



IDENTIFICATION OF AN OUT-OF-SERVICE ELEVATOR

Procedure for an Out-of-Service Elevator

Statement:

Washburn University is committed to providing access to programs and services for students, faculty, staff, and visitors. Many buildings on campus have only one elevator that can be used to access the upper floors of the building for classes and/or work. When an elevator malfunctions, individuals with disabilities may not be able to access class/work or they may be located on an upper level floor and unable to access the ground floor for safe egress. The purpose of this procedure is to outline a process that will expedite the safe access to class/work or the safe egress from the building.

First Point of Contact:

Washburn University Police Department (WUPD) has been designated as the first point of contact in the event of an elevator malfunction. WUPD can be reached by telephone or by text at (785) 670-1153.

Faculty, staff, and students are responsible for reporting an out-of-service elevator to WUPD.

Initial Report of an Out-of-Service Elevator:

1. WUPD will respond to the building to verify the elevator is out-of-service and that nobody is trapped in the elevator or on an upper level floor.
2. WUPD will initiate the Communication Plan (see Communication Plan Procedure).
3. Upon receipt of the electronic notification from WUPD, Facilities Services will provide a time estimate for the repair.
4. Public Relations will issue a public notice identifying the location of the elevator, who to contact for room re-assignment, and an estimated time for the repair.

Evacuation of the Elevator:

Both Facilities Services and WUPD have access to elevator door keys that can be used in emergency situations.

1. If there are people in the elevator at the time of the malfunction and the elevator is stopped at floor level, WUPD can assist in the evacuation of the elevator.
2. If the elevator is stopped in any position other than floor level, the Topeka Fire Department (TFD) will be notified to assist with the evacuation.

Exiting the Building:

1. Individuals who need to exit the facility before the repair can be made, but cannot do so without using the elevator, will be given assistance by Washburn Employees trained in the use of evacuation chairs. To request assistance to exit the building call or text WUPD (785) 670-1153 or Facilities Services (785) 670-1149.
2. WUPD will remain with the individual needing to exit the building until the building coordinator or someone from Facilities Services can be available to accompany the individual.
3. Washburn University is not able to evacuate motorized wheelchairs. Washburn University personnel will make reasonable accommodations for individuals in need of assistance.

Classroom/office Reassignment (See Classroom Capacity Management):

1. The Academic Scheduling Office (785) 670-1310, University Diversity and Inclusion (785) 670-1629, and/or University Scheduling (785) 670-1725 will re-assign classrooms.
2. The Equal Opportunity Director (EOD) (785) 670-1509, Human Resources (785) 670-1538, and/or University Scheduling (785) 670-1725 will re-assign office space.
3. University Scheduling (785) 670-1725 will arrange for accommodations for Campus events.

Access to Services (See Identification of Students, Faculty, Staff, and Guests):

1. The need and ability to relocate classes will be assessed immediately upon notification of the elevator malfunction and/or the notification of an individual in need of accommodation. Accommodations that can be made at the time of



notification will be made immediately. All other accommodations will be made within 24-hours of the electronic notification from WUPD.

2. Individuals aware of the need to move a class due to accessibility issues should contact University Diversity and Inclusion (785) 670-1629 or the Equal Opportunity Director (EOD) (785) 670-1509.
3. Faculty interested in providing temporary remote access to their classrooms should contact Information Technology Services (ITS) (785) 670-2066.

Evacuation Chair Training:

The Director of Campus Safety and Emergency Management will provide annual training on the use of the evacuation chairs to those employees designated to use the evacuation chairs and to those University employees designated as building managers.

Routine Maintenance:

1. Facilities Services will notify the campus one week prior to scheduled maintenance that an elevator will be out of service and post a sign on the elevator door informing of when the elevator will be out of service.
2. University Diversity and Inclusion, Human Resources, and/or Equal Opportunity will work with Academic Scheduling and/or University Scheduling to re-assign rooms for those individuals who have registered with those offices.
3. Students, faculty, or staff, who have not registered with University Diversity and Inclusion, Human Resources, and/or Equal Opportunity should contact one of those offices to request alternate room arrangements if they are unable to access class or work without the use of an elevator.



ACCESS

CLASSROOM CAPACITY MANAGEMENT

A. IDENTIFY & RESPOND

1. When initially scheduling classrooms, Academic Scheduling will work with the departments to identify professors with mobility needs. Classroom assignments will be made according to the professor's request/need.
2. University Diversity and Inclusion will work with students who identify as needing an accommodation to access a classroom.
3. Information regarding required permanent classroom moves will be sent to Academic Scheduling, along with information regarding potential temporary classroom changes in the event of an emergency.
4. Academic Scheduling will make the necessary permanent classroom changes and notify professors and departments who will then notify students, preferably prior to the beginning of the semester.
5. Academic Scheduling will work with professors in the first-floor classrooms of Garvey, Henderson and Morgan Hall and professors of the affected courses in second or third floor classrooms to coordinate temporary classroom swaps in the event of an emergency.

