

Persons with Disabilities Operational Guidelines

These guidelines are maintained, reviewed, and periodically revised by the Persons with Disabilities Committee to guide its purpose as charged.

Physical Campus

- Promote a more accessible physical Auburn University campus, guide the removal of barriers on the campus, and review reporting on accessibility improvements as they are completed
- Work with Facilities Management to develop a campus master plan that addresses the accessibility requirements, goals, and recommendations for the physical campus
- Bi-annually review documentation of existing facility accessibility:
 - A) Interior Space Accessibility - Building Level (entrances, floor transitions, etc.); Room Level (assignable rooms [offices, classrooms, etc.] & non-assignable rooms [corridors, bathrooms, etc.]
 - B) Exterior Space Accessibility – Campus arrival points (parking spaces, bus stops, etc.); Path of travel grid (walks, transitions to facility entrances, etc.); Exterior passive and active recreation areas
- Bi-annually provide input on the prioritization of future projects to remove barriers across the campus:
 - A) Provide input on prioritization of the fiscal year list of accessibility projects to be completed
 - B) Provide input on prioritization of the long-term list of accessibility projects to be completed
- Ensure that design reviews assess accessibility in all new capital projects and then post-occupancy ensure that accessibility requirements were implemented.

Accessibility Plan for the Instructional Environment

- Work with the Biggio Center to assess the accessibility of the campus instructional environment
- Work with the Biggio Center to provide appropriate faculty seminars and development opportunities
- Guide the Office of Accessibility's ongoing work with Vendors to improve product accessibility
- Work with Auburn Online to develop tools that improve accessibility in classroom and curriculum development

Accessibility Plan for the Electronic Environment

- Work with OIT to conduct, review and revise a technology needs assessment
- Work with the University Wide Information Systems (UWIS) in the procurement of technology
- Work with the Office of Accessibility to adopt, review and revise policies on accessible technologies

Emergency Response (ER) Preparedness

- Assess financial and personnel resources for ER Planning
- Develop standard ER procedures to assisting persons with disabilities; Evacuation, Shelter-in-place, Buddy System, etc.
- Assess needs and standards for purchase, strategic location and use of evacuation devices (Evacutrack, wheelchairs, etc.)
- Needs Assessment: Gather information from applicants (after job-offer, before employment commences), employees (voluntary self-disclosure) and employees with obvious disabilities; Ensure they are considered in emergency response plans

- Establish training, dissemination and practice procedures regarding ER plans with AU staff, first responders, community groups, etc.
- Incorporate Disability Accommodations into AU's Emergency & Safety Guidelines including places of refuge, accessible routes, etc.
- Develop dissemination plan, including intranet, manuals, alternative formats, etc. to accommodate a variety of disabilities; Periodic notices campus-wide
- Incorporate Notification Plan in ER Response
- Hold periodic workshops/focus group discussions to evaluate the needs of persons with disabilities regarding emergency guidelines and response
- Establish strong web content regarding emergency preparedness for persons with disabilities
- Conduct annual assessment to evaluate progress and needs

Creating Promotional Material & Fostering a Community that Supports Disability Accommodations/Communication

- Assess AU's view books, recruitment/promotional materials to ensure that depictions of persons with disabilities are included
- Conduct campus-wide disability awareness training; Incorporate "People First" language
- Incorporate services available for students with disabilities in all brochures and cover letters; develop a guide book of services available
- Develop language for disability accommodations to use in public notices
- Annually award two \$1,000 scholarships (undergraduate and graduate student) based on criteria established by the committee