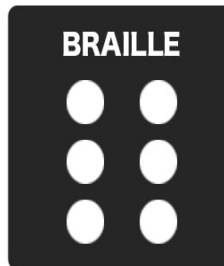




NORTH SEATTLE COLLEGE

Disability Services Student Handbook



| | |
|---|----|
| North Seattle College Mission Statement | 3 |
| Affirmation of Inclusion | 3 |
| Welcome to North Seattle College | 3 |
| What is Disability Services? | 3 |
| Eligibility | 4 |
| How to Access Services | 4 |
| Confidentiality, Disclosure, and Documentation | 5 |
| Seattle College District Procedure | 6 |
| Accommodation Procedures | 11 |
| Renewing Accommodations | 11 |
| Process for Accessing Specific Accommodations | 11 |
| Testing Accommodations | 11 |
| Alternate Format Materials (E-text, Enlarged or Braille Materials) | 11 |
| Interpreting | 13 |
| Notetaking | 14 |
| Student Responsibilities | 14 |
| Complaints & Grievance Procedures | 15 |
| Informal Complaint Process | 15 |
| Formal Complaint Process | 15 |
| Disputes | 16 |
| Evacuation Of Disabled Persons | 17 |

North Seattle College Mission Statement

North Seattle College is committed to changing lives through education.

We achieve our mission by:

- offering comprehensive educational opportunities.
- creating a highly supportive learning environment.
- engaging in effective and enduring partnerships.

Affirmation of Inclusion

North Seattle College is committed to fostering a welcoming and inclusive campus climate for all staff and students. As evidence of this ongoing commitment to diversity and social equity, the college has implemented a variety of programs, workshops and ongoing trainings to increase cultural competency and awareness to build community and facilitate student success. The President's Diversity & Inclusion Council for Equity (DICE) is an advisory council that supports and advocates for the strategies, vision and values around diversity. For information on upcoming DICE meetings, events and workshops please see our calendar.

Welcome to North Seattle College

Welcome to the Disability Services Office. This handbook was designed to address the rights and responsibilities pertaining to students with disabilities while attending North Seattle College (NSC). Our intent is that this handbook will answer questions regarding access and disability services which may positively impact your academic success while attending NSC. This is not a legal document nor is it intended to offer legal advice. This document provides procedures to follow in order to access academic adjustments, auxiliary aids and support services while attending NSC.

What is Disability Services?

The Disability Services (DS) office at North Seattle College (NSC) supports access and accommodations so that qualified students with permanent or temporary disabilities have an equal opportunity to participate in North's programs, activities, events and services.

DS also provides resources, referrals, and advocacy support as needed.

Examples of accommodations include, but are not limited to:

- Extended time on tests in a low distraction environment

- Permission to record class lectures and to photograph the board
- Use of adjustable chairs
- ASL interpreters
- Textbooks in alternative format.

Students are encouraged to contact DS as early as possible prior to or during the quarter in which accommodations are needed in order to avoid delays in accommodations.

Eligibility

Students who have a documented disability that impacts their academic performance may be eligible. Students are responsible for self-disclosing their disability to DS and for providing documentation in order to determine eligibility.

How to Access Services

To receive disability accommodations, students are responsible for self-disclosing their disability to DS (the contact must be by the student and not a representative of the student) and for providing documentation of disability, if necessary, in order to determine eligibility. Students can schedule an Access Planning Meeting with the DS staff to discuss potential accommodations by phone or emailing ds@seattlecolleges.edu.

As a student seeking services, assistance, accommodation and/or academic adjustments, you are responsible for and expected to comply with the following:

- Identify yourself as a student with a disability and complete the Access Planning Meeting (APM) with the [Disability Services](#) Director before the start of the quarter. As a part of the APM process, you are required to submit documentation to verify eligibility for services.
- Requests for approved disability accommodations must be submitted in a timely manner. Where books in alternative format are needed, contact Disability Services 4-6 weeks before the start of the quarter. Requests for interpreting services should be made at least 4 weeks in advance of the start of classes. At least 5 business days may be needed for one-time events or services. Fulfillment of requests is contingent upon service provider availability.
- Requests for furniture or equipment should be made 4 weeks in advance of the start of classes. When request are make late, delays may occur in the provision of accommodations.
- Be available to assist faculty in their understanding of your specific needs.
- Follow all policies and procedures of North Seattle College's Disability Services office.
- Inform Disability Services, in a timely manner, of any concerns about the effective receipt of agreed-upon accommodations.

