



**CREATING
ACCESSIBLE
SPACES**

ACCESSIBILITY
GUIDE

**OFFICE OF STUDENT ACCESSIBILITY
AND ACADEMIC SUPPORT**

UNIVERSITY OF TAMPA

Purpose of this Guide

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

The purpose of this guide is to help others consider accessibility in their space, so that all who interact in that environment benefit and become more successful - regardless of disability status.


We encourage the below accessibility statement to be used on all relevant communication in your area:

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.




**Academic Success Center
TECH 2nd floor**

Location

 Identify that there are stairs and other barriers to entry with the building that may prohibit someone from being able to enter. This may 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


If there is an elevator that needs to be used for access, make sure it is working. If needed for certain applications, a temporary lift can be rented.



 Ensure that there is at least one staff on hand readily to assist individuals with mobility concerns to 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.



 Someone without additional equipment may move differently in a space than someone with a walking device or power chair. Having enough space around desks, tables and chairs is important.

The width of doorways to the building and room should be ADA compliant (minimum of 32”).



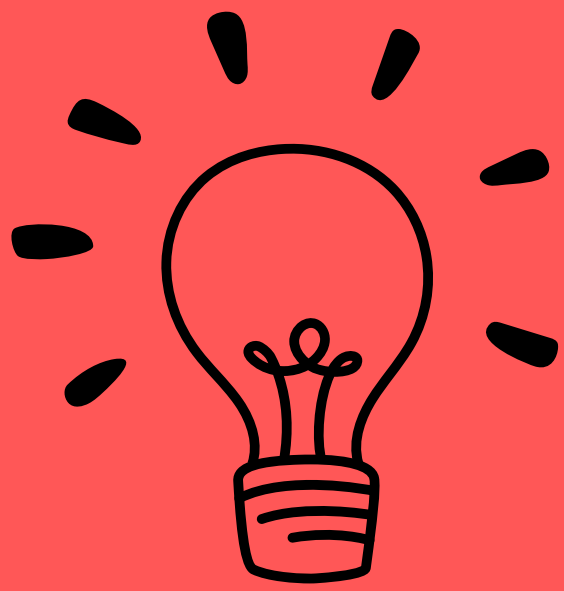
 Make sure to have a mix of chairs on hand with and without armrests.

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



Lighting and Scents

An individual could be impacted from lighting being too bright or overwhelming such as nausea, headache, migraine, or inability to see.



If there are flashing or pulsating lights, be aware that this could impact an individual to have a seizure disorder. Having a warning sign would be helpful.

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



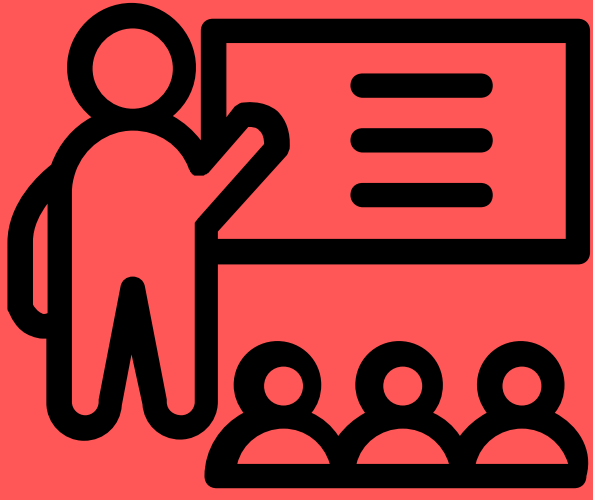
For airborne allergens such as nuts or shellfish, place warning signs at the entrance.

Be prepared, as scents can cause allergen reactions, headaches, migraines, rashes, hives and other detrimental effects.



Media/Communications

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



This goes the same for live captioning if requested.

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

Make sure the PowerPoint has effective contrast.



Ensure that captioning and/or subtitles are enabled when showing videos.

Have an extra laptop on hand that can play the web captioning in the background if needed.

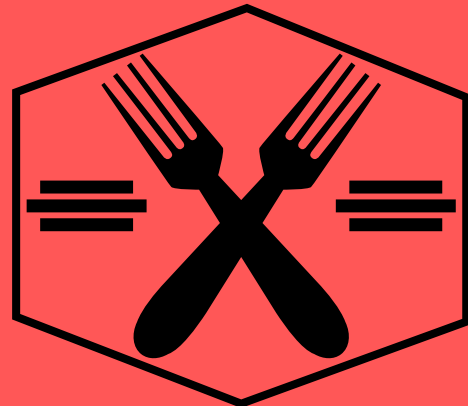


Consider the need for AV capabilities in the event there is a request for transcription.

