

EVACUATION CHAIR OPERATOR ROLE

- In the event of an alarm, Evac Chair Operators should make their way to their nearest refuge point and assist anyone who requires help.
- If the refuge area is empty, the Evac Chair Operator should not wait in the refuge for a disabled person to arrive but should proceed to the Assembly Point and report to the Evacuation Co-ordinator.
- If a disabled person is already in the refuge, the Evac Chair Operator should remain with them and ensure that the Evacuation Co-ordinator is made aware of their presence.
- The Evac Chair Operator at the refuge should communicate with Reception via the refuge emergency communications system and ask for messages to be passed to the Evacuation Co-ordinator.
- Discuss with the individual their needs because the evac chair is not suitable for everyone.
- It should be noted that **the use of the evac chair is a last resort.**
- Keep the disabled person in the safe refuge area until the fire is confirmed or a decision is made to evacuate.
- The Evacuation Steward should also check the refuges, in their zone, and report the findings of their sweep to the Evacuation Co-ordinator at the Assembly Point.
- The Evacuation Co-ordinator may request an Evac Chair Operator to carry out or assist with an evacuation at another location – this will depend on the circumstances – i.e. the location of a fire.