

Evacuation Chair Operation Handbook



Use of your **versa** and **versa-elite** evacuation chairs

The **exitmaster versa** and **versa-elite** products have been carefully designed and manufactured to provide an easy, safe and dependable method of evacuating persons who are (or may become) unable to use normal exit routes to safety in event of a fire or emergency. The products provide downstairs and level evacuation with only one operator and upstairs/carrying evacuation with two or more operators.

FOR AUTHORISED USE BY TRAINED OPERATORS
These instructions must be read and followed in detail



Evacuation Plan

The use of the evacuation chairs must be part of an Evacuation Plan that meets current legislative requirements.

Passengers

Where possible, persons that the evacuation chairs are provided for should be familiar and comfortable with the use of the product.

Operators

Operators must have adequate physical and communication ability to carry out the tasks involved safely and competently. Appropriate clothing, including stout closed toe and flat soled footwear should be worn.

Stairway/Route

Stairways and exit routes should be in good condition, clear of obstructions and litter and previously checked for compatibility with the evacuation chairs.

Manual Handling

Correct manual handling techniques must be used.

Product Training

Operator training and refresher training are available through the supplier and will be tailored to suit customer's requirements. Training includes the operator riding as a passenger. A regular practice routine must be maintained and records of trained/authorised operators retained. In all cases the suitability of an operator is at the instructor's discretion.

Cascade/Peer Trainers

Suitably experienced operators with relevant knowledge of building/premises management and Health & Safety issues may be nominated by the customer and trained as cascade/peer trainers.

Liability

The manufacturer accepts no liability for any use outside of the intended and published correct use(s) and specification of this product.

A

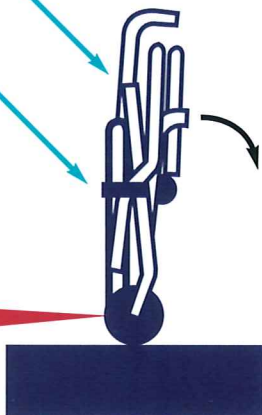
Prepare for use...

2. Grip backrest bar

3. Release strap

1. Apply brakes as shown

4. Lower front of seat



1

a. Release brakes

b. Tilt chair backwards and square to stairs



Tip: Use the balance point for ease at this stage

Safety Note: Use additional operators for small spaces, uneven surfaces etc.

Downstairs evacuation...

B

6. Slide spring latches to centre
5. Secure latch bar with safety lock

7. Fully raise handle and release spring latches
Ensure spring latches engage outwards as shown below



Safety Note: Never adjust handle with passenger seated

2

- c. Proceed forward over top step and down with tracks resting on stair nosings



Tip: Communicate with passenger at every stage for reassurance

C

8. Assist passenger into chair



10. Adjust headrest

9. Fasten seat belt

Versa-elite



a. Use headband



b. leg straps

c. and arm rests as required

3

d. Maintain an upright position



e. Push downward on handle to control descent

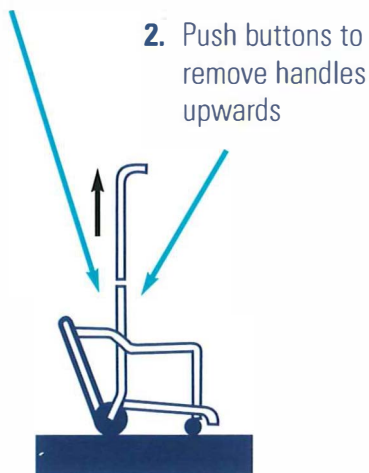
f. Stand chair on all wheels to turn and for travel on level surfaces

To ease forward tilt, stop with rear wheels approx 8cm (3 inches) above landing

Safety Note: Apply brakes if leaving chair and passenger unattended on level surfaces

Tip: You may also turn with the chair inclined at the balance point

1. Slide spring latches to centre and down into slot



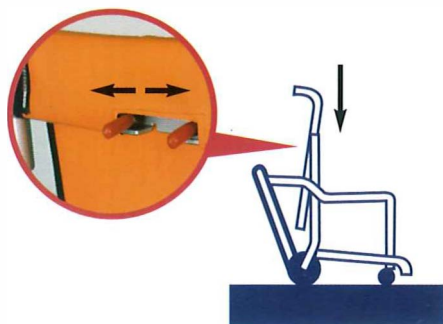
2. Push buttons to remove handles upwards

Safety Note: Never adjust/remove handle with passenger seated

3. Turn handle 180° and replace to lower position (curving towards operator)

4. Release spring latches

Ensure spring latches engage outwards as shown below



5. Assist passenger into chair



6. Fasten seat belt



7. Tilt chair backwards at bottom step to raise front handles

8. Using 2 or more operators as necessary lift the chair and climb the stairs

Note: Avoid contact between chair and stairs as you climb

Tip: Use leg straps and armrests as required - if fitted

Before storing

1. Apply brakes
2. Lower handle (curving away from operator)
3. Release safety lock
4. To fold – raise latch bar and lift front of seat
5. Pass seat belt around tracks and secure closed
6. Release brakes for easy transportation when folded



Storage

The exitmaster versa and versa-elite evacuation chairs should be stored off the floor, with the brakes applied and in a clean, dry environment.

A wall bracket is supplied which holds the handle of the chair centrally with the tracks towards the wall.

Ensure that the wall bracket is securely fixed in a suitable location and use the fitted cover for further protection.

A security alarm and robust storage cabinet are also available - see Optional Extras.

Care/Maintenance/Parts

The evacuation chairs must be kept clean and accessible at all times. Any damage or malfunction should be reported and remedied immediately.

Annual safety checks and ongoing maintenance programmes are available from your supplier.

Use of aggressive cleaning products, solvents, oils etc. may damage the finish and function.

Replacement parts are readily available and fitting can be arranged by an authorised technician through your supplier. Only manufacturer's genuine replacement parts should be used.

Guarantee

A comprehensive 12 month guarantee applies within the scope of the products published use and specification. Misuse, neglect, damage, use of non genuine parts and unauthorised repair will void the guarantee cover.

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