Confidentiality, Disclosure, and Documentation

All information shared with DS regarding a student's disability is maintained in a confidential file and is available for DS staff use only. These records are kept separate from an academic record and is considered private under the [Family Education Rights and Privacy Act \(FERPA\)](#). Clinical information is not released to other individuals, offices or departments without the express written permission of the student. When talking with instructors, DS discusses only the accommodations that are needed, not the disability itself.

A confidential electronic and/or paper file will be kept for each student, which may contain disability documentation, release forms, conference record, scheduling/advising sheets, and other educational and service related information in the DS office. This file will be kept as long as the student is enrolled at NSC plus 7 years thereafter. After that time, all information within the file will be destroyed, including documentation.

In college you need to disclose your disability and provide appropriate documentation to the disabled student services office. Staff in this office facilitate accommodations in specific classes. However, it is also important to be able to effectively communicate directly with your instructor about your accommodation needs. It is best to meet with the instructor before a class begins. This may be awkward or difficult for you, so it is good to practice.

In order for DS to provide appropriate services, accurate documentation and an assessment of the student's needs are required. Documentation should be provided by a qualified healthcare professional trained to diagnose your disability.

Students who are unsure whether their documentation is sufficient, or are not sure how DS can address concerns, are encouraged to schedule a meeting with the DS Director to determine what documentation may be useful based on the situation and or request(s) and what assessments may be helpful.

IMPORTANT: Your accommodations request cannot be processed until documentation is provided. Provisional accommodations may be established while additional documentation is being obtained.

Seattle College District Procedure

TITLE: Disability Nondiscrimination and Accommodations for Students with Disabilities

387.10 Scope:

- 387.10.01 Reasonable accommodations under this policy include, but are not limited to (a) instructional flexibility, such as modifications in test taking arrangements; (b) adjustments in non-instructional services such as priority registration; and (c) auxiliary aids and services.
- 387.10.02 SCD will make those modifications to its programs and services that (1) are reasonably necessary to ensure that its programs and services do not discriminate, or have the effect of discriminating, against a student with a disability based upon that disability; (2) do not impose an unreasonable or undue hardship on the college; and (3) do not require fundamental alteration of essential program requirements.
- 387.10.03 Appropriate academic accommodations will be provided to qualified students with disabilities for all college programs, services and activities, including recruitment, application, enrollment, registration, financial aid, course work, and academic counseling.

387.20 Definitions:

- 387.20.01 "Academic accommodations" in college programs and services are modifications to those programs, practices, and procedures that enable qualified students to have an equal opportunity to benefit from and have access to college programs and services by providing appropriate auxiliary aids and services.
- 387.20.02 "Qualified Professional" is an individual who has completed a course of study and is licensed to practice in a field of health care which includes the diagnoses and assessment of the particular disability or disabilities in question and/or whose training and background qualifies them to diagnose specific disabilities.
- 387.20.03 "Student" is any person who attends any Seattle College District campus for whom the District maintains educational records or personal identifiable information.
- 387.20.04 A "qualified student" is one who, with or without accommodations, meets the academic and technical standards required for admission to, participation in, and/or fulfillment of the essential requirements of college programs or activities and who has provided appropriate documentation of disability and need for accommodation.
- 387.20.05 A "student with a disability" is a student who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2)

has a record of such an impairment; (3) is regarded as have such an impairment. Students must meet definition (1) or (2) to be eligible for accommodations.

- 387.20.06 "Undue hardship" is any excessively costly, extensive, substantial or disruptive modification or one that would substantially alter the nature or operation of the institution or any of its programs or services.
- 387.20.07 "Program accessibility" means that all programs and services, when viewed in their entirety, are accessible to persons with a disability.

