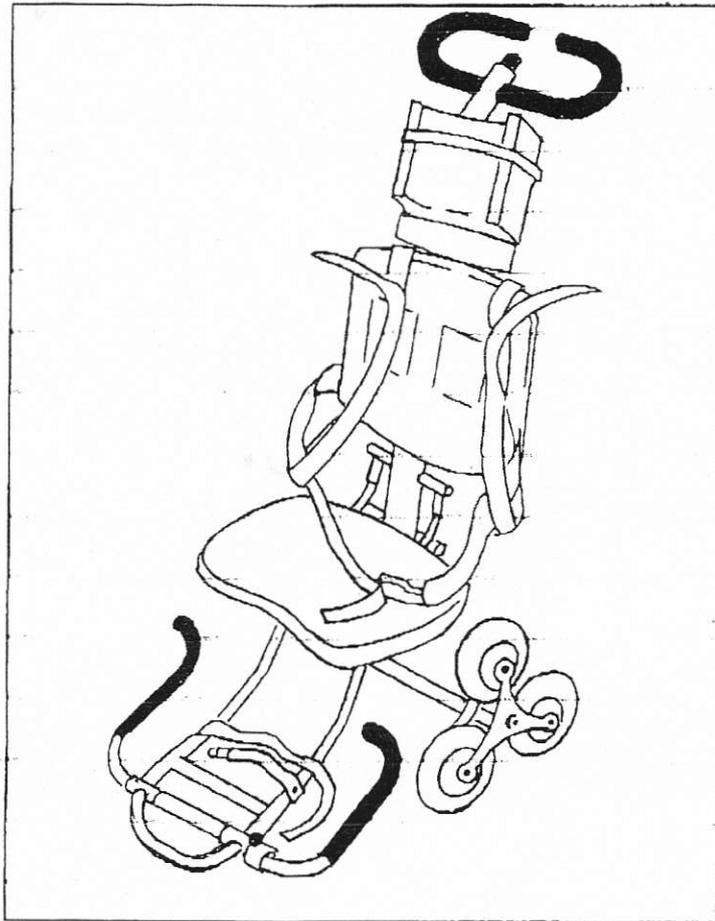


# totalcare

**sirocco**<sup>TM</sup>



*The totalcare Sirocco<sup>TM</sup>*  
**Easy Transfer System**

# User Manual

### Disclaimer

This manual contains general instructions for the use, operation and care of this product. The instructions are not all-inclusive. Safe and proper use of this product 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 product be provided before using this product in an actual situation.

Retain this manual for future reference. Include it with the product in the event of transfer to new users. Additional copies are available upon request from your local distributor.

### CE Marking

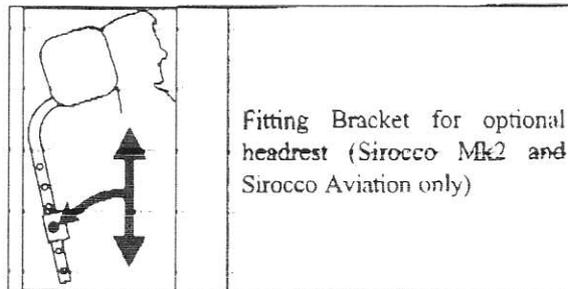
The CE symbol on **totalcare** products signifies that they have been certified in accordance with the Medical Devices Directive 93/42/EEC concerning Class 1 Medical Devices and registered as such by Ferno (UK) Ltd.

Type of Equipment: Easy Transfer System.

Intended Use: For transporting patients and the disabled and for evacuation

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**GLOSSARY OF SYMBOLS**

## 1. Safety Information

### 1.1 Safety Alerts

Safety alerts identify hazards to avoid. The following safety alerts appear in this manual.

! <b>WARNING</b> !
Improper use can cause injury. Use the chair only for the purpose described in this manual.
Improper maintenance can cause injury. Maintain the chair only as described in this manual.
Improper parts and service can cause injury. Use only <b>totalcare</b> parts and <b>totalcare</b> -approved service on the chair.
Never leave a person unattended in the chair.
Avoid rapid chair repositioning – this may cause injury to the person in the chair. Support the chair before moving control handles and levers.

