EMERGENCY PROCEDURES • EMPLOYEE HANDBOOK

EVACUATION CHAIRS FOR MOBILITY IMPAIRED PERSONS

Special carrying chairs are located in the elevator lobbies of those floors where mobility impaired persons are present. In the hands of trained personnel, they may be employed to evacuate a mobility impaired person from the floor if required. Mobility impaired persons are the last to be evacuated from their floor, as an unobstructed evacuation route is essential.

ELEVATORS

Elevators are NOT to be used during an emergency fire evacuation. If you are in an elevator when the alert/alarm signal sounds, remain calm while the elevator makes its way to the main lobby, debark upon its arrival and exit the building.