387.30 Obligations of the SCD:

- 387.30.01 Comply with the Americans with Disabilities Act (P.L.101-336), Section 504 of the 1973 Rehabilitation Act, and the disability laws of the State of Washington.
- 387.30.02 Make available to all students information on the services available to those with disabilities, including the name and location of the appropriate program identified by the college which serves students with disabilities.
- 387.30.03 Work with the student, faculty, and staff on an individual basis, to determine those accommodations reasonably appropriate for each qualified student with a disability.
- 387.30.04 Develop procedures to protect the confidentiality of information regarding the nature and extent of the documented disability.
- 387.30.05 Provide academic accommodations which will maintain the instructional integrity of its programs.
- 387.30.06 Refrain from pre-admission inquiry as to whether applicant has a disability except as to inform student that, if he/she is disabled and wishes to receive an academic accommodation, the student must request in a timely manner the specific accommodation(s) and also provide documentation from the student's physician or other qualified professional identifying the functional limitation(s) resulting in the need for accommodations.
- 387.30.07 Require appropriate documentation to identify the functional impact of a disability in determining academic accommodations.

387.40 Obligations and Rights of Students:

To ensure that needed accommodations are provided in a timely manner, the student shall:

- 387.40.01 Provide information on a timely basis regarding the functional impact of the disability, and the specific accommodations requested to the Disability Support Services Office designated by the college to serve students with disabilities. Requests for accommodations should be received by the college with

advance notice because certain accommodations require several weeks to implement. Lack of advance written notice may delay the availability of an accommodation.

- 387.40.02 Provide appropriate documentation concerning the functional impact of the disability so that the college may determine appropriate accommodations. Such written documentation shall include, but is not limited to; identification of tests administered, test results, description of the covered disability, and recommended accommodations from the student's physician or other qualified professional. Specific procedures for this process are available in the DSS Office on each campus.
- 387.40.03 Promptly notify the appropriate office designated by the college to serve students with disabilities of any problems encountered in receiving the agreed-upon accommodations.

387.50 Disability Support Services Office (DSS):

- 387.50.01 The DSS Office will assist and advise each qualified student with a disability who requests accommodations under this policy by identifying and coordinating those mutually agreed-upon academic accommodations appropriate for the student.
- 387.50.02 The DSS Office is committed to a reasonable approach in the identification of students with disabilities, including responding to all students who voluntarily self-identify during the college admission or orientation process.
- 387.50.03 The DSS Office will keep a confidential file for a minimum of three years and a maximum of seven years on each student who provides documentation of disability. This file may contain a copy of the documentation of the disability, a letter of information describing academic accommodations to be provided, a contract, and/or release of information forms.
- 387.50.04 A student has the right to not utilize an approved accommodation. However, if the student cannot meet the academic and technical standards required for admission to, participation in, and/or fulfillment of the essential requirements of college programs or activities without the accommodation, he or she may not be considered a "qualified student".

387.60 Academic Accommodations - Examples by Categories:

- 387.60.01 The process of selecting academic accommodations for each qualified student with a disability shall be made on an individual basis, appropriate to the functional impact of the student's disability.

387.70 Instructional Adjustments

- 387.70.01 Academic adjustments may include, but are not limited to:

1. Flexibility in time lines for completion of courses, and certificate and degree requirements;
2. Possible substitution as determined by the college of specific courses required for the completion of degrees as outlined by each individual college's pre-established policies and procedures; the colleges may not substitute essential requirements of a student's program of instruction. Therefore, every student enrolled in a degree program at the college is expected to meet the essential requirements of a degree program with or without accommodations.

SCD recognizes that variations in course delivery and/or providing core services may enable disabled students to successfully complete course requirements. Students with disabilities are encouraged to attempt to successfully complete the required courses with accommodations. If course substitutions are indicated, students are advised to contact the DSS Office for assistance in requesting substitutions following the established procedures on each campus.

