

Escape to Safety Instruction Manual, Checklist and Inventory

Note: This manual may not be comprehensive. Global Link has attempted to foresee all possible events, but *your* problem may not be covered. If so, telephone Global Link on 01524 36201 and ask for the Escape to Safety Education Worker/Project worker. If you have a query (or even a solution!), add it to the FAQ page.

For your event to be as smooth and successful as follows, we will ask you to do certain things:

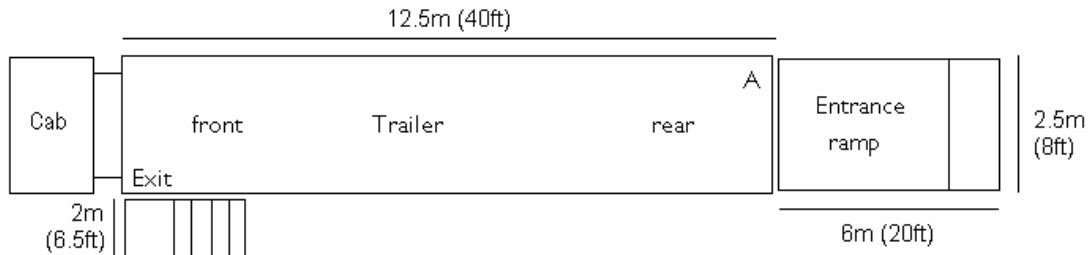
- Read this manual, if there is anything you do not understand, either ring up Global Link, or ask the worker who will provide training on 'housekeeping' and advice on facilitation of workshops.
- During the training session, initial and complete the checklist of important details that *we need to know that you understand* before leaving Escape to Safety in your care.
- Go through the inventory as taken on the first day, this will be checked at the end. *You* may be liable for loss of items, but malfunctioning equipment is *our* problem.
- We will expect to perform a short evaluation once the trailer has been removed, usually by telephone if possible.
- Our insurance and security arrangements require that if the trailer is stolen, the police must be informed within 24 hours of this coming to the hirer's attention. After contacting the police, please raise the issue with Global Link as soon as possible so that we can effect a recovery.
- Normally, a set of keys will be handed out to you by the driver of the trailer or the education worker, who will usually spend the first day with you. You will be left in possession of these keys, which are to be handed over to the driver on its collection from you at the end of its stay unless other arrangements are made.



1. SETTING UP

1.2 Siting the Trailer

The following diagram is a plan view of the trailer's space requirements when in use.



Please note:

13A socket required within 20m of point A

Headroom should be estimated at 4.5m (14 ft).

In preparation for the arrival of Escape to Safety, it would be useful if the hirer were to measure out the required area and cone it off as a guide for the haulier, and to prevent use of the area as a car park!. The area (including the entrance and exit areas) should be as flat and level as possible, with no kerbs, ramps or steps which may interfere with entry or exit. Normally, we expect the trailer to be sited on hard-standing. If necessary, a level grass surface may be used if the landing legs are supported by spreader plates (aluminium sheets are supplied).

A delivery window will be assigned, and all efforts will be made to deliver on time, although this cannot be guaranteed. We will normally provide the contact details of yourselves, the delivery haulier so that last-minute schedule changes can be made without going through Global Link's office.

E2S runs off a single 13amp socket, and therefore needs to be parked within 20m of mains power. Do NOT replace the supply plug (which incorporates a safety device) with a standard 13A plug.

1.2 Setting up access ramp and entry shutter door

At the rear of the unit is a double-length 6m (20ft) folding access ramp. The mechanical safety catch (at head height on the ramp, next to the LONG VEHICLE sign) must be rotated to horizontal to enable the ramp to be opened hydraulically.

The ramp-controller is at the rear nearside, slung under the body in a hinged (and locked) box. Unlock (use black key) and open the box. The three controls you will need are (left to right)

- The directional joystick, vertical up/down, and rotational up/down

- The red electrical isolator (vertical is ON, horizontal is OFF)
- The activation (upper) button

This configuration ensures that both your hands are occupied during the process, therefore out of the way! *Please ensure that other people's extremities are similarly uninvolved.*

The (red) isolator switch must be rotated through 90° to operate the ramp (vertical is ON). The joystick selects which direction to move, press the upper button to activate (the motor only runs whilst the button is being pressed). *Note: if the trailer is sited at all 'nose-down', an additional tug on the vertical ramp by another person may be needed to bring it past the 'tip point'.* Rotate the platform to the approximate angle required, then adjust the height to eliminate any gap between the ramp and the body. Turning the isolator OFF, swing out the secondary ramp to the full 6.5m length. *Caution – this is heavy and may require 2 people.*

Sections of the handrail are then accessible, and are to be removed to allow entry to the unit.

