

# User Manual



# Saver Safe Evacuation Chair



SEPT 2010

### Disclaimer

This manual contains general instructions for the use, operation and care of this chair. The instructions are not all-inclusive. Safe and proper use of this chair is solely at the discretion of the user. Safety information is included as a service to the user. All other safety measures taken by the user should be within and under consideration of applicable regulations. It is recommended that training on the proper use of this chair be provided before using this chair in an actual situation. Retain this manual for future reference. Include it with the chair in the event of transfer to new users. Additional free copies are available upon request from Ferno UK Ltd.

## Maximum Load Capacity - 180 Kg

### 1. Intended Use of Evacuation Chair.

The Ferno Saver Safe Evacuation Chair is a patient handling device designed to transport a patient/person in a seated position, up or down stairs and also on level ground.

The Ferno Saver Safe Evacuation Chair is intended for use by fully trained and competent attendants, paramedics or other such staff as an aid to provide safe and secure evacuation of persons from a building during an emergency.

### 2. Safety Information



## WARNINGS & SAFETY INFORMATION



- σ Never exceed the maximum load capacity of 180 Kg.
- σ Only qualified personnel trained in the use of the Chair should use it.
- σ For safety purposes, it is essential that patients should always be secured with restraints.
- σ Never leave a loaded Chair unattended.
- σ Avoid rapid Chair repositioning – this may cause injury to the patient. Support the Chair while adjusting handles.
- σ Establish regular inspection procedures and responsibilities to ensure proper maintenance as described.
- σ In cases of cervical, spinal or some fracture injuries, use of the Chair for patient transfer is not recommended.

- Never leave the Chair unsupported with a person on-board as the Chair is designed to tilt back easily.
- Improper maintenance can cause injury and unpredictable operation. Maintain the Chair only as described in this manual.
- Improper parts and service can cause injury and damage. Use only Ferno-approved parts and service.
- Bleach, phenols and iodine can cause damage. Do not apply products containing these chemicals to the Chair.
- Improper lubricants can cause damage. Use light oil to lubricate the Chair.
- Blood borne Disease Notice - To reduce the risk of exposure to blood borne diseases (such as HIV-1 and hepatitis), when using the Chair, follow the maintenance instructions in this manual.

## **2a. Responsibility.**

- A suitably qualified person should carry out a risk assessment in relation to the emergency evacuation of all personnel and visitors, including the mobility impaired.
- Consider the mobility of existing employees and visitors as well as potential limitations of anyone accessing the site in future. This must take into account their physical, mental (including learning) and age related health and mobility restrictions.
- Consider numbers and location of employees and others likely to be on site at various times during and outside normal working hours.
- Consider the number, location and suitability of evacuation routes, Remember to include corridors, staircases, exits, and the suitability of the designated assembly points.
- Devise and implement an appropriate emergency evacuation plan, making everyone aware of the evacuation procedure and system.
- Consider the type of alarm system currently in use. Do they take in to account the range of disabilities of those who may be present?
- Select and train suitable individuals to carry out specified duties during the evacuation; i.e. first aiders, fire wardens, dedicated escorts and Evacuation Chair operators. NB: Fire Wardens should not be selected to carry out the role of Evacuation Chair operators/dedicated escorts as they will have their own duties in the event of an emergency evacuation.

- Carry out regular fire drill procedures to ensure familiarity and efficiency of premises evacuation. Consider the time taken to evacuate the premises. Test the fire alarms weekly.
- Revise the risk assessment at regular intervals (two to four years depending on risk degree of risk), when a new employee with mobility impairment is employed, when there is reason to doubt the existing measures or when a significant change has occurred.

## **2b. People who may be at risk in an emergency**

- Older People who have mobility, visual, hearing or other impairment.
- Anyone who becomes injured or suffers an illness before or during the evacuation.
- Anyone with a temporary problem including visitors and staff, confusion, anxiety or distress as a result of the situation.
- Pregnant Women.
- A parent with one or more young children.
- A person with a physical disability.
- A person who has a learning disability.
- A person with an unseen condition e.g.: asthma, heart complaint, unstable epileptic or diabetic conditions- their condition may affect their ability to get out unaided in an emergency.

