



STairway Emergency Evacuation for Disabilities
Providing disaster equity and access

Notes and Reminders for Schoolsite Training

This training addresses the LA Unified Strategic Plan components
Core Belief: Equity and Pillar 2: Safe, Welcoming Environment

Before the training session, connect with the staff who you will be training.

Let them know:

- Where/when to meet (Recommended: start in an indoor room to cover basics before moving to the stairwell)
- Wear clothing appropriate for an active, hands-on training (Recommended: closed-toe shoes and pants)
- Emphasize that the training is hands-on and participatory
- Review the training agenda and the resources posted at achieve.lausd.net/steed
- Prepare a sign-in sheet
- Reach out to OEM with any questions at 213-241-3889 or oem@lausd.net

During the training, cover the following topics

1. **Overview** (5 minutes)
 - a. Explanation of Evac Chair – what it is/does, who will use it, where will it be kept?
 - b. Conditions for use and not using elevator – teams; who will rescue which students?
 - c. Storage/accessibility/labelling at site – where will it be kept? Don't bury/hide it; is a key necessary to access it and who has it?
 - d. Incorporation into emergency drills and search and rescue practice – when used in drills, the Evac Chair becomes “normal” to students and evac goes faster
 - e. Helping students advocate for their disaster needs and inspired service – this is one way we show students we care and care for them.
2. **Supporting students with disabilities during an emergency/disaster** ([Handout](#)) – great opportunity to discuss what students/needs are present at your school and how to support students during: (5-10 minutes)
 - a. Evacuation
 - b. Lockdown/Shelter in Place
 - c. Drop/Cover/Hold on with limited mobility
 - d. Care





- i. Specialized items and adaptive equipment in emergency bin
 - ii. Assisted toileting
 - iii. Medication/medical protocols
 - iv. Adaptive equipment
- e. Recommend that everyone take the MyPLN online training STEPS 210: Assisting Students with Special Needs during a Disaster”

3. Demonstration of Evac Chair

- a. Unfold/fold
- b. Use on flat ground and on stairway
- c. Roles and rotation during hands-on practice

4. Hands-on practice using Evac Chair on stairway

- a. Every person at training should take every position
 - i. Lead rescuer behind the Evac Chair
 - ii. support rescuer in front of the Evac Chair
 - iii. chair-user in the Evac Chair – critical as shows students we have done it first and not communicate fear to student. It is essential that every training participant ride in the chair.

5. Conclusion

- a. Final Q&A
- b. Schedule time to meet again to practice
- c. Reminders about next steps and resources