### 1.2 Important Boxes

'Important' boxes, see example below, are used in this manual to highlight and emphasise information relating to the text immediately following the box.

<b>Important</b>
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### 1.3 Labels

Labels display important information from the users' manual on the chair itself so that it is readily available for the operator. The labels are not intended to replace the manual which should be read and understood prior to using the chair. Always carefully read and follow label instructions. Replace worn or damaged labels immediately. New labels are available from **totalcare** or your distributor.

### 1.4 Before You Begin

Your operator or service technician should read and follow the instructions in the section entitled 'Inspecting the Chair' before placing the chair in service.

## 2. Learning About The Chair

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### 2.1 Chair Description

The Sirocco™ is designed to transport a sick or injured person, in a seated position, up or down stairs and also on level ground.

<b>! WARNING !</b>
Improper use can cause injury. Use the chair only for the purpose described in this manual.

### 2.2 General Specifications

Specifications are rounded to whole numbers. For detailed specifications, contact **Totalcare's** Internal Sales Department. **Totalcare** reserves the right to change specifications without notice.

IN OPERATION		
Ascending/Descending Stairs	Width	50
	Depth	96
	Height (Max)	148
On Level Ground	Height	109
IN STORAGE		
		cm
Height		114
Width		50
Depth		44
GENERAL SPECIFICATIONS		
		Kg
Weight		13.5
Load Capacity		150

## 2.3 Components

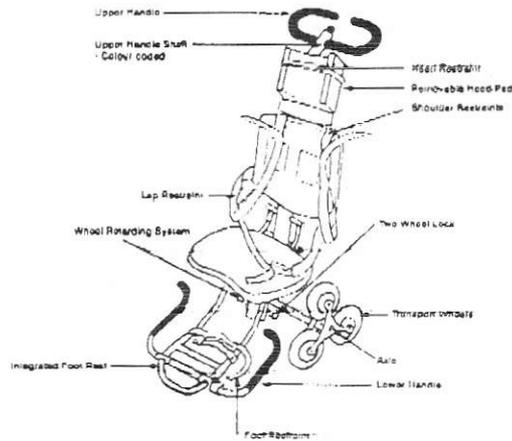


Fig. 1

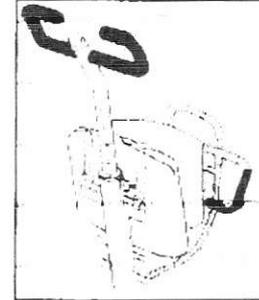


Fig. 2

### 2.4 Unfolding the Chair For First Use

Pull black release knob to the right hand side of the upper handle shaft (see Fig. 2). Simultaneously pull upper handle to extend slightly, release knob and then the handle will automatically engage in the next position.

Grasp seat and back panels while lowering tubular integrated foot rest section until it clicks into position within the locking plunger. Lower seat pad down to rest on T weldments.

### 2.5 Six Position Upper Handle Shaft

The upper handle shaft can be locked into one of six positions to allow for height variations of the operator and the person in the chair (see Fig. 3).

To change the upper handle shaft position, grasp the upper handle and pull the black release knob on the right side of the chair spine. Simultaneously, lift the upper handle and adjust the shaft to the required height.

Release the control button when the upper handle shaft is at the desired height. Support the upper handle shaft and move it up or down as required until it locks into place. The six height positions can be identified by colour coded dots on the handle shaft and noted for future reference.

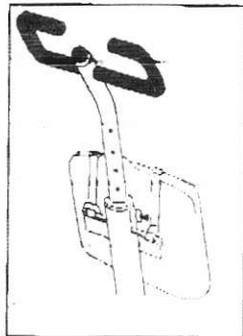


Fig. 3

## 2.6 Upper and Lower Handles

The upper and lower handles can be adjusted to allow the operators a greater range of motion when using the chair.

