Rayburn Student Center

A&M-COMMERCE

Texas A & M Commerce Rayburn Student Center Employee Safety Manual Fall 2019

Employee Safety Manual

Revised June 28, 2019

Table of Contents

Critical University Phone Numbers

Emergency (Police, Fire, and Ambulance)	903-886-5868 or 911
Emergency from Campus Phone	5111

University Police

Bryan Vaughn, Chief of Police	903-886-5868
Kyle Lowe, Assistant Chief of Police	903-886-5868
Jason Bone, Crime Information	903-886-5868

Department Of Campus Operations and Safety

Derek Preas, Director	903-886-8781
John Harris, Associate Director	903-886-3129
Eddie Pinckard	903-468-3287
Rayburn Student Center	903-886-5400
Human Resources	903-886-5027
Student Disability	903-886-5150

Emergency Communications

Texas A&M University-Commerce Official Website at http://tamu-commerce.edu

Pride Alert Warning System *(Immediate Response Information System)*

Primary means of communication for contacting key crisis responders or department

KETR 88.9 FM

May be used to alert the University community as needed

Radios

Used by UPD, Physical Plant, Safety Department, and City of Commerce Fire Department

Notification Flyers

May be posted in prominent locations across campus to provide information regarding an ongoing situation or timely warning

Introduction

Information contained in this document is designed to provide a resource of safety measures available at the Sam Rayburn Student Center. In 2018, the University approved an Emergency Operation Plan (EOP) which can be viewed at:

Website:
https://www.tamuc.edu/facultyStaffServices/riskManagementSafety/documents/emergencyManagement/EOP.pdf

As defined in the University Emergency Operation Plan (EOP), each building is to identify a Building Emergency Coordinator (BEC). The Associate Director of Operations is the BEC for the Sam Rayburn Student Center. BEC will be responsible for the following:

Serves as the communication link with the appropriate agency Updated list of staff/students

List of equipment and resources maintain the First-Aid Kit and AED Units Radios for communication

Assist in the evacuation of the student center

Before an Emergency Occurs *(see attachment)*

- Know the established emergency procedures for the student center
- Know the hazards (MSDS) of any materials or equipment in the student center
- Website: http://hq.msdsonline.com/texasamcommercesl/Administration
- Know two means of egress (exits) for the student center (see diagram for the following locations)
- Know locations of fire alarms on both first and second floors
- Know locations of all portable fire extinguishers
- Know locations of AED units Know locations of all First Aid Kits
- Know the location of the Evacu-Trac
- Know the emergency phone numbers on and off campus

Emergency Access and Egress

Emergency Access and Egress are critical during an emergency situation such as a fire. Exits must be clear of obstruction in all corridors and stairways must be "clutter free". Do not place hazardous materials or equipment in areas that are used for evacuations.

Emergency Access: Equipment and facilities remain unobstructed at all times to ensure an effective emergency response.

Emergency Egress: A continuous and unobstructed way to travel from any point in the building to an exit.

Reporting Emergencies

Any member of the University community (faculty, staff and/or student) can report an emergency once observed. Contact the University Police Department at #911 or #511 (cell phone). Please do not assume someone else has called about the emergency. You should note the following details about the occurrence:

Nature of emergency Individuals injured Property damage Location of emergency

How information was received Time the information was received

Crisis Classifications *(definitions are provided by the University Emergency Operation Plan)*

Isolated Critical Incident: is an occurrence impacting only a small part of the University community or physical property, which does not affect the overall functioning capacity of A&M-Commerce (small fire, isolated hazardous material spill or isolated power outage). Your first priority is the safety of all guests in the building.

Major Critical Incident: a serious emergency which disrupts one or more operations of A&M-Commerce (major fires, civil disturbance, or widespread power outage). Outside emergency services will be essential. The Emergency Operation Center (EOC) will be activated.

Disaster: University-wide emergency which seriously impairs or halts the normal operation (massive flooding or damaging tornado). The Emergency Operation Center (EOC) will be activated.

Emergency Evacuation Plan

Everyone must leave the student center when the fire alarm sounds-even if it is a drill or false alarm. However, it is the responsibility of the RSC staff to assist in the safe evacuation of all guests to the extent that personal safety is not impeded.

Emphasis should be on a safe and orderly evacuation. Close doors as you leave when unoccupied when possible. Staff should wear provided orange safety vest.

Always take the stairs, never attempt to use the elevator.

If a stairway contains smoke or fumes, don't panic. Use an alternative stairway.

All student center employees and guests should meet at a predetermined ***safe area*** for accountability

Staff	Equipment	Emergency Location
Director	Emergency Radio	West Exit
Associate Director Operations	Evacutrac/ RSC Radio	Northeast Stairwell
Associate Director Marketing	RSC Radio	The Club
Technical Coordinator	RSC Radio	Southwest door
Operations Coordinator	RSC Radio	Loading Dock
Scheduling Manager	RSC Radio	Main Entrance
Building Manger	RSC Radio	North Entrance

Evacuation of Persons with Disabilities

Persons with disabilities should know the exits including stairways. If assistance is needed in exiting the building you should go to the nearest stairwell as a "safe refuge" and wait for staff assistance. The individual with the disability is the best authority on how to move him/her out of the building. Student center staff will be trained in utilizing the **Evacu-Trac** for disability assistance in safely vacating the building.

Elevators

Each elevator is equipped with an emergency call button which is directly connected to the University Police Department. If you are trapped in an elevator, use the emergency call button. Assistance will arrive shortly. Stay calm! Should you have a cell phone, call a student center employee and let them know your situation as well.

If the elevators (passenger/freight) are not working properly contact the Associate Director immediately, so it can be reported to Facilities Management for maintenance.

Power Outage

In the event of a power outage, the Sam Rayburn Student Center has a backup generator which will provide limited emergency power as needed for critical functioning. You should contact the University Police Department at #5111 and then contact your immediate supervisor for instructions.

THOR-GUARD PROCEDURES

The University now has our lightning prediction system in place and working called THOR-Guard. We will rely on this system to tell us when it is unsafe to be outside due to risk of lightning. It predicts when conditions are ideal for lightning; therefore, we should have at least a two minute window for getting to safety in appropriate shelters.

When the system senses eminent danger, a 15-second, high-pitched horn will sound. When you hear this, you should immediately have your group and audience head for shelter. Upon hearing this alert, stop the program, show or event, make a safety announcement to the area, power down all equipment, and seek shelter.

You should listen for three short five-second bursts from the siren. This is an all-clear signal from the system which means that conditions are safe to resume activity.

