

# Building Evacuation Chairs (Evac Chairs)

## What is an Evac Chair?

- Evac Chairs are compact and foldable chairs used to evacuate people with a disability or mobility issue down the stairs.
  - The Evac chairs used by San Francisco State University (SFSU) have wheels and rubber tracks, which allow for a controlled descent downstairs.
- Generally, Evac chairs have speed regulation devices to control the speed of descent and an additional brake when stationary.
- One or two people can operate the chair.

[Click on this link](#) to view a video on how to use the Evac chair.

## Evac Chair Locations:

<b>BUILDING</b>	<b>FLOOR</b>	<b>LOCATION</b>	<b>Serial Number</b>
ADMIN	5	NEXT TO ELEVATORS	14N-289187
BUSINESS BUILDING	2	NEXT TO STAIRWELL	14N-289182
BUSINESS BUILDING	3	NEXT TO ROOM 325	14N-289201
HEATH SOCIAL SERVICES	3	NEXT TO STAIRWELL	14N-289186
HEATH SOCIAL SERVICES	3	NEXT TO THE FIRE EXIT STAIRWELL	14N-289183
BURK HALL	2	NEXT TO MEN'S RESTROOM	14N-289209
BURK HALL	3	NEXT TO ELEVATOR	14N-289181
BURK HALL	5	NEXT TO ELEVATOR	14N-289203
ETHNIC STUDIES & PSYCH	3	NEXT TO THE FIRE EXIT STAIRWELL	14N-289211
ETHNIC STUDIES & PSYCH	5	NEXT TO STAIRWELL	14N-289206
HUMANITIES	5	NEXT TO ELECTRICAL ROOM	14N-289210
HUMANITIES	5	NEXT TO STAIRWELL	14N-289212
FINE ARTS	2	NEXT TO ROOM 202	14N-289202
FINE ARTS	3	NEAR ELEVATORS	14N-289200
FINE ARTS	5	NEAR ELEVATORS	14N-289215
CREATIVE ARTS	2	NEXT TO THE CONFERENCE ROOM	14N-289214
MASHOUF	2	NEXT TO THE FIRE EXIT STAIRWELL	14N-366473

THORNTON HALL	6	NEXT TO ELEVATOR	14N-289193
THORNTON HALL	9	NEXT TO ELEVATOR	14N-289189
HENSIL HALL	5	NEXT TO ELEVATOR	14N-289192
HENSIL HALL	7	NEXT TO ELEVATOR	14N-289184
STUDENT SERVICES BUILDING	2	NEAR STAIRWELL 2	14N-289204
STUDENT SERVICES BUILDING	4	NEXT TO ELEVATORS	14N-289205
LIBRARY	2	ACROSS FROM ELEVATORS	14N-289203
LIBRARY	3	ACROSS FROM ELEVATORS	14N-289185
LIBRARY	4	ACROSS FROM ELEVATORS	14N-289188
LIBRARY	5	ACROSS FROM ELEVATORS	14N-289213

## Safety Tips When Using the Evac Chair:

- Do not allow untrained helpers to assist in the chair's operation.
  - Untrained helpers can cause injury to the passenger or themselves.
- An unlocked chair can fold during use, causing injury to the passenger or operator; ensure the chair is locked in the unfolded position.
- Always use all restraint straps on the chair.
- When a passenger weighs more than 200 pounds, use at least two operators (see manual if more people are needed).
- Only use wheel locks during passenger transfer or without a passenger on the chair.
  - Tipping could occur if the chair is moved while wheel locks are applied, resulting in injury to the passenger or operator and damage to the chair.

## Evac Chair Training:

To arrange Evac chair training for your department or staff, email the Environment, Health, and Safety (EHS) Department at [sfehs@sfsu.edu](mailto:sfehs@sfsu.edu) to schedule hands-on training. One may call EHS at (415) 338-2565 to arrange for training.