

Evacuation Chairs

Lee College installed evacuation chairs (Evacu-Trac) in multi-story buildings on the main campus. The chairs are intended to help people with mobility impairments safely descend stairwells and exit a building whenever the elevators cannot be used during emergencies or other contingencies.

Evacu-Trac chairs are easy to use and provide security, comfort, and safety when assisting a person down stairs and/or out of the building. The chairs are conveniently stored in metal cabinets near stairwells in designated buildings.

Locations

| Building | Floor | Location |
|----------------------------------|-----------|------------------|
| Advanced Technology Center (ATC) | 2nd | By Stairwell C |
| Advanced Technology Center (ATC) | 3rd | By Stairwell C |
| Arena | 2nd | By Stairwell C |
| Bonner Hall | 2nd | By Stairwell A |
| Gray Science Building | 2nd | Next to Elevator |
| John Britt Hall | 2nd | By Stairwell A |
| Rundell Hall | 2nd | By Stairwell C |
| Rundell Hall | Mezzanine | By Stairwell D |
| Student Center | 2nd | Next to Elevator |
| TV-1 | 2nd | By Stairwell A |
| 909 Decker Drive | 2nd | By Stairwell A |

Instructions for Using Evacu-Trac Chairs

Operating instructions are available in each cabinet. View a [quick demonstration](#). View an [online training video](#).

Please keep in mind that Evacu-Trac chairs have limitations. They cannot travel up stairs, and the chairs can only handle up to 400 lbs. You should not use Evacu-Trac on curved or spiral stairs, irregular or insecure stairs, or stairs with loose carpeting. Use extra caution on wet or slippery stairs.

Be Prepared

People with mobility impairments should be informed of where "Areas of Evacuation Assistance" are located. Usually, this will be an enclosed staircase landing. Prepare yourself by knowing where enclosed staircases are, where Evacu-Trac Chairs are, and how to accurately describe where locations are inside of the building.

Response

If an emergency strikes, everyone must take appropriate and deliberate action. If you observe a person with a disability having difficulty evacuating, remember to ask if assistance is needed before taking action. Inquire how best to assist the individual and

whether any precautionary measures need to be taken or items need to accompany the person.

Individuals With Mobility Limitations — (Non-Wheelchair User)

- **Ask if Assistance is Needed:** Ask if the person can evacuate using the stairs without help or with minor assistance.
- **Ensure Clear Path of Travel:** If debris is present, it may be necessary to clear a path to the exit route.
- **No Imminent Danger:** If there is no imminent danger, the person may choose to remain in the building or may wish to be directed to an Area of Refuge or stairwell until emergency personnel arrive.
- **Imminent Danger:** If danger is imminent, use a sturdy chair (or one with wheels) to move the person or help carry the person to safety using a carry technique or, if available, an evacuation chair.
- **Mobility Aid and Device(s):** Ensure that any mobility aids or devices are reunited with the person as soon as possible.
- **Notify Emergency Personnel:** Immediately notify emergency personnel of any individuals remaining in the building and their location.

Individuals With Mobility Limitations — (Wheelchair User)

- **Discuss Manner and Preferences:** Non-ambulatory persons' needs and preferences vary widely and require you to ask how they would like to be assisted.
- **Evacuation Chair(s):** Know if an evacuation chair is available in the building, its location, and how to operate.
- **Wheelchair-User on the Ground Floor:** If someone who uses a wheelchair is on the ground floor, that person may choose to evacuate with minimal assistance.
- **Ensure Clear Path of Travel:** If debris is present, it may be necessary to clear a path to the exit route.
- **No Imminent Danger:** If there is no imminent danger, the person may choose to remain in the building or may wish to be directed to an area of refuge or stairwell until emergency personnel arrive.
- **Imminent Danger:** If danger is imminent and the person does not wish to be removed from their wheelchair, direct them to the nearest area of refuge or stairwell, and notify emergency personnel immediately.
- **Carrying Wheelchair Users:** Most wheelchairs are too heavy to carry downstairs manually, so if the person wishes to be carried down the stair(s) (without a wheelchair), discuss the best carry options with that person; e.g., two-person cradle carry, office chair evacuation, or, if available, use an evacuation chair.
- **Mobility Aid(s) and Device(s):** Ensure that any mobility aids or devices are reunited with the person as soon as possible.
- **Notify Emergency Personnel:** Notify emergency personnel immediately of any individuals remaining in the building and their location.

For more information, contact Human Resources at 281.425.6875.

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