3. Flexibility in teaching methods and test-taking arrangements as agreed upon with instructors.
- 387.70.02 Auxiliary Aids and Services
 1. Flexible procedures in the admissions process, early registration;
 2. Qualified sign language, oral and tactile interpreters, or other effective communication services;
 3. Access to adaptive equipment including, but not limited to, TTY/TDDs, FM communicators, closed caption devices, amplified telephone receivers, closed circuit televisions, low-vision reading aids, audio recorders, Braille devices and computer hardware/software;
 4. Textbooks and other educational materials in alternative media, including, but not limited to large print, Braille, electronic format, and audio tape;
 5. Provision of readers, note takers and/or scribes; and
 6. Release of syllabi, study guides, and other instructor-produced materials in advance of general distribution, access beyond the regular classroom session to slides, films, overheads, and other media, and taping of lectures.
 - 387.70.03 Access
 1. On-going advocacy to ensure campus accessibility, including barrier free signage, identification of hazards of mobility barriers, maintenance of access during construction, and adequate disability parking at all facilities;

2. Facilitating physical access to programs and services including relocating classes, activities, and services to accessible facilities;
3. Referral to appropriate on-campus and off-campus resources, services and agencies; and
4. Accessibility to tutoring, mentoring, peer counseling, and academic advising, if available on campus.

387.75 Procedures and guidelines for the provision of Effective Communication services

- 387.75.01 Service provider for Seattle Colleges

The Disability Support Services (DSS) Office at each college will generally, upon request, provide effective communication aids and services for qualified District students with disabilities so they may participate equally in college programs, services and activities. Persons with disabilities requiring accommodations, such as sign language interpreting, are asked to contact their college's disability support office, present documentation and meet with a DSS counselor. Requests for ongoing classroom services must be made through the student's DSS counselor, prior to the beginning of the quarter or class session if possible. Students must be registered for the classes for which they are requesting services.

Effective communication services are also available for campus events.

All requests for effective communication services must be made to Disability Services. Requests for services with less than four weeks' notice for ongoing classes can result in delayed services. At least 5 business days may be needed for one-time events or services. Fulfillment of requests is contingent upon service provider availability.

- 387.75.02 Service request for Seattle Central College, including Seattle Vocational Institute, Wood Construction and Maritime; for South Seattle College, including Georgetown and New Holly; and for North Seattle College.

387.80 Student Complaints Policy:

- 387.80.01(1) Student Complaints - General

In every institution, problems can sometimes occur. In order to ensure students are treated fairly, the Seattle College District has developed a policy and procedure (370.10-.40) for students who wish to register a complaint. A copy of the student complaint process is available for review in the DSS Office on each campus. Pursuant to that process, the campus president makes the final decision if the concerns have not been resolved at a lower level.

Chancellor's Cabinet – Revision & Adoption History

Adopted: 3/5/1996

Revised: 4/10/2006

Revised: 8/8/2016

Accommodation Procedures

Accommodations are determined on a case-by-case basis dependent on disability, clinical documentation, and information gathered from the initial access planning interview. Once appropriate accommodations have been decided, an accommodation letter will be emailed to your faculty and yourself. However, it is your responsibility to let your instructor(s) know you have registered with DS and are requesting accommodations for the quarter. Accommodations are **not** retro-active.

Students must notify the DS Office if their class schedule changes.

Renewing Accommodations

The student is responsible for renewing their accommodations on a quarterly basis by informing DS of their class schedule and intent to use accommodations. This can be accomplished by completing this [form](#) and dropping it off to the front desk located on the 2nd floor of the College Center Building, or by emailing it to ds@seattlecolleges.edu

In the same way it is your responsibility to register for classes required for your degree plan, it is also your responsibility to make accommodation renewals a part of your academic planning and/or if any changes are made to your course schedule after your LOA has been requested.

If your accommodations need to be adjusted, schedule an appointment with DS Director to discuss this. Call 206-934-3697 for scheduling.