You should seek shelter in the nearest building preferably. DO NOT seek shelter under trees, metal roofs, near large water sources, etc.

TEXAS A&M UNIVERSITY-COMMERCE

OVERVIEW OF THORGUARD OUTDOOR WARNING SYSTEM PROCEDURES

To assist staff and program participants of recognizing the activation of the ThorGuard outdoor warning system, the following procedures have been developed. Please familiarize yourself with these procedures and talk to your supervisor or the Department of Risk Management and Safety if clarification is needed.

PROCEDURES

When the ThorGuard outdoor warning system sounds (one-15 second horn blast), do the following:

1. Clear the outdoor facility and event of all patrons and participants.
2. Explain to the patrons and participants that they have these choices:
   2.1. Seek and remain in a protected building.
   2.2. Wait in their vehicles until the weather clears and the all-clear signal sounds (three- 5 second horn blasts).
3. If the all-clear signal sounds, resume activity.
4. If the all-clear signal does not sound after thirty minutes do the following:
   4.1. Check with the University Police Department (UPD) regarding the status of warning. UPD personnel have been trained on the system and will perform a manual recheck of the system, 30 minutes after the warning, if the conditions are clear. Once the manual check is performed, and conditions are clear, the all-clear signal will be sounded.
   4.2. If the system indicates that activity may not resume, ask UPD to give regular updates in order to inform patrons and participants.
5. Do not to let people resume activity if the ThorGuard outdoor warning system has not sounded the all-clear after the warning blast has initially sounded.
   5.1. ONLY the University Police Department can instruct otherwise.

REMINDER

It is important to remember that even if the ThorGuard outdoor warning system does not sound, and the weather conditions are bad, good judgment must be used. Proceed to delay the event and stop the program or activity due to weather related conditions that may be or may become hazardous.

ThorGuard Activation	**ONE-15 second horn blast**
ThorGuard All-Clear	**THREE- 5 second horn blast**

Contact the Department of Risk Management and Safety for any questions or concerns.
903-468-8781

Severe Weather Policy

Established 5/31/2019

In an event of severe weather

In the event of severe weather the Director or Associate Director of the Rayburn Student Union will communicate with Campus Safety to determine the best plan of action for the safety of our staff and guests. In instances of severe weather that calls for Campus Safety to Activate the Emergency Operations Center* the Director of the Rayburn Student Center will send one staff member to the EOC to communicate directly with the staff at the Rayburn Student Center. The staff member assigned to the EOC will communicate potential threats with the staff of the RSC to inform them of action steps.

Action Step

Action steps may include canceling outdoor events, sheltering in place, moving all occupants of the RSC to the designated Tornado areas.

Chain of command during severe weather

1. Director
2. Associate Director
3. Scheduling Manager
4. Operations Coordinator
5. Building Manager

PAWS

The Pride Alert Warning System – PAWS is the only viable source of information for immediate threats to the Campus. Regional news outlets and social media are not reliable sources of accurate potential dangers to the campus. If PAWS is alerting you take action immediately.

Warnings and Watches

Watches are issued by the Storm Prediction Center for counties where **tornadoes** may occur. The **watch** area **is** typically large, covering numerous counties or even states. **Tornado Warning**: Take Action! A **tornado** has been sighted or indicated by weather radar.

Winter Storms Ice

In the event of inclement weather, the University Police Department will advise the President on best available information obtained from the following departments: Department of Public Safety, Texas Transportation Department, Physical Plant, Department of Risk Management and/or local national weather services.

The Marketing and Communications Department will create an official news release, announcements, and/or phone messages (IRIS Communication and Pride Alert). The University Police Department will send out alerts on campus, as well as implementing shelter or evacuation orders.

Texas A&M University-Commerce may elect to send home all non-essential employees during the period of inclement weather and cancel classes should they be in session.

Fire Safety

The greatest protection against property loss and injuries from fire is PREVEN TION.

Minimize combustible storage

Store waste materials in suitable containers

Use flammable materials in well-ventilated areas Keep equipment in good working order

Have electrical wiring and equipment checked regularly Report and repair all gas leaks immediately

Conduct "hot" work in a well-ventilated area

Do not use open flames where flammable atmosphere may be present

The Effects of a Fire

Most fires produce large amounts of smoke that is highly toxic. Moreover, smoke is responsible for more fire fatalities than flames. A smoky fire can have the following effects on humans:

Within 30 seconds – Disorientation; within 2 minutes Unconsciousness; within 3 minutes -Death

Fire Extinguishers

Wall mounted fire extinguishers (Type=A+B+C) can be found throughout the Sam Rayburn Student Center on both the first and second floors (see diagram for locations). Learn the locations and type of the nearest fire extinguishers provided. It is recommended that The Club purchase a separate fire

Extinguisher and provide staff training on proper use in an emergency. Should you observe a missing, discharged, or damaged fire extinguisher, please contact the Associate Director immediately. If you use a fire extinguisher, do not return it to the wall mounted cabinet. Take the used fire extinguisher to the Associate Director so that a replacement can be ordered. Routine inspection and maintenance should be conducted and documented.

Fires are classified into three basic categories. Each type of fire requires special treatment to control and extinguish it. All fire extinguishers are clearly marked to indicate the fire classes for which they are designed.

Class A - Fires involving ordinary combustibles such as wood, textiles, paper, rubber, cloth and trash. The extinguishing agent for a Class A fire must be cool. Water and multi-purpose chemical fire extinguishers are ideal to use on these types of fires.

Class B - Fires involving flammables or combustible liquids or gasses such as solvents, gasoline, paint, lacquer and oil. The extinguishing agent for a Class B fire must remove oxygen or stop the chemical reaction. Carbon dioxide, multi-purpose dry chemical and Halon fire extinguishers are ideal for use on these types of fires.

Class C - Fires involving energized electrical equipment or appliances. The extinguishing agent for a Class C fire must be a non-conducting agent. Carbon dioxide, multi-purpose dry chemical, and Halon fire extinguishers are ideal for the use of these types of fires.

A	Common Combustibles	Wood, paper, cloth etc.
B	Flammable liquids and gases	Gasoline, propane and solvents
C	Live electrical equipment	Computers, fax machines (see note!)
D	Combustible metals	Magnesium, lithium, titanium
K	Cooking media	Cooking oils and fats

Doors and Stairways

Fire doors are specially constructed doors and frames that will withstand fire for a specific length of time. They are found at stairways, in corridors, and at openings in fire walls to prevent the spread of smoke, heat, and fire. The Sam Rayburn Student Center has fire doors which are held open by magnetic devices that release the doors to close when the fire alarm is activated. These doors can be left open, provided they are not obstructed.

