

AUGUST 2023



CONSIDERING ACCESSIBLE SPACES

—Accessibility Guide—

THE UNIVERSITY
OF TAMPA

Student Accessibility and Academic Support
Student Accessibility Services
(813) 257-5757
accessibility.services@ut.edu

Purpose of this Guide



SHARED GOAL:

Help make UT more accessible

Accessibility is the process by which a person can successfully locate, get to, understand, and participate in the wanted or needed information.

The purpose of this guide is to help others consider accessibility in their space. As there are many components to consider regarding the accessibility of a space, this guide is meant to offer a snapshot of helpful suggestions.

You may consider adding a statement such as this to all your relevant communications:

[Redacted]

The [Department or Organization Name] is committed to making our events accessible to everyone. If you require an accommodation, please contact [Department or Organization Name or Specific Individual] at [email address] or [phone number] at least 7 days prior to the event.

[Redacted]

*PWD means Persons with Disabilities

How Can I Make A Space More Accessible?



Identify possible barriers

Be aware of stairs and other barriers to enter buildings. These may prohibit someone from being able to enter. This can consist of narrow sidewalks, low lighting, stairs without elevators or ramps, inaccessible construction routes, lack of automatic doors or automatic doors with card only access, uneven/cracked pavement.

Staffing

Consider having staff on hand ready to assist individuals with mobility concerns to help navigate the space if needed. In the event of an emergency, be aware of how a person with a mobility device would need to be evacuated.

Presenter

When there is a presenter, consider reserved space at the front and if there is enough seating for someone who needs to sit closer to the presenter, such as needing to hear, read lips, or view the presentation.

Elevator Access

It is good practice to ensure elevators are working. If needed for certain events, a temporary lift can be rented. Contact facilities@ut.edu.

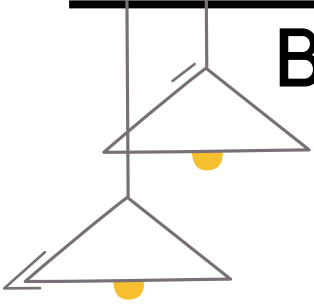
Seating

Try having a mix of chairs on hand with and without armrests and spaces for wheelchair users.



LIGHTING AND SCENTS

BEWARE OF STIMULANTS



Why does this matter?

An individual with sensitivities could be impacted by bright lighting or overpowering smells. Impacts can include nausea, headaches, migraines, or asthma. Consider these factors when welcoming guests into a new space.

LIGHTS



If there are flashing or pulsating lights, this could impact an individual with a seizure disorder. Consider giving attendees advanced warning of this type of lighting.

SCENTS



Be mindful of strong scents in the room from decorations or event materials, such as flower arrangements, diffusers, perfume and cologne.

PICTURES?

Good practice is to ask all photographers and guests to turn off flash when taking photos and/or videos.



BE PREPARED

Scents can cause allergen reactions, headaches, migraines, rashes, hives and other effects, which may cause need for participants to be moved.

Media & Communications



Identify possible media usage

- If there is a request for an American Sign Language (ASL) interpreter, reach out to Student Accessibility Services (SAS) for referrals.

Live Captioning & Subtitles

- Ensure that captioning and/or subtitles are enabled when showing videos.
- Follow the process for live captioning request at events. Contact helpdesk@ut.edu for more info.






Presentations

If there is a PowerPoint presentation, try having a few printed copies readily available if needed.

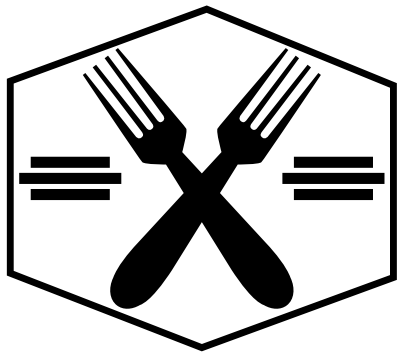
Consider checking the PowerPoint for effective contrast.

Consider using color blind safe palettes. Avoid mixing red and green, as this is the most common form of color blindness.

Future: What should you do moving forward?

