

## **DIRECTIVE 1. STUDENTS WITH DISABILITIES**

### **1.0 PURPOSE**

- 1.1** To establish guidelines for providing services or information requested from students identifying with disabilities.

### **2.0 RESPONSIBILITY**

- 2.1** When the Office of Student Disabilities Services (SDS) receives information about a student identifying with a disability, actions will be initiated to ensure the student's safety and emergency preparedness are adequately addressed in all residential, academic and associated campus buildings.
- 2.2** SDS will notify Special Services (SS – Susan Dever) and Fire and Emergency Service (FES – Gene Janda) in the Division of Public Safety (DPS), via e-mail, about any student identifying with a disability. This e-mail will include an e-mail address and cell phone number if available.
- 2.3** SS will maintain a database for the DPS of all students reporting with a disability. SS will monitor all actions taken to ensure the student's needs are met. Additionally, SS will direct the student to the appropriate Penn agency if the services requested are outside of the normal types of services provided by the DPS.
- 2.4** FES will immediately request PennComm, in the DPS, enter all pertinent information about the student into the Computer Aided Dispatch (CAD) system.
- 2.5** FES will make three (3) attempts to contact the student, within a ten (10) day period, using e-mail and cell phone information if available. If the student agrees, an appointment with the student will be scheduled to discuss specific needs. FES will inform SS of all student appointments scheduled.
- 2.6** If the student does not respond to FES within ten (10) days, FES will notify SDS and SS for their records.

### **3.0 OPERATING PROCEDURES**

- 3.1** FES will meet with the student to review emergency procedures and the standard operating procedures of the University of Pennsylvania Police Department and Philadelphia Fire Department.
- 3.1.1.** FES will review the need for additional alarming mechanisms to notify the student of an emergency.
- 3.1.2.** FES will recommend the student has entered 215-573-3333 into their cell phone to contact PennComm.
- 3.1.3.** The student will be advised to sign-up for UPenn Alert and Penn Guardian.
- 3.2** FES will notify Building Administrators, in academic and residential buildings, to provide contact information and locations of the students with disabilities.

#### **4.0 REFERENCES**

- 4.1 **NFPA:** <http://www.nfpa.org/safety-information/for-consumers/populations/people-with-disabilities>

#### **5.0 CONTACT INFORMATION**

- 5.1** For questions regarding this requirement contact Fire and Emergency Services at (215) 573-7857 or [f&es@publicsafety.upenn.edu](mailto:f&es@publicsafety.upenn.edu)