



Guidance for Use of the Stair Chair for Non-Emergency Evacuation

Revision 1, June 1, 2015

This guidance covers the use of stair chairs for the evacuations in *qualifying, non-emergency situations*. In the event of an emergency (fire, natural disaster, etc.), emergency response personnel will evacuate individuals in need of assistance.

Qualifying non-emergency events are:

1. Long term power outages
2. Elevator failure which takes the car offline for an extended period of time
3. Other events in which community emergency responders or security personnel deem appropriate

Evacuation stair chairs are available in certain areas of campus to assist individuals who cannot safely evacuate buildings during certain non-emergency events. Currently, there are 3 chairs on campus:

- Library – 4th floor
- Athletics – Stueckle Sky Center 3rd floor storage room N End room 331
- Athletics – Stueckle Sky Center 6th floor Command Post Suite 601

In the case of a qualifying event, the University gives individuals who need evacuation assistance the option of sheltering in place in the designated evacuation assistance area or when safe and reasonable, the option to be moved from the building by the use of the stair chair. Security will check in with individuals opting to shelter in place every 30 minutes, continuing until the qualifying events end or the individuals opt to evacuate by stair chair. Generally, assisted chair evacuation is only available when emergency responders or other appropriate University personnel estimate the qualifying event will last thirty minutes or more. Prior to moving an individual using a motorized wheelchair for mobility purposes, security shall notify the individual that they may not have access to the wheelchair until the qualifying event has ended.

Boise State University has trained campus responders from Security Services in the safe use of stair chairs for qualifying events. However, due to the unforeseen nature of events like power outages, there could be times when only one trained individual is available to assist in an evacuation. During a qualifying event where chair evacuation is requested, a reasonable, trained Security Specialist will, when necessary enlist the help of volunteers to assist with evacuation. When volunteer assistance is necessary, security personnel will provide appropriate instruction to ensure the safety of the individual being evacuated, and the safety of the volunteers. If volunteer assistance is needed but volunteers are not readily available, Security Services will summon help by calling dispatch.

Once an individual needing assistance is safely moved to the ground floor they will be placed in a safe and comfortable area. Trained responders will then make a determination regarding whether or not they can retrieve any personal mobility devices.

In the event of a Fire Drill, individuals unable to evacuate on their own should move to a designated area of Evacuation Assistance and wait for the drill to end. After the drill has concluded, the individual may return to their normal activities.