



# Practical Training Session



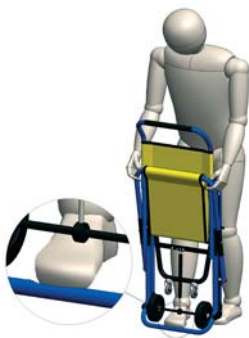
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## Practical Training Session

When evacuation is required the Dedicated Operator/Escort should remove the dust cover and lift the chair from the wall or from its cabinet.  
The chair must not be lifted by the handle at this stage as the handle will slide up suddenly.

### Preparing the Chair

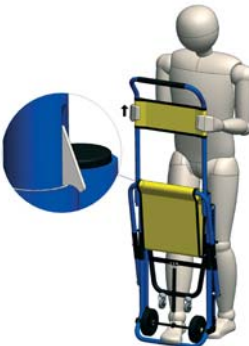
The following method of preparing the Evac+Chair is the approved code of practice and must be carried out in accordance with the 6 steps listed below. With practice, these will only take a few seconds.



#### STEP 1

Place the Chair on the floor and take up a position behind the Chair (where the belts are fixed).

Stand square behind the Chair and put a hand on each side of the handle and a foot on the bottom of the Chair frame.



#### STEP 2

Lift the handle until the shoulder spring-clips 'click' into place.



#### STEP 3

With a hand on each side of the back rest, slide it fully down. (Explain that this provides added comfort for the person sitting in the Chair).



## Practical Training Session (continued)



### STEP 4

Whilst holding the Chair firmly with one hand, use the freehand to unbuckle the seat belt. This can be achieved by pressing the two small lugs on each side of the buckle.



### STEP 5

With free hand, pull the skis back towards you.



### STEP 6

Pull up the seat frame until the seat is fully opened.

### Preparing to Receive a Passenger (Transfer)



Fig 7

The operator should now hold the Chair in a vertical (upright) position with hands on right and left upper parts of the handle.

Place one foot on the axle of the front wheels (this increases stability, especially on slippery floors). Maintain a firm foot position as the occupant transfers to the Evac+Chair. On rare occasions, other helpers may be necessary to provide additional assistance at this stage if the occupant has severe difficulties or is injured (Fig 7).

Once in charge of the Chair, the operator must NEVER let go of it. The occupant is relying on the Operator to keep them safe.



## Practical Training Session (continued)

### Using the Comfy Seat



Fig 8

The Evac+Chair Comfy Seat facilitates the correct alignment of the hip joint and the femur and provides a level of comfort equivalent to a modern wheelchair. It also facilitates an assisted transfer using a transfer board and/or glide sheet (Fig 8).

### Balance Position

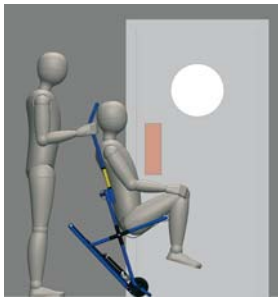


Fig 9

Once the occupant is safely seated, it is safe to take the foot off the axle and to ease the Chair backwards until it reaches its 'balance point' (Fig 9). This is when the front wheels and the bottom horizontal bar of the frame are on the ground. **DON'T** let go of the handles. A second handler, or the occupant, can now close the seat belt to secure the occupant.

### Moving Forward

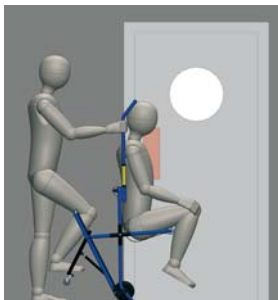


Fig 10

To become mobile from the 'balance point, the top of the handle must be tilted back about 3-4 inches (7-10cms) which allows the Chair to roll along the floor on the front two wheels. If the Chair is allowed to drop further than this it becomes disproportionately heavy, resulting in effectively 'carrying' the weight of the occupant. The Chair can now be turned with ease by pivoting around rather than by 'pushing' or 'steering'.

When proceeding towards the staircase, or if the distance is to be crossed on a level surface, the trolley assembly should be utilised. To operate the trolley assembly, place the Chair in the vertical position and place a foot over the yellow sticker on the bar of the rear trolley. By pulling the foot backwards, the trolley assembly is unclipped and will automatically open. (Fig 10).

With the trolley assembly fully opened the Chair can be used to travel smoothly and quickly along level ground on four wheels. Roll the Chair towards the stair case for the next stage of operation.