The inner entrance shutter door locks up automatically by shutting with a little force. It unlocks by using one of the 'golden' keys provided.

In the first room, on your right hand side at chest-height you will have a red button which activate the battery light system. You now have a limited time (6 minutes) to walk through the trailer to pass out the step-assembly elements to a helper.

1.3 Exit door and assembly of steps

Caution – It is strongly advised that two people work together on installation and strip-down of the step assembly

Caution - take care using the step assembly without handrails.

Do NOT assemble the steps without the platform, visitors may stumble out of the final room and fall!

Note:- The front end of the trailer is a source of nasty black grease, used on the kingpin where the tractor attaches, be wary when working on the steps.

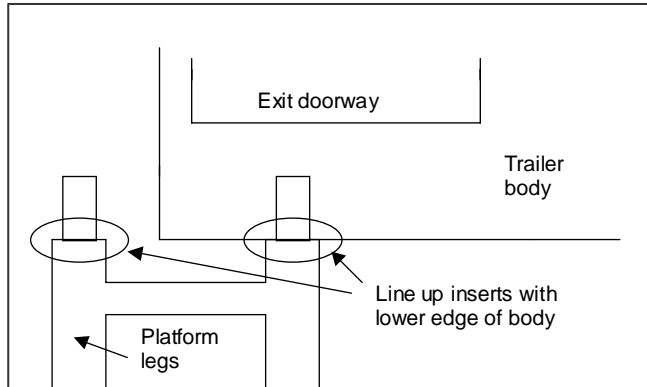
The front nearside corner of the trailer has a roller-shutter door, locked at the bottom edge. Unlock the door and open it as far as your height allows. Inside the trailer are components of the step assembly.

If you need to **enter** the trailer to remove components, it may be best to let the entrance ramp down first.

The rest of the components (platform, platform legs, handrails) may be removed from the trailer and assembled as follows.

DO NOT attach unsupported platform to the trailer, it will rip off the key-hole fixings.

Pre-adjust the platform legs so when the feet are on the floor under the exit door the 'shoulders' of the inserts are level with the bottom of the trailer body (diag. right).



Although there is height-flexibility built into the step-assembly, it may be necessary to raise or lower the trailer body slightly. This is done using the winch handle – black levelling handle - connected to the 'landing legs', at the LHS (facing in the direction of travel) of the chassis. Slide the handle inwards to engage low gear, and rotate (anti-clockwise is down) to achieve the desired height.

Assemble the platform and its legs, (platform upside down on the floor is best). The platform is then secured to the trailer by locating pins.

The steps and step-handrails (these are coded with tape so it is clear which is which) can now be fixed onto the platform.

Finally, the two platform handrails can be attached. Firstly attach the outboard one, then the front. The two fasten together with a slip-catch. Fine-tune the legs, or trailer height, so that the catch aligns with its locating hole without undue strain.

The roller-shutter may now be fully opened.

Ideally, the steps are to be erected each morning that the exhibition is in use, and packed away each night. *It is the hirer's responsibility to determine the risk in leaving the steps assembled, compared to daily assembly.*

1.4 Entrance handrails

Readjust the hydraulics so the two ramps have a single uniform slope. Rotate the isolator switch to horizontal (OFF), lock the control box and remove the keys.

Install handrails. At present there are no markings to identify which goes where. The longest fits top-right. Use the attached blue ties to secure.

Two props are supplied to prevent the ramp bouncing. Insert the projecting section of the upper handrails into the top of the prop on each side of the ramp, then adjust to take up slack.

1.5 Installing mains power supply

NO GENERATORS to be used unless an explicit arrangement with Global Link is reached.

Inside the exit-room, is a coiled 20m power cable. The trailer-end (round connector) must be pushed through a hole in the rear-offside floor of the trailer (0.5m from in from the side, and 1m from rear). The remaining end (with protection device) must be connected to a 230V mains supply. If possible route the cable away from walkways. Where necessary cover the cable with floor-trunking as provided.

At the supply end follow the instructions on the unit to test and reset.

Walk through the rooms in turn. Finally, in the entry room, a narrow door gives access to the electrical service room. The door is unlocked at top and bottom by insertion and rotation of the square-drive 'budget' key.