### - Upper Handle

To adjust the upper handle, pull the black release knob in the centre of the handle at the top of the upper handle shaft (see Fig. 4).

Swing the handle to one of the four positions available and let go of the release knob. Support the upper handle to ensure the locking mechanism is fully engaged before use.

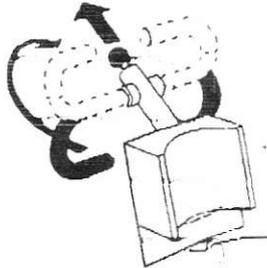


Fig. 4

### - Lower Handle

The lower handle can be locked into three positions, one position is used for stowage and the others to assist with the transportation of sick/injured people up and down stairs (see Fig. 5).

To put the lower handle into one of the two operational positions, pull the black release knob to the right of the handle. Swing the lower handle away from the chair and let go of the release knob. This will lock the lower handle into the first operational position. Support the lower handle to ensure the locking mechanism is fully engaged before use.

To locate the lower handle in the second operation position, release the knob again and repeat the above procedure.

To position the lower handle for stowage, pull the black release knob to the right of the handle. Swing the lower handle back towards the chair and let go of the release knob. Support the lower handle to ensure the locking mechanism is fully engaged before use.

(See section on Folding the Chair)

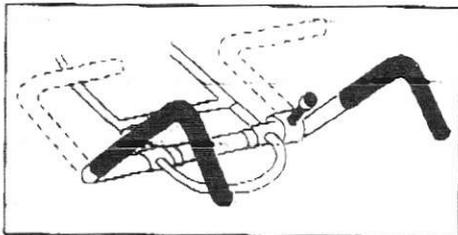


Fig. 5

## 2.7 Patient Restraints

Use the head, shoulder, lap and foot restraints to secure patient into the chair. Assess the condition of the sick/injured person to determine optimum strapping procedure.

### - Removable Head Pad and Restraint

The chair is equipped with a removable head pad that mounts around the upper handle shaft with integral fixing points (see Fig. 6).

To affix to the chair, the head pad is flexed away from the fixing points to extend the fixing points, then released to allow the pad to be fixed onto the upper handle shaft.

To remove the head pad from the shaft the head pad should again be flexed away from its fixing points and removed.

A head restraint is provided which can provide additional security for the sick/injured person. Once the head pad is in place and the person's head positioned, secure the head restraint around the head, head pad and handle shaft with the Velcro.

If the upper handle shaft is fully extended, the head pad can be repositioned either higher or lower depending on the height of the person.

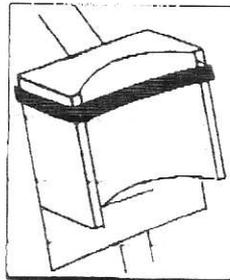


Fig. 6

### - Lap Restraint

Fasten lap restraint using plastic male/female buckle system (see Fig. 7). Pull the loose free end of the webbing strap to tighten the restraint.

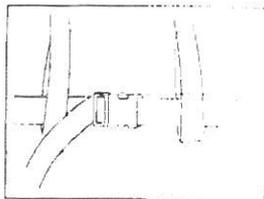


Fig. 7

### - Shoulder Restraint

Pass left and right shoulder restraints over the person's left and right shoulders respectively (see Fig. 8). Feed shoulder restraints underneath lap restraint and fold ends back to secure with velcro.

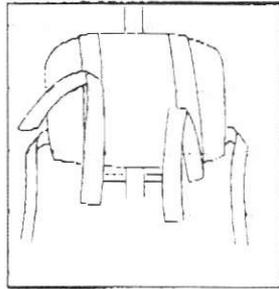


Fig. 8

### - Foot Restraint

Once the sick/injured person's feet are comfortably placed on the integrated footrest (see Fig. 9), the loose foot restraint can be fastened to secure the feet (see Fig. 10). Fasten foot strap using plastic male/female buckle system. Pull the loose free end of the webbing strap to tighten the restraint.