## Practical Training Session (continued)

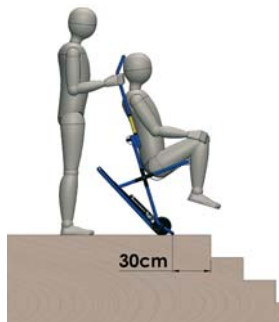


Fig 11

The trolley assembly must be closed and secured before moving onto the stairs. To achieve this, the Chair must be tilted slightly forward; reassure the passenger that this is normal procedure. It is best to do this away from the top of the stairs.

After closing the trolley assembly, the Chair is in the two wheeled position and ready to be moved within 1 foot (30cms) from the top 'inside' of the staircase (Fig 11).

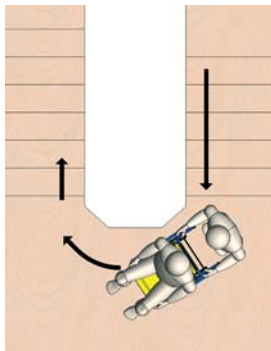


Fig 11a

The 'inside' of the staircase is the side of the stairs next to the centre handrail. This is the handrail that will turn sharply in an U-shape at the next landing return. This is important when turning the Chair at each landing (Fig 11A).

If the outside of the staircase is used it is difficult to turn, necessitating a number of manoeuvres to get around.

### Descent



Fig 12

Place feet apart, one foot in front of the other. This maintains a secure base when launching over the first stair (Fig 12). Tilt the Chair slightly backwards and push the Chair over the first stair. This should be done with confidence and 'gusto'; do not hesitate at this stage.



Fig 12a

The purpose of this action is to ensure that friction belts make contact with the top **two stair 'nosings'**. This should be done in one single, smooth, bump free movement (Fig 12A). Pause briefly and re-position your hands by sliding them upwards, from the vertical position on the sides of the handles, to the horizontal part across the top.



## Practical Training Session (continued)

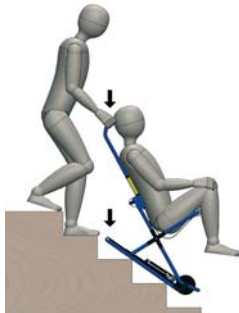


Fig 13

Don't forget - NEVER let go of the Chair.

Now, press downwards in a vertical direction to maintain continuous contact with the two stair 'nosings' and to enable the operator to move down the stairs smoothly without causing a 'bumping' action (Fig 13).

### Pivot



Fig 14

When the front wheels come into contact with the first landing and whilst the ski assembly is still on the stairs, pause again and re-position the hands by sliding them down to a vertical position on each side of the handle. This will allow the two-wheel position to be adopted when crossing the landing.

The 'pivot' action is necessary to re-position the Chair at the top of the next flight of stairs (Fig 14).

Continue down further flights of stairs, repeating the descent procedure Figs 12 - 13.

### Exiting Building

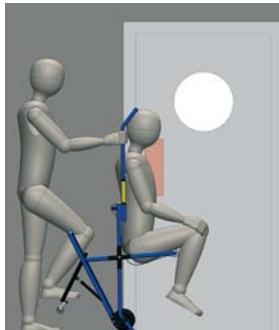


Fig 15

When the Chair and operator have reached ground level, unclip the rear trolley assembly (Fig 15)



Fig 16

Proceed to the designated assembly point (Fig 16).

In a training situation this exercise must be repeated as often as necessary until all students have gained the necessary practical skills and confidence.





## Practical Training Session (continued)



Fig 17

### Procedure for Closing the Chair

1. Operator stands behind the Chair with hands on either side of the handle. Tilt the Chair forward onto the bottom frame and close the trolley assembly using one foot.
2. Place one foot on the bottom bar and raise the head restraint to the top of the handle.
3. Allow the seat straps to fall inside the seat frame.
4. Close spring clips using thumbs and allow the handle to fall to its closed position.
5. With one hand, raise the seat frame.
6. Grab one end of the seat belt in each hand, bring back to behind the Chair and close over the ski assembly.
7. The Chair can then be returned to its housing by placing the stabilizer bar over the wall hooks (Fig 17).

### Recommended Carrying Procedure

1. Keep the back of the Chair facing the operator. Do NOT turn it around.
2. Tilt at an angle and take hold of the frame about half way down to create a balance point.
3. Take a firm grip of the frame. Do NOT grab the rear trolley assembly.