Inside the service room, attach the round mains connector at floor level swing open the consumer unit door, and turn all 4 circuit breakers to ON. The battery lights will now go off, and the mains lighting go on. The sockets should also be active. Leave the service room, and lock the door.

The power cable *must* be removed overnight. To prevent kinking, hold both ends of the cable in one hand, and place large loops of the remaining 'bight' in that hand. To uncoil, merely lay on the ground, pick up the two ends and walk away.

2. DISMANTLING

2.1 Disconnecting power supply

The user may now disconnect, and safely stow, the power-cable. Turn OFF the circuit breakers at the consumer unit, and then disconnect the round cable connector at floor level. Remove the round connector from the trailer, through the floor from outside. Disconnect the mains supply, and coil the 25m cable and stow with the handrails.

2.2 Closing access ramp and entry door

Over a short interruption to use, as in a lunch break, temporary security measures need to be employed. Roll down the rear shutter-door.

For additional security, for instance overnight, the ramp must be stowed. Dismantle the handrails and store in vestibule area (the longest section can be stored last, across the bulges on the bodywork to lock the rest in place). The secondary ramp must be hinged up and onto the primary ramp. Use the ramp-controls to stow the ramp satisfactorily, then disconnect and lock the box. Finally, activate the mechanical latch.

2.3 Dismantling exit steps and closing door

Lift off all handrails and detach the step-unit. disconnect the platform assembly, and dismantle into platform and legs. If the platform-legs are not pulled out squarely, they can jam. Re-seat them and try again.

Re-attach the steps to the trailer body, and stow handrails, platform and legs inside exit room.

Partially lower exit shutter.

Before going further, CHECK the keys are in your pocket!

Disconnect steps from trailer body, and then slide them into exit room. Fully lower exit shutter and lock.

3. EQUIPMENT

3.1 Battery pack monitoring

The back-up lights, hydraulic ramp and heating unit are all supplied by a 24 volt battery pack, which is it turn kept in a usable state by a mains-powered charger mounted immediately above it on the wall. Two LEDs on the charger indicate the state of the battery's health. Normally, a green LED indicates that the charger is on *float*, or trickle charge. After heavy battery use, however, the red LED indicates a *bulk charge* is in action. Extensive use of the ramp, or, in cold weather, the heater unit, will set this in action. Normally, one of the last things to be done is removal of the power cable. If the red (bulk charge) LED is lit, please leave the cable connected so that the charger has the opportunity to top up the battery. To this end, it may be useful to turn the heater unit to OFF half an hour or so before closing down the rest of the exhibition, this should ensure that the charger is on 'float' at the end of the day.

3.2 Heating

We have recently equipped Escape to Safety with a heating system, operating in the first two rooms. It is a diesel powered blown-air system, similar to that used in buses. There is a cylindrical 30litre fuel tank (please use automotive, not red, diesel if refilling) under the nearside body, although the on-board batteries are used to provide power for the fan. Two problems may therefore occur, no fuel or low battery voltage.

We will endeavour to arrange that the fuel tank is full on arrival, at full heat output we expect around a 50 hour capacity.

Leaving the heater on when the mains cable is not attached to top up the batteries will not only prevent heater use, but also deny use of the ramp-system (which uses the same batteries).

**It is in you own interests to ensure that the heater is
OFF before closing the unit up for the night**

At waist-height just inside the electrical service room, on the left is the rotary heater control, normally switched off. The central LED should not be lit when the heater is not in use. Rotate the control clockwise to activate and select a temperature, the LED should then light up. Allow a few minutes for the system to prime itself and self-test, and hot air will be blown out of the vents at feet level in the first two rooms.

CAUTION. Do not cover these vents, part of the daily check will consist of a visual inspection that the entry and exit vents are free from obstruction.

3.3 TV-video operation

At present total of three TV-video units may be in use inside the exhibition. One in the first room (home), one in the third (border) and one in the sixth (detention). For the first and second TV, the video-cassette has a short, but repeated, section on a 3 hour tape. Once the player is activated, up to 3 hours of continuous use can be made before needing any rewinding. The third TV in the detention has a DVD that has 4hours of a short section on a loop.

The TV in the Detention Centre will need to be installed after arrival, and packed away before the trailer leaves. Ensure the strap is firm securely fitted

The TVs may already be left in standby mode. Use the (black) remote control to turn them on and rewind/start the tape.