## **2c. Operator Skills:**

The trained operator must be able to:

- Respond calmly in an emergency.
- Make the Evacuation Chair ready for use during an emergency.
- Reassure and provide assistance to the mobility impaired person in their care.
- Evacuate the area swiftly and safely.
- Remain with their charge until he/she is in the care of emergency services or other responsible persons.

### 3. User Instructions

#### Important Safety Information

- It is strongly recommended that the following procedures be practiced with a chair loaded with dummy weights such as bagged builders sand or gravel.
- The chair must be checked as per instructions (see pg 8)
- It is advised that when using the Evacuation Chair with patients over 80Kg two operators are used. Use additional help as needed to control the Chair
- Ensure the route down the stairs is clear of obstructions that could affect the safety of the operators or the function of the tracks.
- A training plan approved by an EMS training officer (or equivalent) is recommended.
- All operators must read and understand the instructions in this manual.
- Trainees should be tested to verify their understanding of the Chair operation.
- Training records for all trained operators should be kept. Annual refresher training for all Chair operators is recommended.
- Never lubricate track belts. Lubricated track belts can perform unpredictably, resulting in injury to the patient and/or operators.
- Moisture, water, snow, ice or debris on or between the track and belts can cause irregular track-belt performance that results in sudden changes in the weight operators must support. Make sure the track and track belts are clean and dry before using the Chair on stairs.
- Always clear stairs of debris etc., which could interfere with the operation of the Chair or impede the operators.
- When moving patients always inform them of what you are going to do.
- Always use restraints provided and check patient and restraints are secure

### 3a. Preparing the Evacuation Chair for use.

1. Remove the Evacuation Chair from the wall bracket and unbuckle the strap whilst holding the chair in a folded position.



2. Place the Evacuation Chair on the floor and adjust the handle to the required height by holding the chair in place with your foot and pulling upwards on the handle. The Handle can be lowered using the release button located on the inside of handle tube.



3. Pull rear wheels up and away from the frame until they lock in to place.



4. Tilt chair back so it is sitting on all four wheels and pull the seat forward into a sitting position.

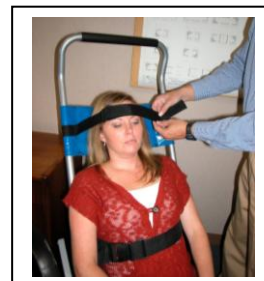


5. The Evacuation Chair is now ready for use.



### 3b. Securing the patient in to chair

1. Seat the patient comfortably into the Evacuation Chair, place the patient's feet on the foot rest bar and secure the patient using the chest strap provided.
2. Secure the patients head with the strap provided.
3. The patient is now ready for evacuation.



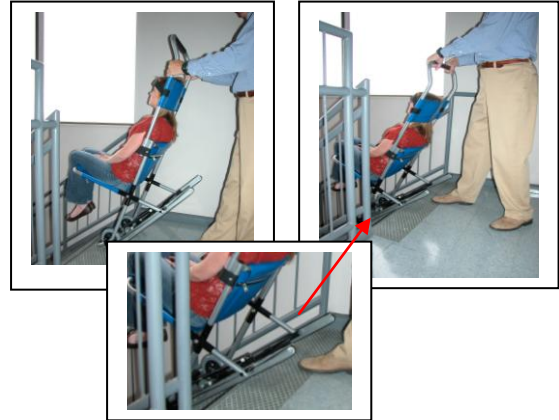
### 3c. Transporting the chair down stairs.

**Ferno recommends that two or more operators are used when evacuating patients who weigh more than 80Kg. See section 4 for instructions if using 2 operators.**

1. Push the chair to the top step, ensuring that the both front wheels are square with the step. If used, the second operator can give support from the front of the chair.
2. Tilt the chair forwards and push the rear wheels in to the folded position so the track is free to sit on the stairs without interference.



3. Push the Evacuation chair down the first step carefully until the track is sitting level on the steps; ensure you are holding the Evacuation Chair securely. T



4. Guide the chair carefully down the stairs, keeping it straight and square with the steps to avoid tipping the chair.



5. When a landing is reached turn the chair by slightly lifting the weight onto the front wheels and pushing the Evacuation Chair round the bend until the chair is level and square with the top of the next flight of steps. Continue as previous, guiding the Evacuation Chair carefully down the steps, keeping it level and square with steps.