Fire Response

If you see or smell smoke complete the following steps:

Contact the University Police Department and identify the following: Location of the fire

Size and type of fire, if known Name and phone number

Exit the building and go to the predetermined location. Do not use the elevator in a fire emergency

During an actual emergency guest must receive permission to reenter the student center from the Commerce Fire Department and/or the University Police Department.

*Important- Do not attempt to fight a fire unless it is small and controllable. Use good judgment to determine your capacity to fight the fire. When fighting the fire, always maintain an escape route. Never allow a fire to block your exit.

Clothing Fire

If your clothing is on fire, STOP, DROP and ROLL to extinguish the flames while holding your hands over your face to protect it from flames. If water is nearby, run water over the affected area until medical help can arrive.

Toxic Chemical Spill or Release

Should a chemical spill or release unintentionally occur at the student center that is less than 1 liter and not extremely toxic, the following procedures are to be followed:

Contact the Associate Director of Operations

Associate Director will notify the Safety Manager, at #903.468.8781, to inform him of the chemical type, approximate quantity and location of the spill or release. If release cannot be abated by onsite personnel, the Commerce Fire Department will be contacted for further assistance.

Major Chemical Release

If a chemical release is extremely toxic or a quantity larger than can be handled with SRSC personnel, the University Police Department should be contacted. Campus police will contact the Commerce Fire Department with the information that was provided by Associate Director:

Nature of emergency

Exact location of emergency

Emergency contact person Phone number Identify and quantity of chemical release

Upon direction of the Commerce Fire Department or University Police Department, the building will be evacuated and guests kept at a safe distance, upwind until

Chemical release containment and cleanup have been resolved Persons exposed or injured have been removed

Commerce Fire Department has released the building as "all clear" and turns control over to the University Police Department or Safety Manager.

Bomb Threat

Take any bomb threat seriously, and report it immediately to the University Police Department #511. University Police will determine the correct action to take. If you receive a bomb threat, remain calm and try to recall as much detail as possible.

Theft and Missing Property

Theft or missing property should be reported to your immediate supervisor upon discovery. The University Police Department should be contacted regarding the loss and of the circumstances surrounding the loss. An officer will document the loss or missing property.

Medical Assistance Procedures

Should you encounter an individual who is seriously injured and/or ill, follow these steps:

Contact the University Police Department Keep the individual as comfortable as possible

Do not move the victim any more than necessary for his/her safety never administer liquids to an unconscious victim

Should CPR be necessary-begin CPR and continue until medical personnel arrive

Safety Resources

University Police Department is responsible for crime prevention and law enforcement on campus. Officers are on duty 24/7/365. UPD has a fully functional #911 system, and are capable of dispatching police, fire, and medical services.

Risk Management and Safety Office to assist in the protection of our faculty, staff, students, visitors, community, and the physical properties.

Student Disability Resources and Services provides services to students with disabilities to ensure accessibility to university programs. Staff offers counseling, evaluation referral, disability-related information and resources, adaptive technology and equipment for campus use, testing accommodations, and interpreter services for academically related purposes.

Safety Equipment

AED Units (15t - Information Desk and 2nd floor - Student Activities and Leadership Office) Fire Alarm Panels (East Entrance 1st Floor)

Fire Doors (located at stairwell exits on the 1st and 2nd floors) Fire Extinguishers (1st and 2nd floors)

Fire Pull Stations (Located at each exit throughout the student center) First-Aid and Emergency Preparedness Brochures (SRSC department)