Process for Accessing Specific Accommodations

Testing Accommodations

You may schedule your accommodated exams by:

1. Submitting a copy of your class syllabus for each class that you'd like to access testing.
2. Emailing your [exam scheduling form](#) to ds@seattlecolleges.edu at least five (5) school days before the exam if approved to utilize on-campus testing in the Student Learning Center (SLC). **Requests submitted later than 5 school days may not be able to be accommodated.**

Upon receiving your form, our office will coordinate your exam needs with your instructor and the Student Learning Center. Please make sure to closely monitor your email for any time sensitive emails that we might send to you.

Alternate Format Materials (E-text, Enlarged or Braille Materials)



1. Purchase textbook. The publisher requires the textbook be purchased before they will provide our office with an accessible digital version.
2. Provide the DS Office with a copy of the receipt for the purchase.
3. Allow a two to six week lead-time to receive materials.
4. Student is responsible to download the text. All books will be deleted from the folder at the end of the quarter.
5. Enlarged or brailled texts will be made available upon request.
6. Please notify the DS office of schedule changes, or materials no longer needed.

Procedure for Checking Out Equipment



Equipment is allowed to be checked out every quarter (e.g., adjustable chairs, digital voice recorder, mice alternatives, text magnifiers, et cetera). Students must complete an [Equipment Loan Agreement](#). Students are responsible to keep equipment in good working condition. If an item breaks or no longer works it is the students' responsibility to inform the DSS staff as soon as possible so that an item may be repaired and/or replaced. Per the Equipment Loan Agreement, students who don't return equipment will have a hold placed on their school account.

Problems with equipment or technology should be immediately reported to the DSS office by the student using the equipment.

Equipment can be requested by using this [Form](#).

Interpreting



Students must request ASL accommodations by submitting the [online form](#).

1. Interpreting and transcribing services require a 4 week notice for ongoing assignments (i.e., your classes). Less notice may mean services will not be available when requested.
2. Inform the DS office and your interpreters or transcribers if you will be absent from class.
3. If you are late for class, interpreters/transcribers will wait 20 minutes for classes less than 1 ½ hours long and 30 minutes for classes over 1 ½ hours. NOTE: Repeated “no-shows” may result in a suspension of interpreting and/or transcribing services. To reinstate services, you must schedule a meeting with the Director of DS.
4. Interpreting/transcribing services may be requested for any college activity or function. Inform DS Office of event and allow a minimum of 5 days for services to be set in place. Less notice may mean an interpreter or transcriber will not be available.
5. Inform the DS Office of any problems with provided services.
6. Notify the DS Office of any schedule changes.
7. If you are unable to attend class, inform DS immediately so communication access services can be canceled for that class.

Notetaking



Students can request notetaking services by clicking on this [link](#).

Once identified as a need and approved by DS, student's interested in notetaking services will alert the DS Director of the classes they require notetaking for and will indicate whether they prefer this accommodation be confidential (i.e., weekly notes received through the DS Office) or non-confidential (i.e., daily notes received directly from the volunteer notetaker, typically after class).

Once preference is confirmed, DS will request for volunteer notetakers based on the class roster and GPA. If DS is unable to find a volunteer, we may ask the instructor to see if they are able to find a notetaker.

Requests for volunteer notetakers should be submitted 2-3 weeks prior to the start of the quarter. Switching sections or making other schedule changes may cause delays service. Students should inform Disability Services immediately when such changes arise. In the event a volunteer is not found, students are encouraged to ask a friend or classmate to exchange notes.

Student Responsibilities

- Identify yourself to Disability Services and to provide professional documentation of the disability.
- Consult with Disability Services to determine specific accommodations.
- Meet with your instructors at the beginning of each quarter to discuss arrangements of accommodations in each course.
- Maintain responsibility for your education as any other student.
- Provide DS your course schedule at the beginning of every quarter you are registered and wish to have accommodations. Approved accommodations WILL NOT be implemented unless you request them. Faculty are not responsible for retroactive accommodations.
- Inform DS as soon as possible if there is a problem with your accommodations, if your accommodations are not being provided, or if you have questions about your accommodations.