-  Consider the need for AV capabilities in the event there is a request for transcription.
-  Have an extra laptop on hand that can play the web captioning in the background if needed.
-  Educate yourself on presentation techniques that are accessibility friendly.

Media and Communication Issues? Contact ITS at helpdesk@ut.edu



FOOD AND BEVERAGES

MENU OPTIONS

ALLERGIES

If you know there will be nuts present, placing a sign by the entrance notifying participants will allow those who are highly allergic to not enter unknowingly.

Contacting participants in advance to inquire about dietary needs allows time to plan accordingly.



COLLABORATE - STAY INFORMED

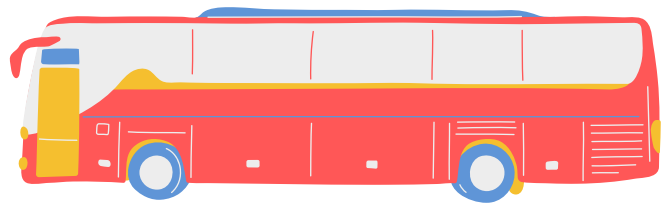
For individuals with specific diets, the ingredients can be unclear. Catering can produce signs categorizing food and include ingredients.

BE CREATIVE

Consider having more than one menu option so that you can accommodate for most allergy needs.



Transportation



Identify transportation needs



If you are planning an event where individuals will be travelling off-campus, communicating to guests in advance allows time to plan for alternative arrangements.

Staffing

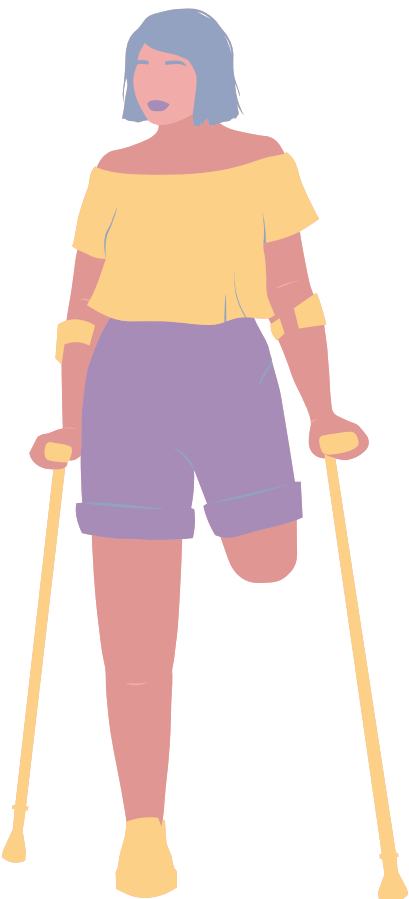


Have a point of contact participants can reach out to if accessible transportation is needed.

Safety



Confirm staff at event site will be present to coordinate with a third-party vendor.



Accessible Transportation

When hiring a third-party vendor to provide accessible transportation, communicating specific needs of participants can ensure individuals are supported appropriately as there are many variations of accessible transportation.

Did you know?

The Hillsborough Area Regional Transit Authority (HART) offers local bus service that include

- TECO Line Streetcar System in downtown
- Channel District and Ybor City
- Local bus program

Sponsored by Student Government, there are HART bus passes for sale in the Office of Student Leadership and Engagement (OSLE) for a discounted price.

Stop by OSLE, Vaughn Center 215 to purchase yours today!

OUTDOOR ACTIVITIES

Not all individuals will be able to access every outdoor area for your event or program

1

First Step

Try to identify more than one pathway to the event or program that is viable for participants to use and is also clear of any obstacles or debris.

PATHWAYS

If possible, paths should be paved and flat. If surfaces are uneven, such as bricks or, cobblestones, indicate an alternative route if needed.

2

Second Step

Make information about accessibility clear in your communications and have signage at event.

3

Third Step

Plan and execute inclusive activities. Ensure rules and mechanics still allow for PWDs to participate.

NEED HELP?

Submit a Work Order

Working with the on campus facilities department can help foster inter departmental relationships for future programming set ups. facilities@ut.edu



Connect with Us!



STUDENT ACCESSIBILITY SERVICES

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