The head end operator may either face backward or forward (improved mobility).
   e. Both operators simultaneously lift the chair using the head and foot end lift handles and following proper lifting techniques as described in section 4. Carry the chair slowly up the stairs avoiding any obstructions.
Evacuation Chair Components

(Seat components removed for clarity)

Upper Control Handle

Stair-TREAD™

Upper Control Handle Release Cable

Chair Fold Lock Bar

Stair-TREAD™ Lock Bar

Wheel Lock

Lift Handle Release Button

Front Caster

Lift Handle Release Button

Foot End Lift Handles
Using additional assistance – Up & Down Stairs

(Head End Operator – Foot End Operator)

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