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OAC:
CFSR:
Board:
Other:

Next Review Date: 6/24

Last Reviewed: 6/21

Review Responsibility: Board and Administrative Policies Committee

FCCS PROCEDURE

NO.: 4B

SUBJECT: EVACUATION (EVAC) CHAIRS

Approved by: Executive Council

Effective Date: 04/23/07

Date(s) of Revision: 04/23/07; Jun 8, 2021

Responsible for Implementation: All Staff, Safety Committee

FCCS maintains evacuation chairs and trains staff to assist in evacuating persons with limited mobility.

Procedures:

- 1) **EVAC Chairs are available** at each agency building with more than one floor.
- 2) The EVAC chairs are for **any person who requires assistance** to evacuate our buildings in the event of an emergency because the elevators would not be operational.
- 3) **Safety Marshals and the Safety Committee receive training** on utilization. The training video is available for anyone who wishes to learn about using the EVAC chairs: [Click here for EVAC Chair Training.](#)
- 4) The agency wants to preserve the privacy of all employees. All employees who would need or want to take advantage of the assistance of an EVAC chair **should notify the Safety Marshals and/or their immediate supervisor.** Employees should make this notification even if the limitation to their mobility is due to a temporary injury.
- 5) **Supervisors and Safety Marshals** who receive information about the need for the EVAC chairs are responsible for either **helping this person exit** using the EVAC chair when possible or **informing emergency services** of the need to assist this person with exiting.