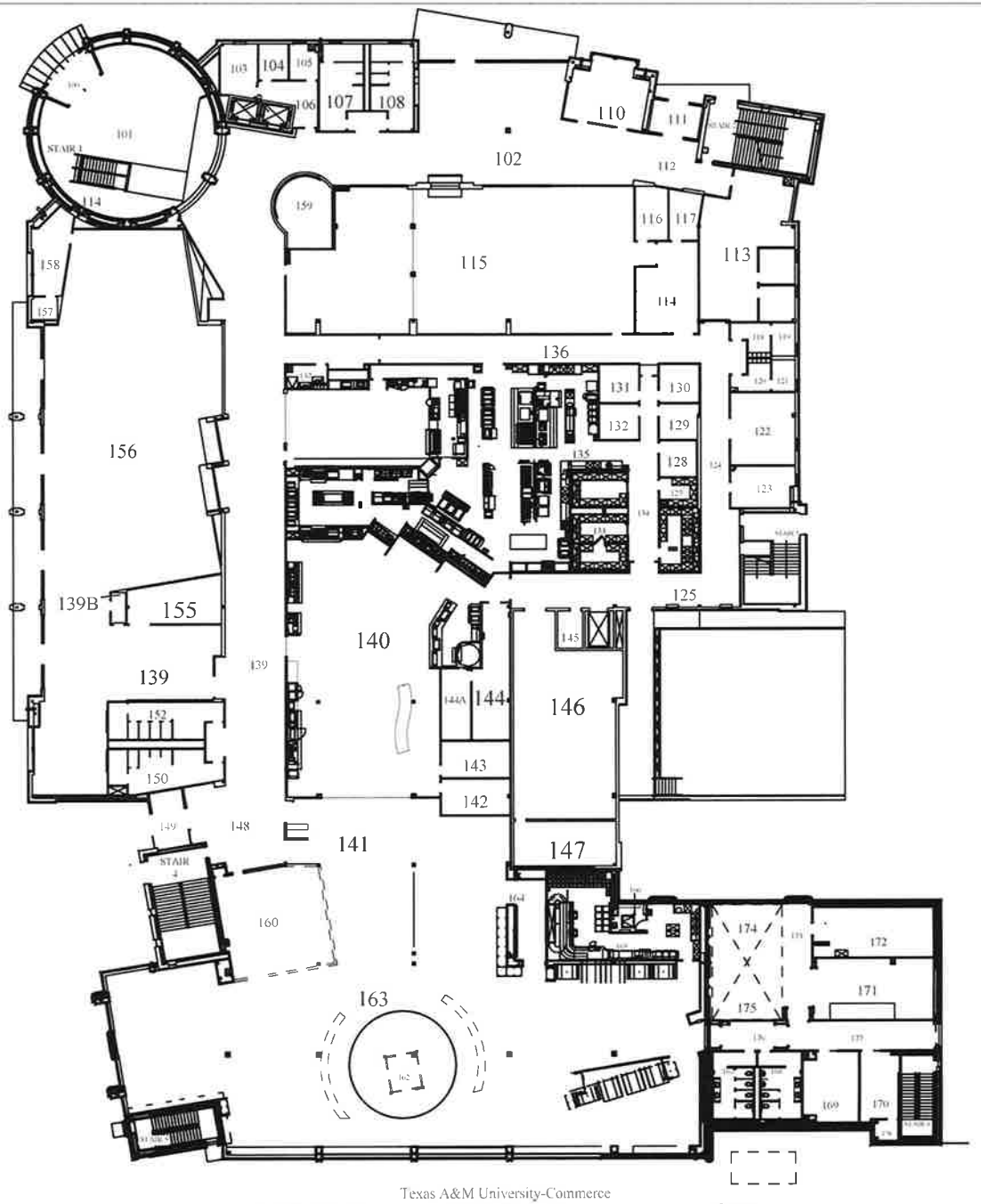
First-Aid Kits

Kitchen Break Room - 2nd floors Laundry Room -

The Club - 1st Floor

EVACU-TRAC (Emergency Evacuation Device) is located at the Northeast Stairwell on the 2nd floor by the Executive Lounge

Public Announcement System 1st floor Welcome Desk

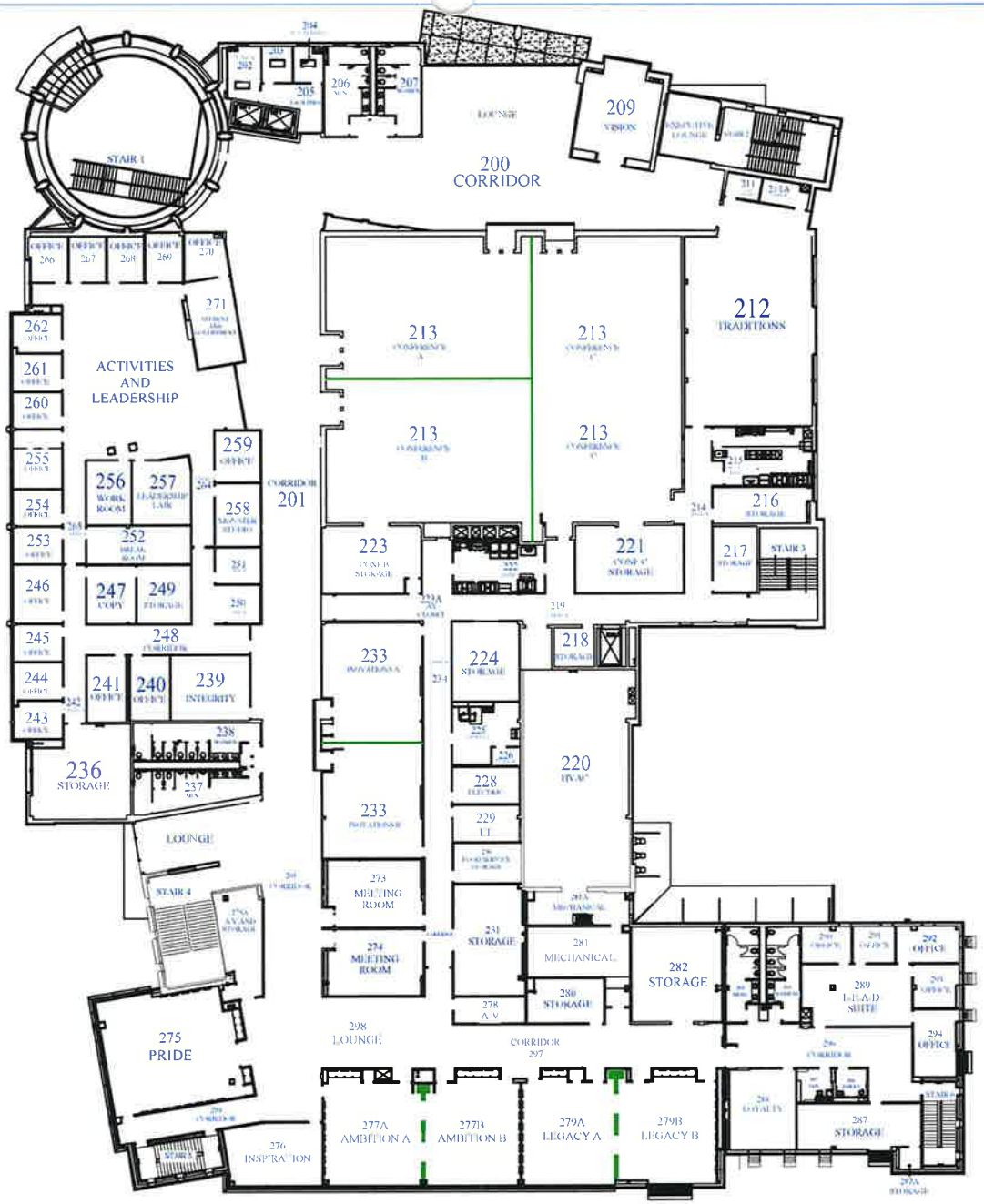


Texas A&M University-Commerce

Sam Rayburn Student Center
Building Number 0708
Scale

123,455 Gross Square Feet
61,855 Gross Square Feet First Floor
61,600 Gross Square Feet Second Floor
1343-Foot Perimeter

North
Constructed 2009
Expanded 2014
05/15/2015 djw



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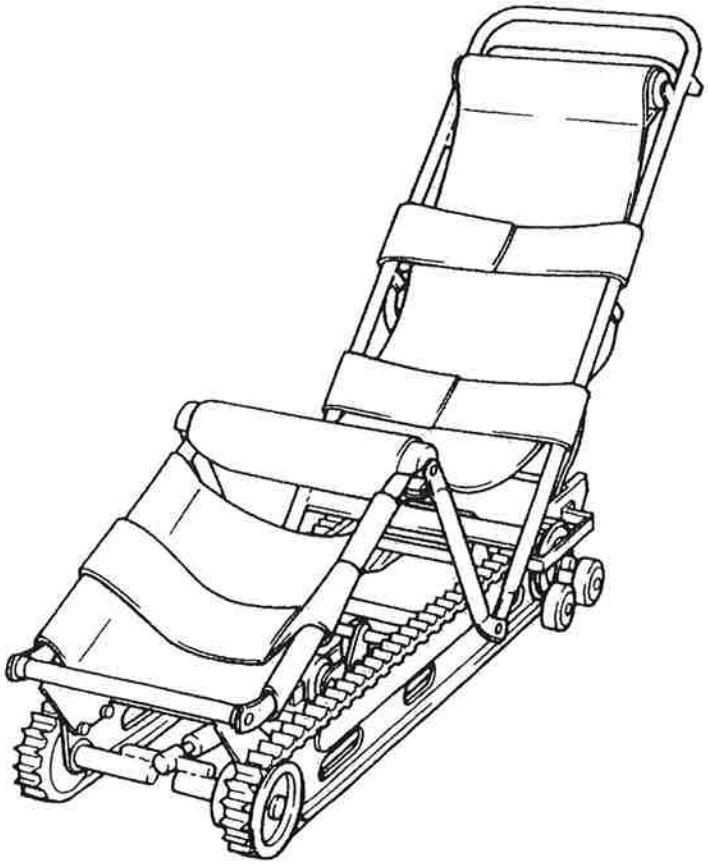
Garaventa EVACU-TRAC CD7