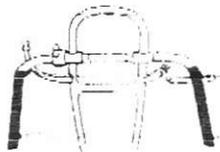


Fig. 9

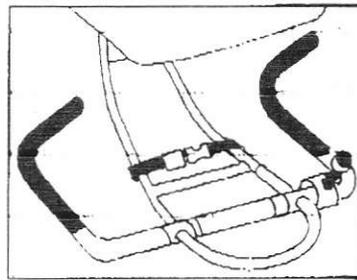


Fig. 10

### - Releasing Restraints

Foot - To release the foot restraint, squeeze the two sides of the tang on the buckle inward at the same time and pull the buckle apart (see Fig. 11).

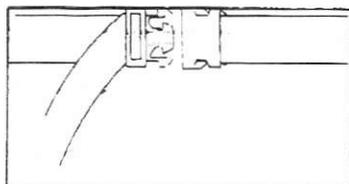
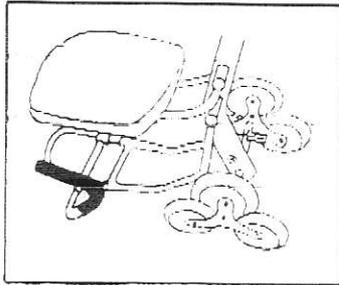


Fig. 11

To undo the lap and shoulder restraints, release the Velcro on the shoulder restraints and let the ends hang freely. To release the lap restraint, squeeze the two sides of the tang on the buckle inward at the same time and pull the buckle apart.

## 2.8 Transport Wheel Assemblies

The transport wheel assemblies allow the chair to roll smoothly up and down stairs, on flat ground and over obstacles (see Using the Chair and Fig. 12)



*Fig. 12*

## 3. Training

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### 3.1 Training

Trainees should follow a designed training program which should include safe working practices and safe lifting and handling practice.

Trainees should read this manual

Practice with an empty chair before using it in regular service

Test each trainee's understanding of the chair

Keep training records

## 4. Using The Chair

### 4.1 General Information

<b>Important</b>
------------------

Chair operation requires a minimum of two trained operators.

Placement techniques, rough terrain, a heavy sick/injured person or unusual circumstances may require more operators than specified.

Keep the load limit of the chair in mind when working with a heavy sick/injured person. We recommend that the load capacity is not exceeded.

Operators must take extra precautions when operating the chair on uneven ground.

Extra precautions should be taken to prevent the chair from slipping in adverse, wet or icy weather conditions.

Stay with the sick/injured person at all times and always use the restraints provided for their security.

Always follow good lifting procedures as specified in current manual handling regulations and your appropriate training manual.

Follow standard emergency patient-handling procedures when operating the chair.

Use good lifting techniques when operating the chair.

Medical advice is beyond the parameters of this manual. It is the chair user's responsibility to ensure safe practices for both themselves and the sick/injured person.

<b>WARNING</b>
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Improper use can cause injury. Use the chair only for the purpose described in this manual.
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### 4.2 Moving the Chair

Place the person on the chair using local protocols for patient handling. Ensure that the person is seated with their back fully against the back panel and their head securely positioned within the head pad before using the shoulder and lap restraints.

Shoulder, lap and foot restraints must be applied before moving the chair.

When moving a sick/injured person, always inform them of what you are going to do.

! <b>WARNING</b> !
Never leave a person unattended in the chair.

! <b>WARNING</b> !
Avoid rapid chair repositioning as this may result in further injury to the person. Support the chair before moving control handles and levers.

#### 4.3 Using the Chair on Level Ground

(see Figs. 13 and 14)



Fig. 13

Before rolling the chair on level ground, the head end operator adjusts the upper handle to the desired position for comfortable use.

Inform the sick/injured person so that they are aware of what is happening.

Ensure that the chair is in the four wheel position i.e. with the 2 wheel lock pin pushed to the right. (This pin is located at the bottom of the wheel axle)

See Fig. 15.