B. COMMUNICATION

1. A notice is sent out to all required parties when there is an emergency (*this process is to be described under Communication Plan*).
2. Academic Scheduling will be the primary area for initiating classroom changes. In the event that Academic Scheduling is out of the office, University Scheduling will then take primary responsibility for initiating classroom changes.
 - a. In cases where a temporary classroom swap has been pre-arranged, Academic Scheduling (or University Scheduling when Academic Scheduling is out of the office) will notify the affected professors and departments who will notify the students.
 - b. In cases where it is not known that there is a student with mobility issues because they have not registered with University Diversity and Inclusion, the student will need to contact the Equal Opportunity Director or University Diversity and Inclusion to request a classroom change in the event of an emergency. For faculty with mobility issues who have elected to have classrooms on floors other than the first floor, they will be responsible for contacting Academic Scheduling to request a classroom change.
 - i. Information regarding the change will be sent to Academic Scheduling who will proceed with the classroom change and notify all affected parties (University Diversity and Inclusion, Equal Opportunity, professor, and department). Depending on the circumstances, the change may be permanent or temporary. If necessary, Academic Scheduling will work with University Scheduling regarding classroom availability.



IDENTIFY AND RESPOND

IDENTIFICATION OF STUDENTS, FACULTY, STAFF, GUESTS

A. STUDENTS

1. Students initially register with University Diversity and Inclusion and then renew each semester.
 - a. Renewal reminders are sent out at the end of October (for Spring) and the end of March (for Fall) reminding students to renew.

B. FACULTY

1. At New Faculty Orientation, Academic Affairs will remind professors that if they have special classroom needs, they need to communicate this to the staff person preparing their course schedule so it can be addressed when initially assigning classrooms.
2. Academic Scheduling will re-emphasize with departments the importance to note professors with mobility issues/special classroom needs in the document they prepare to accompany the course schedule.
3. In the event of an emergency, professors are responsible to notify Academic Scheduling of a required temporary (or permanent) classroom change if they have elected to be in a classroom other than one on the first floor.

C. STAFF

1. In the event of an emergency, staff requiring a temporary office assignment need to contact the Director of Human Resources (785) 670-1538.
2. Every effort should be made for initial office accommodations for staff with mobility needs.

D. GUESTS/COMMUNITY

1. Program sponsors will display on the billing the following statement: “Individuals who would like to request an accommodation to attend this event should contact (*phone and email of the sponsor*).”
2. The program sponsor will work with University Scheduling to provide room accommodations, assistive listening devices, hire sign language interpreters or provide closed captioning.



PROCEDURE FOR REMOTE CLASSROOM ACCESS

Statement:

In the event of an emergency, instructors can request equipment from Bennett 104 (785) 670-3000 (Swivl and iPod Touch) and a Zoom Pro conferencing account to provide the course class content remotely to students who are unable to attend because of accessibility issues.

1. Faculty and/or meeting chairs will contact Information Technology Services (ITS) at (785) 670-3000. Zoom Pro accounts are provided for all faculty and staff.
2. In the event of an emergency, faculty and/or meeting chairs can request equipment from Bennett 104 or by calling (785) 670-3000 and requesting a Swivl and iPod Touch.



COMMUNICATION PLAN

Procedure for Out-of-Service Elevator Flow Reporting

1. Problem is reported and Washburn University Police Department (WUPD) enters report via form to BodPrints project.
2. Form includes building, location of elevator that is down, whether there is entrapment, and whether person is stranded.
3. Upon form being completed, key contacts are notified via email and text including Equal Opportunity Director, Director of Public Relations, Director of Facilities Services, etc.
4. Within 15 minutes, the BodPrints report needs to be updated by one of the key contacts. If an update is not received within 15 minutes, another BodPrints notice goes out.
5. Once the BodPrints report is acknowledged by facilities, then Facilities Services notifies Public Relations and an announcement is sent to the campus from Public Relations. Public Relations will respond to update the BodPrints report that the notice has been sent.
6. Once information is available from the elevator repair company, an estimated repair date is entered in the ticket. Any update to the BodPrints report by anyone will send out a notice to all email addresses to alert them of the status of the elevator problem throughout the entire process.
7. Once elevator is returned to service Public Relations will update the BodPrints report and send a final notice to campus.