



Greetings selected Principal,

Thank you for committing to safety by sending staff to complete the training for **STairway Emergency Evacuation for Disabilities (STEED)**, provided by the LAUSD Office of Emergency Management. The box accompanying this letter contains the Evac+ Chair 300H, purchased by the District for your school. An Evac Chair allows students with disabilities and health conditions to evacuate using the stairways in an emergency when the elevator cannot be used. Safe and effective emergency evacuation for all students, regardless of physical ability, enhances school safety and provides disaster equity and access for our students. Please ensure that the Evac Chair is incorporated into your emergency evacuation response actions and drills. Next steps are outlined below.

### **Why Evac Chairs are Important**

During an emergency or disaster, stairways must be used to evacuate everyone from multiple-story schools, including students who usually use an elevator, such as students who use wheelchairs. Elevators cannot be used during an emergency evacuation because they are immediately recalled to the ground floor when the fire alarm activates, and elevators have a high potential for loss of power or structural damage during a disaster, which trap occupants inside the elevator.

### **Action Items Regarding your Evac Chair:**

1. Remove the Evac Chair from the shipping box, unfold/fold it and extend the handle several times to ensure that the device operates properly and did not get damaged during shipping. If the Evac Chair does not work properly, contact the company as noted below.
2. Complete the categorical equipment label provided in the envelope on the folded seat of the chair, add the Evac Chair to the school's categorical equipment spreadsheet, and affix the label to the tread framing of the Evac Chair. Use the instructions on page two of this letter.
3. Decide where your Evac Chair will be stored. A cover for the Evac Chair and an optional wall hook are provided with the chair. The storage location must be:
  - a. Near the top of a staircase that will be used by students who need the Evac Chair
  - b. Clear of doorways, halls, stairwells, and not otherwise impede emergency egress
  - c. Accessible during an emergency
  - d. Known/accessible to trained staff
4. Incorporate the Evac Chair into emergency evacuation drills.
5. Train additional staff to operate the Evac Chair, employing the staff who attended STEED training as your trainers.

### **Contact the Evac + Chair Manufacturer if Damaged**

If your Evac Chair does not work properly or was damaged during shipping, please reach out directly to the manufacturer, Evac+ Chair North America LLC. Include your school name and school district in any correspondence with the company.

Point of Contact: Rich Perl  
Office: 516-502-4240  
Mobile: 201-315-3160  
Fax: 516-327-8220  
Email: [rich@evac-chair.com](mailto:rich@evac-chair.com)

If you have questions about emergency readiness, please explore our website and reach out to us at 213-241-3889 or [oem@lausd.net](mailto:oem@lausd.net).

Thank you for your leadership and for helping ensure that all students can safely evacuate in an emergency, regardless of mobility or other functional need.

Sincerely,

Jill M. Barnes, EDD, CEM

Administrator of Emergency Management  
Office of Emergency Management  
Los Angeles Unified School District



SCHOOL CATEGORICAL EQUIPMENT LABEL AND SPREADSHEET INFORMATION

The STEED Evac Chairs are categorically funded by the District and are required to be labeled and inventoried as school equipment. If your school has a Title 1 Coordinator, they should already be familiar with completing the labels and spreadsheet.

Questions about the categorical equipment requirements may be directed to [esserhelp@lausd.net](mailto:esserhelp@lausd.net).

Label

Fill in (using a fine point permanent marker) the below three blank items on the equipment label as shown in the example. The label was shipped with the chair in the envelope on the folded seat of the chair with this letter.

- School
- Delivery Date
- Serial Number (generally found on the lower inside edge of the tread framing on the Evac Chair)

Place the completed label on the tread framing of your Evac Chair.

**LOS ANGELES UNIFIED SCHOOL DISTRICT  
PROPERTY OF FEDERALLY FUNDED PROGRAMS**

<input type="checkbox"/>	TITLE I	OTHER	ESSER III	PURCHASE DATE	10/24/22	DELIVERY DATE	
	SCHOOL			SERIAL NO.		SALVAGE DATE	



Place Categorical Equipment label here

Serial number

Spreadsheet

Add the Evac Chair to your school’s Categorical Equipment spreadsheet, using the below information to complete the columns.

Description (Type/Model)	Serial Number	Purchase Date	Location	Cost	Delivery Date	Funding Source	Federal Participation Percentage	Federal Award ID	Current Condition	Disposition\ Comments
Evac Chair+ 300H	(Unique number located on the chair frame)	10/21/22	(Where the school is storing the chair)	\$1,199.03	(Date shipment received)	15653	100%	S425U-21-0016	New	Received from the LAUSD Office of Emergency Management