
Guidelines for Using an Evacuation Chair or Sling

- Ensure regular training and practice for all staff who will use the device
- Perform regular maintenance checks to make sure the device works well

Evacuation Chair

1. Preparation

- Place the chair(s) strategically, usually near stairwells
- Ensure that all staff who are trained to use the chair know its location

2. Transfer

- Lock the wheelchair or seat the individual is currently in
- Assist with transfer to the evacuation chair and ensure they are securely strapped in

3. Operation

- Tilt the chair back to engage the stair-descent wheels or mechanism.
- Descend stairs with one person guiding from behind and one person assisting in front for additional support and control

4. Navigation

- When descending stairs, always go backward (so the individual is facing up the stairs)
- Generally, the evacuation chair can be pushed on flat surfaces like a wheelchair

5. Safe Exit

- After evacuation, assist the individual to a safe location or another wheelchair if available

6. Return

- Once the emergency is over, return the chair to its designated spot

Best Practice: When conducting an evacuation or an evacuation drill, be sure to communicate clearly with the individual throughout the process. The potential for anxiety, trauma, and injury will be greatly reduced by keeping them informed on what is happening.

Note: These are general instructions only. Always refer to the specific manufacturer's guidelines for safe use and maintenance of each device.

Evacuation Sling

1. Positioning

- Lay the sling flat on the ground or bed with the safety straps out
- Gently roll the individual onto the sling, ensuring they are centred

2. Securing

- Fasten any belts or safety straps according sling's design

3. Lifting

- Use one or two people to lift the sling, depending on the design
- Ensure that proper lifting techniques are used to avoid potential staff injury

4. Evacuation

- Move the individual to safety as swiftly and smoothly as possible.

5. Exit

- Once in a safe location, gently set the individual down or transfer them to a more comfortable position or device.