- Submit Exam Scheduling Form at least five (5) school days before exams if approved to utilize on-campus testing coordinated by the Disability Services office and not proctored by the instructor.
- Inform and provide an updated schedule to DS of any course changes once accommodations have been requested.

Complaints & Grievance Procedures

Disability Services (DS) is available to offer assistance to students by mediating problematic issues. Because many problems are a result of misunderstandings, DS is often able to assist in resolving complaints or misunderstandings quickly. DS can also appropriately refer students to other offices or individuals who can assist with resolution. Students are welcome to contact the DS Director if they are having difficulties or have a complaint about the DS office. You can visit the DS office within Student Success Services on the second floor of the College Center building, or call (206) 934-3697.

Informal Complaint Process

1. If you have a complaint, first talk directly with the college employee.
2. If this does not provide a satisfactory result, the next step is to discuss your complaint with the employee's immediate supervisor. The supervisor has five days to notify the employee in writing of the complaint.
3. Investigation/Fact-Finding – The supervisor or dean will then conduct an investigation to determine facts around the complaint and has 15 additional days to resolve the complaint.

It is essential that you provide the following information:

- The facts or evidence surrounding your complaint
- What you have done to try to resolve the complaint
- Your proposed resolution to the complaint

If you are unable to resolve your complaint informally, you may file a Formal Complaint.

Formal Complaint Process

Step 1: Filing the Complaint

If you have a complaint, you must file a formal complaint in writing within 90 days of when you (the complainant) knew or reasonably should have known that you had cause for a complaint.

You must specify the facts and other grounds on which the complaint is based, attach relevant supporting documents and forward to the Complaints Officer in College Center Building.

Step 2: The Respondent Has Opportunity to Reply

The grievance officer will send a copy of the formal complaint to the respondent and supervisor within five days of receipt of your complaint. The respondent is required to reply in writing to the grievance officer within 15 calendar days of the formal complaint. Please note that faculty members are usually not available during periods when the college is not in session.

Step 3: Opportunity to Resolve

The grievance officer will forward the respondent's written reply to you within five calendar days of receiving it. If you, the complainant, find the response is unsatisfactory, you may submit written notice of your dissatisfaction to the grievance officer within five days of your receipt of the notice.

Step 4: Resolution Conference

Within five days of the receipt of your notice that the response is unsatisfactory, the grievance officer will schedule a conference. This conference will include you, the respondent, and the respondent's supervisor. It will be held within the next 15 days. The intent of this conference is to reach a resolution. The grievance officer will provide a written summary to all attendees within 10 days.

Step 5: Appealing the Result

If you believe your complaint has not been resolved to your satisfaction, you may request action from the appropriate vice president. You can file an appeal within five days with the grievance officer, who will forward it to the appropriate vice president.

Disputes

Inquiries regarding compliance and/or grievance procedures and disability support services may be directed to the college's Human Resources Director who serves as Title IX/RCW 28A.640 officer and Section 504/ADA coordinator. To receive this information in an alternative format, please contact Disability Support Services at (206) 934-3697 or ds@seattlecolleges.edu.

[Resources in other languages](#)

Title IX/Chapter 28A.640 RCW Officer & ADA Coordinator

Jennifer Dixon
206-934-7792

Jennifer.Dixon@seattlecolleges.edu

9600 College Way N, Seattle, WA, 98103, Room CC2160A

If your complaint/grievance remains unresolved to your satisfaction after following the college's informal and formal grievance procedures, the organizations listed below can also assist with mediation or filing a complaint.

Washington State Human Rights Commission
1-800-233-3247 (voice) or 1-800-300-7525 (TTY)
206-607-1600 (voice), 206-607-1648 (TTY)
<http://www.hum.wa.gov>
<http://www2.ed.gov/ocr/>

Office for Civil Rights (OCR)

Evacuation Of Disabled Persons

<https://northseattle.edu/emergency-action-plan/evacuation>

During an evacuation, elevators may not be available. Wheelchair users and individuals with mobility limitations should go to the nearest designated *Area of Rescue Assistance* (ARA) locations. Once at the ARA, anyone needing assistance will get help from building wardens, security personnel, or emergency responders.