Emergency Evacuation Chair

Information Package

www.evacu-trac.com



GARAVENTA LIFT

Garaventa Evacu-Trac CD7

Emergency Evacuation Chair

Key Features

Evacu-Trac should be kept in any multi-story building where people with disabilities live, work or visit. Evacu-Trac can provide a fast, safe and reliable means of evacuation, can help save lives, and can provide people with disabilities with an equal opportunity for escape in an emergency.

- Folds compactly for storage or may be stored in an optional storage cabinet.
- Unfolds for use in seconds – doesn't have to be assembled
- For loading, it's low, extremely stable and has a shallow seat area (without sides) to allow easy transfer from a bed or wheelchair.
- The passenger is held firmly in place by three quick-connecting Velcro straps.
- Six wheels provide a stable, stroller-type action that allows the attendant to move the passenger down long hallways without effort.
- The weight is balanced over the rear wheels to permit easy cornering.
- Stairway descent requires no operator strength since the weight of the passenger provides the power to descend. A small attendant can easily evacuate a 200 lbs (91 kgs) passenger.
- During descent, a hydraulic governor limits the speed.
- A fail-safe braking system is always engaged and is released by the attendant during stairway descent. This allows the attendant to stop on the stairway should the passenger need attending or if an obstruction has to be cleared from the stairs.
- Available with a steel storage cabinet with a high-visibility evacuation pictograph.

GARAVENTA LIFT

Evacuation Chair Selection Criteria

When shopping around for an evacuation chair you should consider the points listed below when comparing products.

- **Stability on Flat Surfaces**
  At times it may be necessary to leave a passenger unattended momentarily while opening a door or clearing debris, and you can't always rely on having someone else available to assist.

- **Stability on Stairs**
  You may need to stop and wait on the stairs to allow stairway traffic to pass, or to clear an obstruction. Though this practice is not recommended, the unit must be capable of remaining parked and stable on the stairway during this period.

- **Descent-speed Governing Mechanism**
  The evacuation device must have a mechanical speed governor and tracks with rugged treads that will limit the maximum speed of descent regardless of the operating environment. Heat, cold or water on the stairway or on the tracks can all affect the friction between rubber and other surfaces. The device must be designed so that its speed is controlled mechanically regardless of the conditions.

- **Passenger Restraints**
  Passengers won't always be calm, conscious or have control of their arms, legs or head. The device must be designed so that the passenger can be secured regardless of their condition.

- **Passenger Size Limitations**
  Many people needing evacuation may be heavier or have wide hips. The design of the evacuation device must take these weight and size factors into consideration.

- **Passenger Comfort**
  Although an emergency evacuation descent is not a pleasure ride, the chair must take into consideration the fact that many people with disabilities are more prone to injury and must be handled more carefully than most able-bodied people. Though the person may not feel a bruise, their body will react to one in the same way and will take longer to heal. Following the emergency descent (and depending on the reason for the emergency evacuation), it may be some time before you can re-enter the building. During this time the evacuated person must be able to wait, comfortably, for their wheelchair to be returned t. The design of the emergency evacuation chair must take this waiting time into consideration.

GARAVENTA LIFT

Specifications

Emergency Evacuation Chair for Persons with Disabilities

1.1 Model Type
The Evacuation Chair shall be a Garaventa Evacu-Trac CD7.

1.2 Descent Speed Control Mechanism
The Evacuation Chair shall be equipped with a mechanical device that controls the descent speed to a range that is safe for the passenger and operator. Descent speed may vary slightly based on passenger weight and stair angle. As a standard measurement, on stair slope of 35 degrees and with a passenger of 220 lbs. (100kg), the speed control mechanism shall limit the descent speed to a maximum of 3.6 ft (1.1 m) per sec. This descent speed control mechanism shall limit the maximum speed regardless of the operating environment or strength and size of the operator.

1.3 Rubber Track Design
The Evacuation Chair shall have rubber crawler tracks to grip the stair noses. The tracks shall have lugs or treads to ensure positive traction with the stair noses. The rubber tracks shall have integrated steel wires that minimize the likelihood of stretching or breakage.

1.4 Carrying Capacity and Stair Angle
The Evacuation Chair shall be able to carry passengers of up to 300 lbs. (136kg) on a stair slope of up to 40 degrees.

1.5 Passenger Size Accommodation
The Evacuation Chair shall be designed so that it does not unduly limit the size of passengers that can be carried. The seating sling shall be open on the sides and shall not be designed with bars that surround or restrict the seating area.

1.6 Passenger Restraining Straps
The Evacuation Chair shall be equipped with three (3) restraining straps to ensure the passenger will be securely restrained in the Chair. The straps shall secure the passengers legs, mid-section, and chest and arms.

1.7 Parking Brake and Stability on Flat Surfaces
While a passenger occupies it, the Evacuation Chair shall remain stable and stationary when left unattended on flat surfaces. The Evacuation Chair shall include a brake system that will prevent it from rolling when unattended in the parked position.

