



GEC 5

INSTRUCTION MANUAL

GENERAL INFORMATION

THANK YOU FOR CHOOSING GLOBEX EVACUATION EQUIPMENT

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The GEC5 Globex Evacuation Chair is designed to transport a user in a seated position down stairs and on level ground. It is intended for use by suitably trained and competent operators only as an aid to provide safe and secure evacuation of non-ambulant persons from a building during an emergency or when lifts can not be used.

The responsible person must ensure that suitable and sufficient emergency procedures, equipment, training and maintenance is in place to ensure the safe evacuation of all users of the premises whenever it is occupied without depending on the emergency services.

Please take time to read the contents of this manual that contains general instructions for the use, operation and care of this chair. All other safety measures taken by the responsible person, operators and users should be with due consideration of applicable regulations and guidance. Safe and correct use of this chair is solely at the discretion of the operator.

This manual should be retained for future reference, additional copies are available upon request from Globex Europe Limited.

GLOBEX Evacuation Chair comes complete with:

- 1 x Dust Cover
- 2 x Wall mounting bracket (attached to the wheel axle and must be removed)
- 1 x Instruction card located in the rear of the headrest

GENERAL INFORMATION

Upon receipt of your GLOBEX Evacuation Chair all packaging and the wall mounting brackets attached to the axle bar should be removed.

Initial visual checks should be carried out to ensure:

- The contents are complete as detailed above
- The chair has not been damaged in transit
- Seat, headrest and frame are all complete and in good condition
- All nuts and bolts are secure
- All wheels operate correctly, including operation or telescopic facility for the rear wheels
- Head and waist belts operate correctly
- Mechanisms easily open, close and engage as required
- Ski mechanisms open
- Rubber belts rotate freely around the guides

GUARANTEE

Subject to suitable and sufficient maintenance and inspection, GLOBEX Evacuation Chairs are guaranteed for five years against defective materials and workmanship. This may be extended with a GLOBEX Maintenance Package.

Parts subject to wear and tear or damage caused by vandalism or misuse are excluded.

WALL MOUNTING

The chair should be wall mounted in a suitable location in accordance with the building fire risk assessment and emergency procedures.

We recommend the chair is wall mounted at a suitable height so the wheels allow floor cleaning without the need to remove the chair from the wall. The brackets provided should be secured with suitable fittings, level and around 300mm apart.

The crossbar of the ski tracks hooks onto the brackets when the chair is in the closed position. The dust cover provided should be fitted when the chair is not in use.

GENERAL SAFETY INFORMATION

- Only suitably trained competent operators should operate the chair and must practice regularly
- Only use the chair for its intended purpose
- Never exceed the maximum load capacity of 150 Kg.
- The operator must never leave a user in the chair unattended.
- The operator must never let go of the chair when travelling down the stairs
- The operator must avoid rapid chair movement as this may cause injury to the user.
- Only competent persons should maintain the chair.

TECHNICAL INFORMATION

GLOBEX Evacuation Chairs may be operated by one person but it is recommended that two operators are present, especially if the user is much larger than the operator. The second operator can provide reassurance to the user of the chair, assist with opening doors on the exit route and assist with the operation of the chair from the front if required.

All operators must receive training provided by an authorised GLOBEX trainer, must be physically fit, wear appropriate foot wear and clothing, willing to operate the chair in the event of an emergency and understand emergency procedures and the users' personal emergency evacuation plan where applicable.



Model:	GEC5 Globex Evacuation Chair
Operation:	Downstairs and wheelchair transportation
Construction:	Aluminium
Open Height:	1600mm
Folded Height:	1040mm
Width:	500mm
Folded dimensions:	210mm
Weight:	10Kg
Loading Weight:	150Kg

PREPARING THE CHAIR FOR USE

1. Remove the dust cover.

Holding the side frame of the chair, not the handle, lift and remove the chair from the wall mounting brackets.



2. Release the waist belt used for securing the chair.
3. Standing behind the chair, hold it in an upright position and open the seat to its fully open position.

The skis will automatically be deployed.



4. Raise the handle and ensure the two handle clips on either side automatically lock into position, then slide the headrest down.
5. With your foot, release the telescopic secondary wheels until they fully open, slowly tilt the chair back until it is on all four wheels.



The GLOBEX Evacuation Chair is now ready for use



TRANSFER OF THE USER

1. Standing behind the chair hold it in an upright position with one hand on either side of the handle, tilt the chair forward so the handle is in the vertical position, the chair is resting on the front bar and all wheels are off the ground.
2. Keeping hold of the chair, the user can now be seated.
3. Once the user is seated the chair can be slowly tilted back so all four wheels are on the ground, ensure the waist belt is secured and the head belt if required.
4. Provide assistance if needed.

The chair can now be manouvered as a wheel chair.



DESCENDING THE STAIRS

1. Manoeuvre the chair or towards the top of stairs.
2. Slowly tilt the chair forward so the handle is in the vertical position, the chair is resting on the front bar and all wheels are off the ground.
3. Using your foot, close the telescopic secondary wheels until the clip is secured.
4. **Only with the secondary wheels secured shut**, slowly tilt the chair back slightly until the front wheels are on the floor, approach the top step and manoeuvre the chair over the first stair nosing until the skis are across two stair nosings.

NEVER LET GO OF THE CHAIR

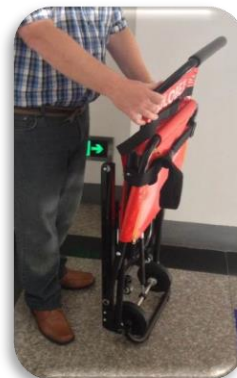
5. Moving one hand at a time, move your hands to the top of the handle then pressing gently downwards towards your feet to ensure a smooth operation, proceed down the staircase.
6. When reaching a landing or exit floor, stop when the front wheels touch the floor, with one hand on either side of the handle slowly tilt the chair forward until the front wheels are on the floor and manoeuvre the chair accordingly and continue until at the assembly point or required location.

Note: If there is a turn on the stairs always keep to the inside edge so the chair can be turned at each landing.



STORING THE CHAIR

1. Ensure the secondary wheels are closed.
2. Lower the handle by pressing the two handle clips, on either side of the handle, and lower the handle to the closed position.
3. Pull the front of the seat up until it is fully closed.
4. Secure the seat with the waist belt.
5. Return the chair to the wall brackets in the allocated position.
6. Fit cover.



CONTACT

GLOBEX Evacuation Equipment should be serviced at least annually by suitably trained competent personnel to ensure compliance with our requirements and PUWER (Provision and Use of Work Equipment Regulations) 1998.

As mentioned in this manual, all operators must be trained in the correct use of the equipment. Two certificated training sessions are available, one is an operator training session and the other is a trainer session for larger organisations who wish to train their own operators internally.

Combined maintenance and refresher training packages are available upon request.

Further information or assistance please contact the distributor from whom you purchased your equipment or contact us direct.

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