Area of Rescue Assistance Locations

- College Center, Third floor south end
- College Center, Second floor south end
- Instruction Building, third floor, south end
- Instruction Building, third floor, north end
- Instruction Building, second floor, north end
- Top floor of the Education Building
- Top floor of the Wellness Center

Persons Using Crutches/Canes or Walkers

- In emergency evacuations, these individuals should be treated as if they were injured. Have the individual sit on a sturdy chair, preferably a chair with arms, and follow the procedure for non-ambulatory persons.

Non-ambulatory persons

Evacuation may not be necessary or advisable. Many stairwells are designed to provide temporary protection from fire or other danger. A non-disabled volunteer should stay with a wheelchair user in the platform area of the stairwell while a second person notifies emergency personnel or paramedics of the exact location of the wheelchair user.

If immediate evacuation is necessary, be aware of the following considerations:

- Wheelchairs have movable parts; some are not designed to withstand stress or lifting.
- You may need to remove the chair batteries; life-support equipment may be attached.
- In a life-threatening emergency, it may be necessary to remove an individual from the wheelchair. Lifting a person with minimal ability to move may be dangerous to their well-being.
- Wheelchairs should not be used to descend stairwells, if at all possible.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.
- Check the evacuation routes for obstructions before assisting the person to the exit.
- Delegate other volunteers to bring the wheelchair.
- Reunite the person with the wheelchair as soon as it is safe to retrieve it.
- Always consult with the person in the chair regarding how best to assist him/her (NSCC Security does have an emergency evacuation sled available):
- The number of people necessary for assistance.
- Ways of being removed from the wheelchair.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, braces, etc.
- Whether to carry forward or backward on a flight of stairs.
- Whether a seat cushion or pad should be brought along if the wheelchair is being left behind.
- In lieu of a wheelchair, does he/she prefer a stretcher, chair with cushion/pad, or car seat?
- Is paramedic assistance necessary?

Visually Impaired Persons

- Most visually impaired persons will be familiar with their immediate work area. In an emergency situation, describe the nature of the emergency and offer to act as a *sighted guide*: offer your elbow and escort him/her to a safe place. As you walk, describe where you are and advise of any obstacles. When you have reached safety, orient the person as to where you are and ask if any further assistance is needed.

Hearing Impaired Persons

Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning are:

1. Write a note describing the emergency and nearest evacuation route (e.g. "Fire. Go out rear door to the right and down, NOW!").
2. Turn the light switch off and on to gain attention, then indicate through gestures what is happening and what to do

Shelter-In-Place Procedures

During certain emergency situations (particularly chemical, biological or radioactive material releases) and some weather emergencies, you may be advised to *shelter-in-place* rather than evacuate the building.

- Stay inside the building (or go indoors as quickly as possible).
- Do not use elevators.
- Quickly locate supplies you may need such as food, water, radio, etc.
- If possible, go a room or corridor where there are no windows and few doors.
- If there is time, shut and lock all windows and doors. (Locking them may provide a tighter seal against chemicals.)
- Push a wet towel up against the crack between the door and the floor to seal it.
- In the event of a chemical release, go to an above-ground level of the building—some chemicals are heavier than air and may seep into basements even if the windows are closed.
- Turn off the heat, fans, air conditioning or ventilation system, if you have local controls for these systems. Most campus buildings' ventilation systems are controlled centrally by facilities operations.
- Drink bottled, stored water, not water from the tap.
- If possible, check for additional information via the main university web page, <http://northseattle.edu> and/or monitor radio or television for further details. Many Seattle AM stations broadcast emergency information.
- Do not call 911 unless you are reporting a life-threatening situation.
- When the *all clear* is announced:
 - 1. Open windows and doors.
 - 2. Turn on heating, air conditioning or ventilation systems.
 - 3. Go outside and wait until the building has been vented.

NCS publications are available in alternate formats upon request by contacting the Disability Services Office at 206-934-3697.