GARAVENTA LIFT

- OAN Corporation
- Office of Surface Mining
- Orange Board of Education
- Orange County Public Schools
- Prairie State College
- Red Lion Area School District
- Rock Island Arsenal
- Rush University
- San Diego County
- San Diego State University
- Santa Clara Valley Water
- Seattle City Lights
- Seymour Johnson AFB
- Socorro ISD
- Southwest Allen School
- Spawar Systems Center
- St. Petersburg College
- State of New Mexico
- Tennessee Rural Health
- Texas Health Resources
- The John Buck Company
- The University of Findlay
- Thomas Properties
- Tiffany & Company
- Transwestern Com Services
- Turner Broadcasting Systems
- USDA
- University of Alabama
- University of Buffalo
- University of Nebraska
- University of South Carolina
- University of Washington
- US Attorney's Office
- US Coast Guard
- US Department of Energy
- US Department of Justice
- US Department of Transport
- US Department of Education
- US National Guard
- US Office of Mgmt. & Budget
- US Secret Service
- Veterans Claims
- Washington Convention Ctr
- Washington State University
- Wells-Ogunquit Central Sch
- Office of Inspector General
- Ohio State University Hospital
- Orange County
- Oregon Judicial Department
- Presidio Commercial Services
- Rehab. Institute of Chicago
- Romulus Community Schools
- San Antonio College
- San Diego Gas & Electric
- San Jose State University
- Sargent & Lundy
- Securities Investor Protection Corp.
- Social Security Administration
- South Bend Community Schools
- Southwestern Oklahoma University
- Sprint USA
- St. Vincent Frankfort Hospital
- TARC
- Texas Christian University
- The Art Inst. Of Philadelphia
- The Baupost Group
- The Weather Channel
- Thompson School District
- Trammell Crow Company
- Triad Guaranty Insurance Co.
- Tyco Electronics
- United State Postal Service
- University of Arkansas
- University of Maryland
- University of Michigan
- University of Texas
- US Army Corps of Engineers
- US Bureau of Census
- US Department of Commerce
- US Department of HUD
- US Department of Navy
- US Department of Veterans Affairs
- US EEOC
- US Mint
- US Trademark & Patent Office
- Vanguard Group
- Walters State Community College
- Washington County Courthouse
- Wayne-Westland Community Schools
- West Fargo Schools

use. We feel that it was an investment in the safety of our physically challenged students. Especially in this day and age, we felt it to be an easy decision. After 9/11, the committee pondered how many more wheelchair bound people would have been saved if there had been Evacu-Tracs in the stairways. Our understanding is that they were waiting in the Area of Refuge, for a rescue that never came.

Thank you for the opportunity to express our satisfaction with the Garaventa Evacu-Trac.

Sincerely,

Diane Ferguson

Diane Ferguson
Member the Anne Arundel County Public Schools ADACT

Contra Costa County *Fire Protection District*

Fire Chief
KEITH RICHTER

October 27, 2000

Dave Hertner
Garaventa (Canada) LTD
P.O. Box 1769
Blaine, Washington 98231-1769

Dear Mr. Hertner,

Our department recently received the Garaventa Evacu-trac cd7. After watching a video and conducting a class on the safe operation and ease of patient loading, the crew at Station 6 added this to our firefighting and EMS toolbox.

In the early morning hours of October 14, 2000, we responded to an emergency medical call for a patient who was located in a switching control tower at a train yard. The tower didn't have an elevator and there were six flights of stairs to access the patient, in the past we would have had to sit pick the patient down the stairs. This type of operation is uncomfortable for the patient and puts the firefighters at risk of potential injury. We were fortunate to have the Garaventa Evacu-trac cd7 at our disposal; we appreciated the ease of loading and the stable and safe position the patient was in. What would have taken a lot of muscle and two firefighters, was accomplished with ease by a single firefighter using the Evacu-trac cd7. We quickly and safely were able to descend the stairs in a timely manner with an outcome that was beneficial for both the patient and the firefighters.

On behalf of the Fire District and Station 6, I would like to thank you for a product that has proven to be a valuable tool and an asset to firefighters.

Sincerely,

Captain Jeff Peterson

Captain Jeff Peterson
Station 6, Battalion 2
Contra Costa County Fire District

U:bcs\evacu.010dw

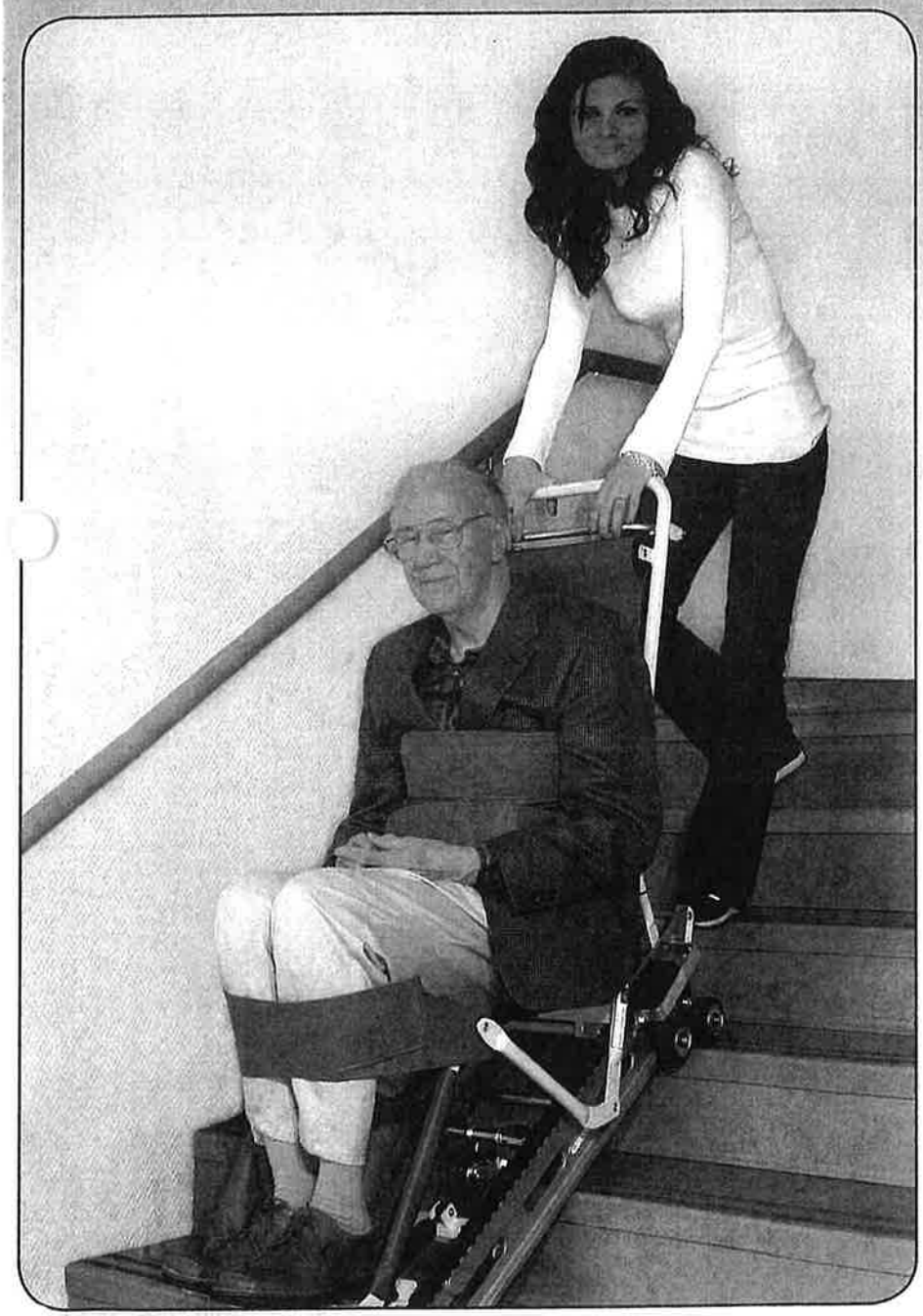
☐ 2010 GEARY ROAD • PLEASANT HILL, CALIFORNIA 94523-4694 • TELEPHONE (925) 930-5500 • FAX 930-5592
☐ 4527 DEERFIELD DRIVE • ANTIOCH, CALIFORNIA 94509 • TELEPHONE (925) 757-1303 • FAX 754-8852
☐ WEST COUNTY AREA • TELEPHONE (510) 374-7070

