

Department of Public Safety Interprofessional Health Sciences Campus Standard Operating Procedure		IHSC		
General Order# 18-30	VOLUME:	CHAPTER:	# OF PAGES: 2	
SUBJECT: ADA Accessible Elevator				
BY THE ORDER OF: Department of Public Safety				
Effective Date: 08/10/2018	Revision Date/Number:	Revision Date/Number:	Revision Date/Number:	Revision Date/Number:

PURPOSE: To establish guidelines and procedures for the Americans with Disabilities Act (ADA) accessible elevator and alternate entrance/exit way.

POLICY: It is the policy of the Department of Public Safety to provide safe and consistent access to the Interprofessional Health Sciences Campus for those with needs covered under the Americans with Disabilities Act (ADA).

PROCEDURE:

1. ELEVATOR

- The ADA accessible elevator (#4) is located in the Wintergarden Lobby of the School of Medicine. The lobby is accessed through the front entrance of the school.
- The ADA elevator is accessible from all floors within the school.

2. ELEVATOR OUT OF SERVICE

- An alternate entrance/exit into and out of the school is provided if the ADA accessible elevator is out of service.
- Exterior door A, located on the SW corner of the school building, is designated as the ADA alternate entrance/exit.
- The Department of Public Safety must be notified if an individual with ADA needs will be on campus during the times the elevator is out of service.
- Upon notification, a Public Safety officer, or designee, will meet the individual in the lobby when they arrive and escort the individuals to the alternate entrance/exit. This route leads into the lower level of the school.

- Once inside the building, the officer or designee will then escort the individual to the elevators.
- The same basic procedure shall be used for individuals needing to exit the school.

3. **NOTIFICATIONS**

- When the ADA accessible elevator goes out of service, representatives from the *HMH Student Accessibility Services* and *SHU Disability Support Services* are notified by Public Safety via email. This same procedure is followed when the elevator is put back in service.