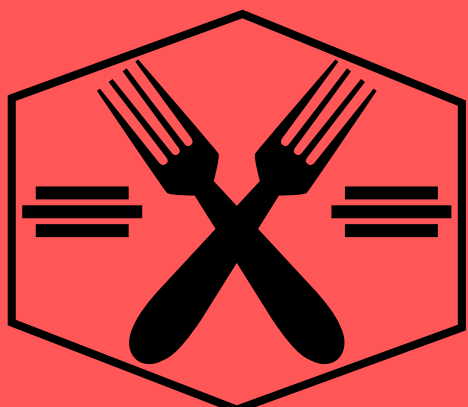
Food and Beverages



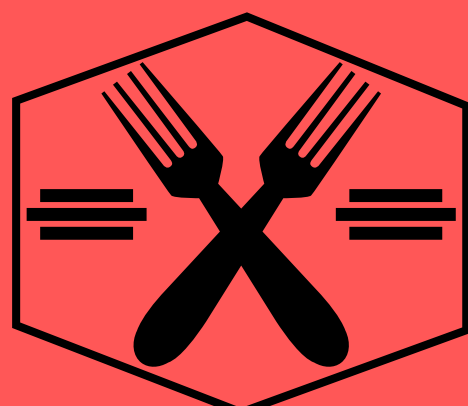
When crafting a menu and/or list of foods that will be served, it's important to have alternative food options in the event a person informs you of food allergies.



If you know there will be nuts, consider placing a sign by the entrance with a warning so those who are highly allergic do not enter unknowingly.



Remember to inquire with individuals about their dietary needs prior to the event



For individuals with specific diets, it can sometimes be unclear what ingredients the food contains. Work with catering to produce signage about what is in each food item.

Transportation

If you are planning an event where individuals will be travelling off-campus, be sure to mention a contact person in the flyer or event information for anyone who needs accessible transportation.

It's recommended to identify one or more transportation companies with accessible options, as not all may have these vehicles readily available.

If someone informs you they need accessible transportation, such as a lift for mobility devices or steps that extend down to the ground from the vehicle, let the transportation company know this immediately to ensure they are prepared.

Outdoor activity?

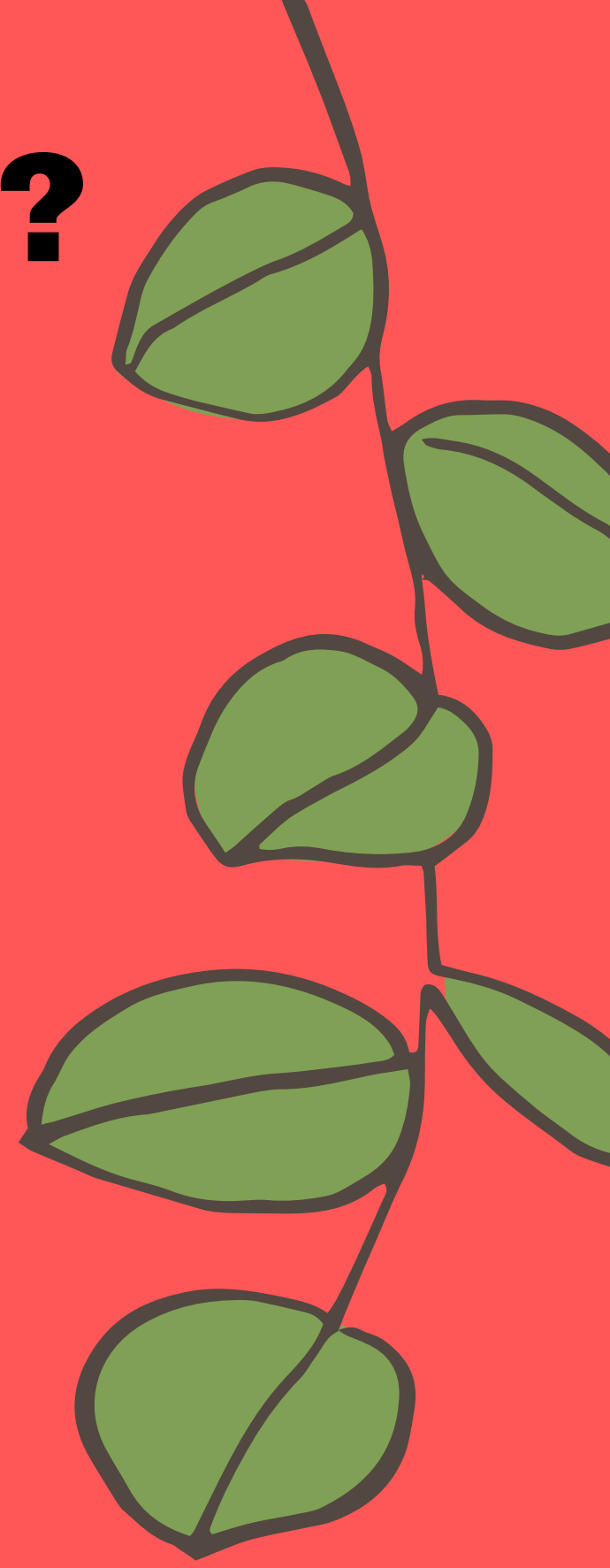
To ensure the outside event is easily accessible, take in consideration of the following:

Paths are paved and flat. If paths are uneven such as bricks, cobblestones and steps, establish an alternative route if needed.

Areas of grass are mowed and removed of debris such as rocks, sticks, etc.

Walking paths are clear of any obstacles that may hinder someone's ability access the location

A shady area, or one nearby, is recommended. Considering this at the forefront, regardless of need, helps keep event patrons safe.



Contact Us!



STUDENT ACCESSIBILITY SERVICES

Student Accessibility Services
Academic Success Center – 2nd Floor,
Technology Building

The University of Tampa
401 W. Kennedy Blvd. – Box 56F
Tampa, FL 33606-1490
accessibility.services@ut.edu