GARAVENTA LIFT
Creating An Accessible World

Garaventa Evacuation Chair

EVACU-TRAC CD7

Emergency evacuation chair for stairway descent



The Garaventa Evacu-Trac CD7 is an evacuation chair used to move people with a disability or injury down stairways quickly and safely during an emergency. Evacu-Trac's patented speed governor and braking system allow a small attendant to easily evacuate a larger passenger. It folds compactly when not in use..

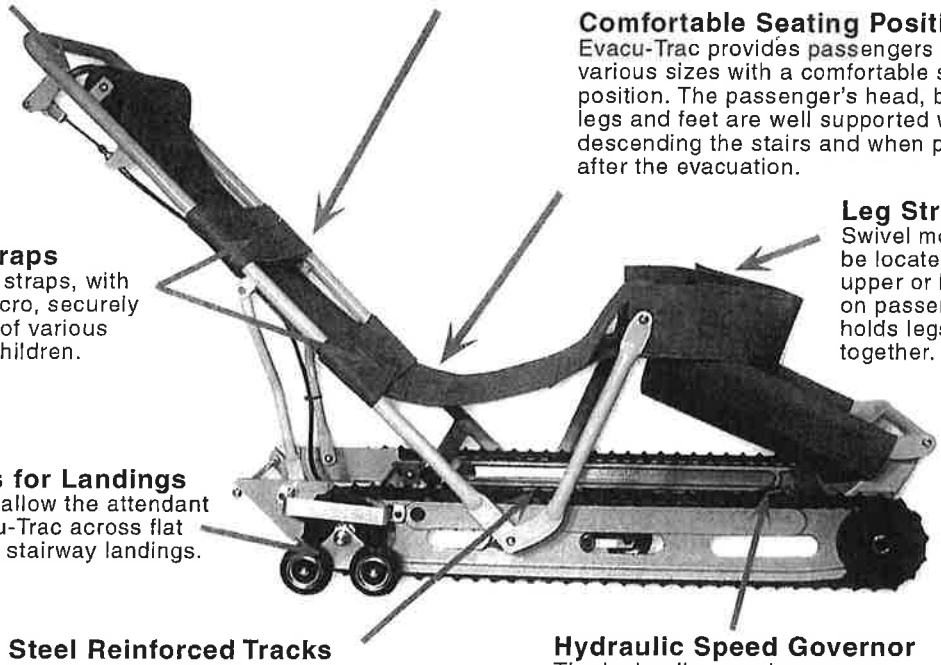
www.evacutrac.com

The Garaventa Evacu-Trac CD7 is simply the best evacuation chair on the market today. It is easy for the operator to use and is comfortable for the passenger. This encourages regular practice drills, considered essentially to emergency preparedness.

Exclusive safety features such as a unique hydraulic speed governor and failsafe braking system that will stop and hold a fully loaded Evacu-Trac on the stairs, sets the Evacu-Trac apart from all other evacuation chairs.

Failsafe Brake System
Although a governor controls the speed of descent, an additional mechanical brake is provided that will stop and hold Evacu-Trac on stairs. This failsafe brake system also serves as a parking brake when Evacu-Trac is stopped on flat surfaces. The brake engages automatically when the attendant releases the brake bar.

Open Sides for Easy Transfer
Open sides and the low seating position make Evacu-Trac easy to load in an emergency. Many disabled passengers can transfer into Evacu-Trac without assistance, once Evacu-Trac has been opened.



Comfortable Seating Position
Evacu-Trac provides passengers of various sizes with a comfortable seating position. The passenger's head, back, hips, legs and feet are well supported when descending the stairs and when parked after the evacuation.

Leg Strap
Swivel mounted strap can be located around passenger's upper or lower legs depending on passenger size. Location holds legs and knees firmly together.

Adjustable Straps
Three adjustable straps, with quick release Velcro, securely hold passengers of various sizes, including children.

Auxiliary Wheels for Landings
Six auxiliary wheels allow the attendant to easily move Evacu-Trac across flat surfaces and around stairway landings.

Steel Reinforced Tracks
Rubber tracks with special saw-tooth lugs securely grip the stairway. Hundreds of steel wires molded into the tracks ensure track strength and durability. The long track length provides stability on the stairway.

Hydraulic Speed Governor
The hydraulic speed governor mechanically engages with the tracks to control the descent speed at a comfortable rate. The attendant guides the machine but is not required to exert any effort to control the speed.

Evacu-Trac Storage Cabinet

Protect your Evacu-Trac, as you would any other important life-safety equipment, by storing it in a steel storage cabinet located near the top of the stairway. Designed to hold a single Evacu-Trac, the storage cabinet includes graphics clearly identifying the contents.

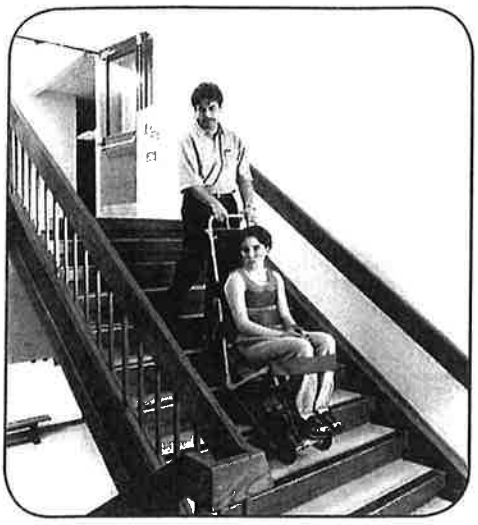
Storage Cabinet Dimensions:

Height..... 1151mm/45.3in
Width 508mm/20.0in
Depth 279mm/11.0in

www.evacutrac.com

In an emergency such as a fire or an earthquake, elevators should not be used. People with limited mobility may be trapped. Garaventa's Evacu-Trac CD7 provides a lifeline to safety.