If a machine malfunctions, and you need to provide a replacement quickly, please contact the office on 01524 36201 to discuss the matter.

3.4 Video projector operation

The projector operation can be broken down into two parts, the operation of the video player, and then the projector. As with the previous section, a 3hr tape with a repeated short clip is used, so a half-day's operation can be managed before any rewinding is necessary.

IMPORTANT – the video projector requires a lamp-cooling period before the trailer-power is removed. If this is not performed, the lamp-life is severely reduced, possibly to the point of lamp-destruction. Projector-bulbs are expensive, so PLEASE allow the full cooling off period after use.

Stored in a box whilst in transit, the player and projector will need to be positioned in the 2nd room niche (the projector above the video player) and connected (one power cable and the YELLOW connector). Press the remote ON/OFF button to activate projector (or the button on top of the unit itself), and when the trailer is to be packed up, press the ON/OFF button twice. The fan will continue to operate for two minutes (cooling the bulb), only then may the mains supply be detached.

3.5 MP3 players

On arrival, you should expect the MP3 players to be inside a small Tupperware stored inside the clear box inside the cupboard in the first room. Instructions on how to operate the MP3 players are posted outside the exhibition, by the entrance, on your right hand side near the yellow laminated A4 that gives general instructions to participants about how to proceed with the viewing of the exhibition. You should have 15 MP3 players.

3.6 Video projector shut-down

If the trailer is not required for a time, say over a lunch-break, please rewind the video-player and power down the projector. Press the remote ON/OFF button twice. The fan will continue to operate for two minutes, *only* then may the mains supply be detached if necessary.

3.7 TV-video shut-down

If the trailer is not required for a time, say over a lunch-break, please rewind and then turn off the video-players....

4. MAINTENANCE

4.1 Lights

A number of different types of bulb are used throughout the exhibition, and there are spares normally carried. They are stored in a long cardboard box in the service room where the TV is normally stored.

4.2 Power

Escape to Safety has been designed to run happily using a single 13A supply. The residual current devices (RCD) at either end of the 25m supply cable are designed to trip if a fault occurs.

4.3 TV's

Operating temperature range between 5C and 40C.

4.4 Video projector

Operating temperature range between 5C and 35C. At present no spare bulb is carried. Contact Global Link.

4.5 Fire extinguisher

There are two fire extinguishers in the exhibition. One by the entrance, in the first room, on the bottom right hand side. And one in the last room, on the bottom left hand side.

7. FAQ

1. Will someone from Global Link be with the exhibition at all times?

No. Generally speaking, if you are in the North West of England (that is Cumbria, Cheshire, Greater Manchester, Lancashire and Merseyside) you are entitled to three days staff assistance. If you are a national booking you are entitled to one day staff assistance. You are responsible for organising the staffing of the exhibition.

2. How long will it take to set up the exhibition?

On the first day of the booking, Global Link staff will show what to do. This training session can take between 30min to 1 hour. During this session, you will be shown how to operate the ramp; to set up TVs, the video and projector; the steps at the exit of the exhibition and switching all appliances from the mains. Once all this is set up, you will only need 10/15min to open/close the exhibition on a daily basis. Please note that staff might recommend you set up and dismantle the exit steps daily. If that is the case, you should allow an extra 10min for set-up and dismantle.

3. Will the exhibition fit in the school's car park?

The rule of thumb here is that if a coach fits, so can the exhibition. When deciding where to place the exhibition, please be aware that the driver will need ample manoeuvring space. Also, refer to p.2 of this manual to see space requirements.

4. Who is responsible for any damage, loss and repair to the exhibition?

You are, as stated in 2.9 of the hirer agreement (please see a blank copy of the hirer agreement in the Hire Information)

5. Who is responsible for public liability?

Whilst a member of Global Link is there, you will be covered by our public liability. Any other time, you will be responsible for it.

6. Can I use a generator to power the exhibition?

People in the past have used a generator, but you need to seek permission from Global Link (see 1.6 in this manual). If you decide to use a generator, you will need to take sole responsibility for it.

7. If the ramp is bouncing, does it mean it is not secure?

No, there is merely a small amount of play in the hydraulics. If you prefer, please use the prop provided to secure the centre section.

8. The power supply has been plugged in but the lights aren't coming on. What's wrong?

The first thing to do is to check that you have carried out the Test-Reset test. Just check on the safety black plug for instructions on how to do this.

If there is still no sign of electricity, there might be a bigger problem and help from an electrician should be sought.