

Evacuation Chair

Guidance and Instructions



Preparing the chair

1. Remove cover. Lift chair off the wall bracket.
2. Lay the chair on the floor **front down**.
3. Push down on lower silver bar (with the big wheels) whilst pulling on the black bar with the small wheels.
4. Stand the chair up, it leans back at a 45 degree angle.
5. Unclip the belts and pull the seat down in to position.
6. Extend the head restraint/handle by pulling upwards **until it clicks into position**. Lower the fabric head support to suit.
7. You should now have your chair on four wheels, and ready to transport your patient.

Operating the chair downstairs

1. The chair needs supporting at the back whilst the patient is transferred into the chair.
2. Use the head and chest safety belts to fully strap in the person to be evacuated.
3. Move the patient and chair towards the top of the stairs and tilt the chair forwards so it rests on to the foam bar (the back of the chair will be vertical) and using your foot forcibly push the rear wheels back in to the closed position **making sure they clip in to place**.
4. The two bottom runner belts are now the chairs point of contact with the stairs. Make a visual check of this before proceeding.
5. Move the chair onto the stairs, the runner belts will smoothly glide down the stairs at your own pace, one step at a time, allowing the patient to be safely transported without being tilted forward on descent.
6. On the sub landing tilt the chair on to the front wheels to manoeuvre to the top of the next set of stairs.
7. Once on level ground (or sub-landing), you can temporarily or permanently re-engage the four wheels by tilting the chair forwards and kicking out the bottom bar.

Storing the chair after use

1. Pull the fabric head support up,
2. Push the inner side catches in and slide down.
3. Kick and click the small wheels back into place.
4. Fold the seat and hang on the wall replacing the chair cover.