The head end operator leans the chair backwards until the weight of the sick/injured person is on the transport wheels. The chair can then be rolled forwards or backwards without lifting.

The operator at the foot end of the chair assists as required with obstacles like door frames or uneven surfaces. The lower lift handle can be used to overcome larger obstacles. Release the lower lift handle lock and fold out to the required position. (See section on Lower Handle)

#### 4.4 Rolling on Two Wheels

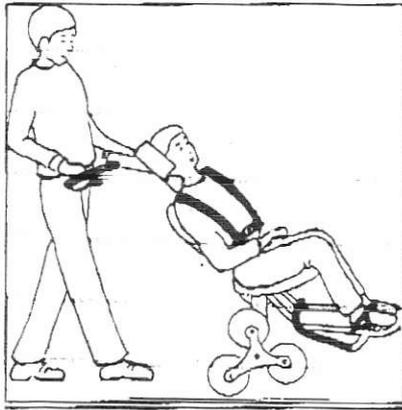


Fig. 14

For use in confined spaces, the chair can be locked onto two wheels.

Ensure that the wheel retarding system is in the off position by lifting the retarding lever upwards. This is positioned to the right of the base of the chair's spine. Push the two wheel lock pin from right to left to lock the tri-wheel onto 2 wheels. See Fig. 15.

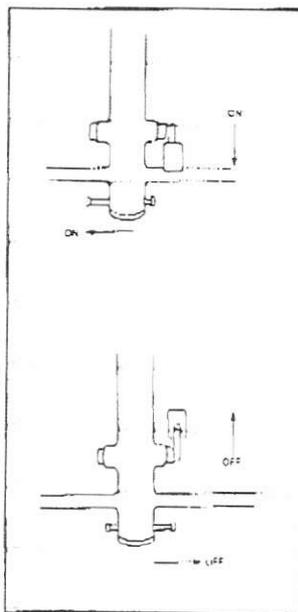


Fig. 15

To return to standard tri-wheel operation, move lock pin from left to right.

#### 4.5 Rolling the Chair on Stairs



Fig. 16

For use on stairs the two wheel lock pin must be in the off position i.e. to the right hand side. See Fig. 15

## - Down Stairs

Once the person is seated on the chair and restrained, the operators need to adjust the upper and lower handles to the lifting positions. (See section on Upper and Lower Handles)

The upper handle shaft position can be changed to provide a better hand grip.

Always inform the sick/injured person of what is happening.

Once the head end and foot end operators are in their correct positions grasping the upper and lower handles, the head end operator leans the chair backwards until the weight of the sick/injured person is on the transport wheels.

At this point, the lower handle is easily accessible to the foot end operator. The chair can then be rolled towards the top of the stairs. Position both transport wheel assemblies squarely against the facing edge of the step. Both operators roll the chair down the stairs.

The head end operator is responsible for guiding the chair down the stairs whilst the foot end operator assists as required.

If there is a need to manoeuvre the chair on stairs the head end operator may need to adjust the upper handle shaft to a higher or lower position. There may also be situations where the foot end operator needs to alter the position of the lower handle to prevent it from colliding with the staircase. (See section on Lower Handle and Upper Handle)

When rolling the chair downstairs, the operators can pause, providing they maintain a firm grip on the upper and lower handles.

To increase manoeuvrability on landings and corridors between stairs refer to section on Rolling the Chair.

To enhance safety when descending stairs the chair features a wheel retarding system located at the bottom of the wheel axle. When descending, the head end operator can apply this by pressing the lever downwards with their foot.

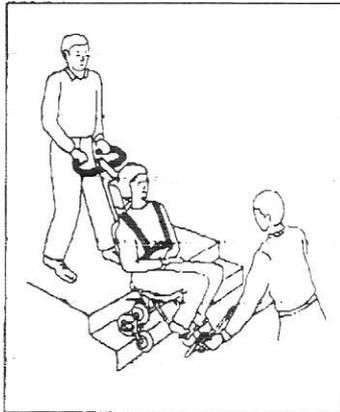


Fig. 17

## - Up Stairs

To manoeuvre the chair up stairs, the 2 wheel lock pin must be in the off position – to the right hand side – and the wheel retarding system must also be in the off position i.e. upwards.