During an emergency, the passenger is transferred from their wheelchair to the Evacu-Trac. Once positioned in the Evacu-Trac, velcro straps are wrapped securely around the passenger's torso and lower legs. The passenger is then wheeled to the stairway for descent.



During descent the passenger sits in a comfortable, upright position, securely held by three safety straps.

To turn the Evacu-Trac on flat surfaces, the attendant pushes down on the handle and pivots the unit on the rear auxiliary wheels.

When ready to descend the next flight, the attendant squeezes the Brake Release Bar t release the secondary, failsafe brake.

Features

- Quick and easy set up for immediate use
- Carries up to 300 lbs.
- Passenger's weight moves unit down stairs, while the governor controls speed
- Failsafe brake brings unit to a complete stop automatically
- Adjustable safety straps
- Stable and self-supporting
- Unique seat design allows easy transfer from wheelchair
- The tracks grip the stairs, regardless of the stair construction material

Benefits

- Provides quick and safe emergency evacuation
- No hand carrying of mobility impaired persons
- Small attendants can easily move heavier passengers
- Easily stores in a secure area when not in use
- Requires minimal maintenance
- Available immediately

Evacu-Trac glides down hallways on six auxiliary wheels When the stairway is reached, Evacu-Trac automatically lowers onto its rubber tracks for stairway descent.

EVACU-TRAC - Emergency Evacuation Chair

Visit our website at
www.evacu-trac.com

Emergency Evacuation Chairs

- Evacu-Trac operation
- Product evaluation
- Specifications
- Testimonials
- Owner's Manual (PDF)
- Streaming video
- Quote Request
- Other Garaventa Products

Order your Evacu-Trac DVD

To receive your free copy of the DVD,
call 1-800-663-6556 or
email: productinfo@evacu-trac.com.
This informative DVD discusses the many safety features and benefits of the Evacu-Trac along with operating instructions and stairway requirement details.

Buyer Beware!

Not all evacuation chairs are created equal. There are currently no codes or standards regulating these products. Therefore buyers must diligently evaluate products for general functionality, ease of use and safety. Refer to the Considerations When Comparing Evacuation Chairs on our website at www.evacutrac.com

Garaventa Lift

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Global Portal: www.garaventalift.com

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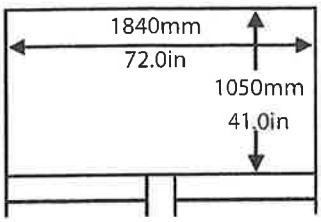
Evacu-Trac CD7 Specifications

Clearances

The diagram below shows typical clearances required on turnback stairways. Actual requirements may vary depending on stairway configuration.



Evacu-Trac Dimensions

Capacity: 136kgs/300lbs
Speed: 1.1m(3.6ft)/sec*
Stair Angle: 40° Max.
Weight: 20.7kgs/46lbs

Size Open:

Length 1310mm/51.6in
Width 426mm/16.8in
Height..... 810mm/31.9in

Size Folded:

Length 1100mm/43.3in
Width 426mm/16.8in
Height..... 270mm/10.6in

Other Garaventa Lift Products

Garaventa Power Evacu-Trac

Battery Powered Evacuation Chair

Many evacuation situations involve travel up stairs from below ground level or to an area of refuge on a higher floor. The Power Evacu-Trac is equipped with a powerful motor and battery, allowing a single small attendant to transport a heavy passenger up many flights of stairs to safety. This is a unique Garaventa product.

Garaventa Super-Trac

Portable Standby Elevating Device

Super-Trac is a portable elevating device that can be used to move passengers or wheelchairs up and down stairs. The platform designs means that the passenger does not have to transfer out of his/her wheelchair, saving time and reducing the chance of injury. The Super-Trac has a capacity of 200 kgs (440 lbs).

GSL Artira

Inclined Platform Lift Models for Straight and Curving Stairways

The Stair-Lift is able to follow straight and curving stairways up several flights of stairs and across horizontal landings. A variety of platform sizes and options allow for extensive customization of the Artira to meet the needs of the user.

GARAVENTA LIFT

www.evacutrac.com

Authorized Garaventa Lift Representative

Lynx - Panic Button

TOTAL CRISIS

PANIC BUTTON

FEARFUL

POLICE NEEDED

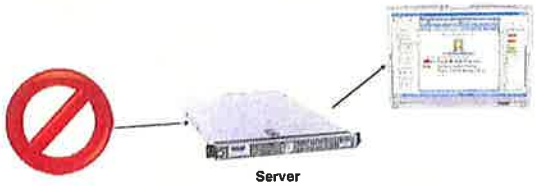
Micro Technology Services, Inc. Lynx

When Do You Use the Panic Button?

Use the panic button when you are in an emergency or crisis situation. If you believe that there is imminent danger of physical harm to you or someone else, then using the panic button would be appropriate.

Micro Technology Services, Inc. Lynx

Lynx – Panic Button is a Network Based Duress and Notification System



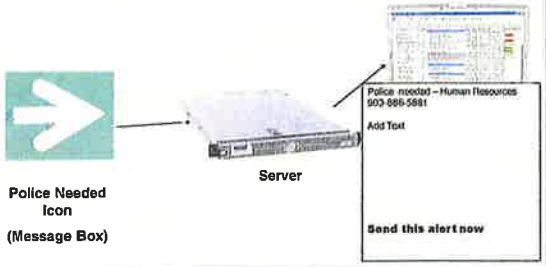
Panic Icon

(Immediate)

Server

Micro Technology Services, Inc. Lynx

Lynx – Panic Button is a Network Based Duress and Notification System



Police Needed Icon

(Message Box)

Server

Micro Technology Services, Inc. Lynx

Lynx System Input Alarms

- Software

Desktop Icons

Employee Must Be Logged On

Keyboard

Panic Button

Ctrl F12

Employee Must Be Logged On

Group Emergency Notification Icons

Sent by UPD

Micro Technology Services, Inc. Lynx

How Do You Get the Panic Button Installed?

1. **Attend training**
2. **Sign the roster**
3. **Send UPD your computer inventory #**

Jason_Bone@tamu-commerce.edu

Micro Technology Services, Inc. Lynx