
OTHER POLICIES AND PROCEDURES

EVACUATION PROCEDURES FOR PERSONS WHO REQUIRE ASSISTANCE¹

Students Who Are Unable to Vacate a Building for Any Reason Should:

- Notify someone who is leaving the building, or if possible, use either a cell phone or emergency phone to call 911 to inform authorities of their location. Persons receiving this information should be instructed to pass it on to the University Police or the responding Fire Department units.
- Protect themselves as well as possible, for example, by closing the door to the room where they are located; by seeking refuge in stairwells (but not blocking the stairs); or by seeking refuge in other inside rooms that have been designated as places of refuge. If available, they should use a wet towel or place a coat or similar material under the door to restrict the passage of smoke.
- Read and follow the designated evacuation procedures posted within the residence halls. Students living in residence halls who have questions or concerns or special needs regarding evacuation procedures, should contact their hall director. DRC staff can also provide assistance if requested.
- Wait until directed by University Police or New Haven Fire Department officials before reentering the building.

For more detailed information on university evacuation procedures, request a copy of the DRC's pamphlet on "Emergency Evacuation Procedures for Students with Disabilities."

ACCESS TO EXERCISE SCIENCE CLASSES, ATHLETICS AND SIMILAR ACTIVITIES

The university is committed to ensuring that all students have an equal opportunity to participate in Exercise Science courses, intercollegiate and intramural athletics or similar activities, whether as part of the required curriculum or as an extracurricular activity. For example, a student who uses a wheelchair should not be denied the opportunity to enroll in an archery class, nor should a student who has a visual impairment be excluded from participating in a wrestling match.

DRC staff can assist students with disabilities who require modifications, adjustments and/or course accommodations in order to participate in courses, athletic programs or campus intercollegiate activities.

ACCESS TO CLUBS AND CAMPUS EVENTS

Students with disabilities who wish to participate in campus clubs and other extracurricular events should be aware that all university sponsored events, **both on and off campus**, must be made accessible. Those who need accommodations in order

¹ Fire code requirements mandate that elevators not be used during emergency evacuations.

to fully participate (such as accessible transportation or sign-language interpreters) should notify the organizers of the events as early as possible. Students with concerns regarding access should contact the DRC.

COMPLAINT AND GRIEVANCE PROCEDURES

For students with documented disabilities, the university is required to provide reasonable, appropriate and effective accommodations as long as they do not change the essential requirements of a course or major. The ADA requires that accommodations be developed in a give-and-take process between the institution and the student with a disability. For more information, see the section on Reasonable Accommodations.

If students with disabilities believe they have not received reasonable, appropriate and/or effective services or accommodations, they should:

- Before taking further action, immediately meet with a DRC staff member to discuss the issue. Every effort will be made to address and resolve concerns as expeditiously as possible.
- Initiate a review process through written notification. The review will be completed within ten working days by the DRC staff, the ADA/504 Compliance Officer and other university personnel.
- Request the intervention by DRC staff if the nature of the disagreement is with a university staff member who appears unwilling to provide the approved accommodation. The staff member will be directed to provide the accommodation until the review process is completed.
- If unsatisfied with a decision, you may appeal the decision by contacting the ADA/504 Compliance Officer in the Diversity and Equity Programs located in Schwartz Hall – Room 100 or by calling (203) 392- 5491.