Once the person is seated on the chair and restrained, the operators need to adjust the upper and lower handles to the lifting positions. (See section on Upper and Lower Handles)

The upper handle shaft position can be changed to provide a better hand grip.

Always inform the sick/injured person what is happening.

Once the head end and foot end operators are in their correct positions grasping the upper and lower handles, the head end operator leans the chair backwards until the person's weight is on the transport wheels.

At this point, the lower handle is easily accessible to the foot end operator. The chair can then be rolled towards the foot of the stairs. Position both transport wheel assemblies squarely against the facing edge of the step. The operators can then move the chair up the stairs by pushing (foot end operator) and pulling (head end operator).

The head end operator is responsible for guiding the chair up the stairs whilst the foot end operator assists as required.

If there is a need to manoeuvre the chair on stairs the head end operator may need to adjust the upper handle shaft to a higher or lower position. There may also be situations where the foot end operator needs to alter the position of the lower handle to prevent it from colliding with the staircase. (See section on Lower Handle)

When pushing and pulling the chair upstairs, the operators can pause, providing they maintain a firm grip on the upper and lower handles.

#### 4.6 Folding the Chair

Remove the head pad and restraint.

Fold the lower handle into the stowage position. (See section on Lower and Upper Handles) Put the upper handle shaft down to the blue dot position. Fold the upper handle down to the stowage position - facing forwards away from chair itself - and ensure that the handle is locked in place. (See Fig. 18)

Ensure chair is in 2 wheel lock position for ease of folding. (See Fig. 15) Ensure straps are securely fastened to avoid entangling. Lift seat to meet back panel. Release plunger on foot frame by lifting upwards at the same time, push chair frame slightly forward to release lock. Hold the integrated foot rest and upper handle shaft with one hand. Swing foot rest frame upwards to meet rest of the chair. Release upper handle shaft knob and push down so upper handle grips foot frame.

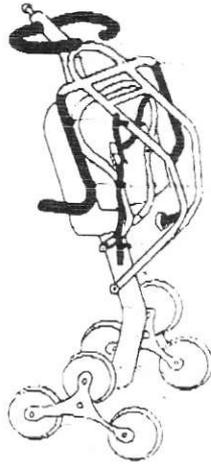


Fig. 18

## 5. Maintenance of the Chair

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### 5.1 Maintenance

The chair requires regular maintenance.

Set up and follow your own maintenance schedule but use the following as a minimum.

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

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

!	<b>WARNING</b>	!
Improper maintenance can cause injury. Maintain the chair only for the purpose described in this manual.		

### 5.2 Disinfection

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

### 5.3 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 phenolics. A stiff bristled brush can be used if necessary.

## 6. Inspection, Repairs, Spare Parts, Servicing & Warranty

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### 6.1 Inspecting the Chair

Have your service technician follow the instructions in Section 4 (Using the Chair) and check the following.

- Are all components present?
- Are the restraints properly installed?
- Do the upper and lower handles adjust properly?
- Does the adjustable upper-handle shaft adjust properly?
- Do the transport wheels rotate properly?
- Are the transport wheels damaged?
- Are all screws, nuts and bolts securely in place?
- Do all moving parts move freely?
- Does the wheel retarding system work correctly?
- Does the 2 wheel lock feature function correctly?

If the inspection indicates a need to service the chair consult either your distributor or **totalcare**.

### 6.2 Repairs and Spare Parts

Fieldcare are authorised to manage, service and repair **totalcare** products using **totalcare** approved parts and repair procedures. Contact the Internal Sales Department to order spare parts or for professional product repair. Phone 0800 0851649.

<b>!</b> <b>WARNING</b> <b>!</b>
Improper parts and service can cause injury. Use only <b>totalcare</b> parts and <b>totalcare</b> -approved service on the chair.

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