6. When the bottom of the stairs is reached, tilt the chair slightly forwards and pull the rear wheels out and away from the track so you are able to continue to safety on flat ground using all four wheels.



#### 4. Using Additional Help

Ferno recommends that at least two operators are present when the Chair is used for evacuating patients over 80Kg.

Circumstance such as access, weather conditions or patient weight may require additional help when operating on stairs; this must be assessed at the time.

1. When two operators are used to evacuate a patient both operators should hold the chair from the rear and support the weight of the patient and the Chair as the chair is carefully guided down the stairs following the procedures in section 3.



#### 5. Maintenance

##### 5a. Checking the Saver Safe Evacuation Chair

The following informal visual checks are required to be carried out by the end user on a monthly basis or before use of the chair.

- Overall cleanliness of the Chair.
- Check that there are no bent or damaged parts, missing fasteners, etc.
- Check that the wheels rotate freely with no excess movement or damage.
- Check that the Chair unfolds and locks securely in the seating position for normal use.
- Check that the track system opens and closes correctly, examine the tracks for damage.
- Check the upholstery for cracks, splits or any loose fabric or stitching, etc.
- Check that the upholstery is correctly secured to the frame.

**If in any doubt then contact a Ferno Servicecare Engineer.**

**NEVER LUBRICATE OR ALLOW LUBRICANTS TO COME INTO CONTACT WITH THE TRACK SYSTEM**

**Regular cleaning helps reduce the risk of transmitting disease and enables the equipment to function at its optimum.**

### 5.b Maintenance

The Saver Safe Evacuation Chair requires regular informal visual checks. Set up and follow your own maintenance schedule but use the following as a minimum.

More frequent maintenance will be required in situations of heavy use. If any damage is discovered, take the Chair out of service until repair or replacement can be made.

Action	As Needed	Each Month
Disinfecting	•	
Cleaning	•	
Inspection	•	•
Lubrication	•	

When using any product for maintenance, follow the manufacturers' guidelines and read the manufacturers' material safety data sheet.

**WARNING**  
**Improper maintenance can cause injury. Maintain the Chair only for the purpose described in this manual.**

### 5.c Disinfection

Disinfect all surfaces of the Chair including the patient restraints. Follow disinfectant manufacturers' directions for use. Spray or wipe disinfectant onto the patient restraints. Do not immerse in disinfectant.

### 5.d Cleaning

Clean the Chair and its components with a clean cloth or soft brush and warm soapy water. Rinse with warm water and air dry. Do not clean with products containing bleach or phenol. A stiff bristled brush can be used if necessary.

**WARNING**  
**Never leave a patient unattended in the Chair and always use restraints.**

**WARNING**

**Avoid rapid Chair repositioning as this may result in patient injury. Support the Chair while adjusting handles.**

**6. Technical Information**

<b>Saver Safe Evacuation Chair</b>		
	<b>Position</b>	<b>Dimension</b>
<b>UNFOLDED</b>	Depth of seat	43.2 cm (17" )
	Width of Seat	51.1cm (20.1")
	Height of top handle - Max - Min	133.4cm extended 92.71cm retracted
	Overall width	52.7cm
	Overall Depth	91.4cm
	Weight	10.5 Kg
	Max Load Capacity	180 Kg
<b>FOLDED</b>	Height	103cm
	Width	52.7cm
	Depth	25.4cm

- All dimensions are approximate
- Load capacity is total weight distributed in accordance with basic human anatomy proportions.
- Attendants must consider the weight of the patient and accessories when determining total load on the Chair.

**WARNING**

**Improper maintenance can cause injury. Maintain the Chair only for the purpose described in this manual.**



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As our policy is one of continuous development Ferno (UK) Ltd reserves the right to change the specifications without notice.

**Stock Code: 2003-0115**



The CE mark on this product demonstrates conformity with the requirements of the EC Directive 93/42/EEC for Medical Devices.