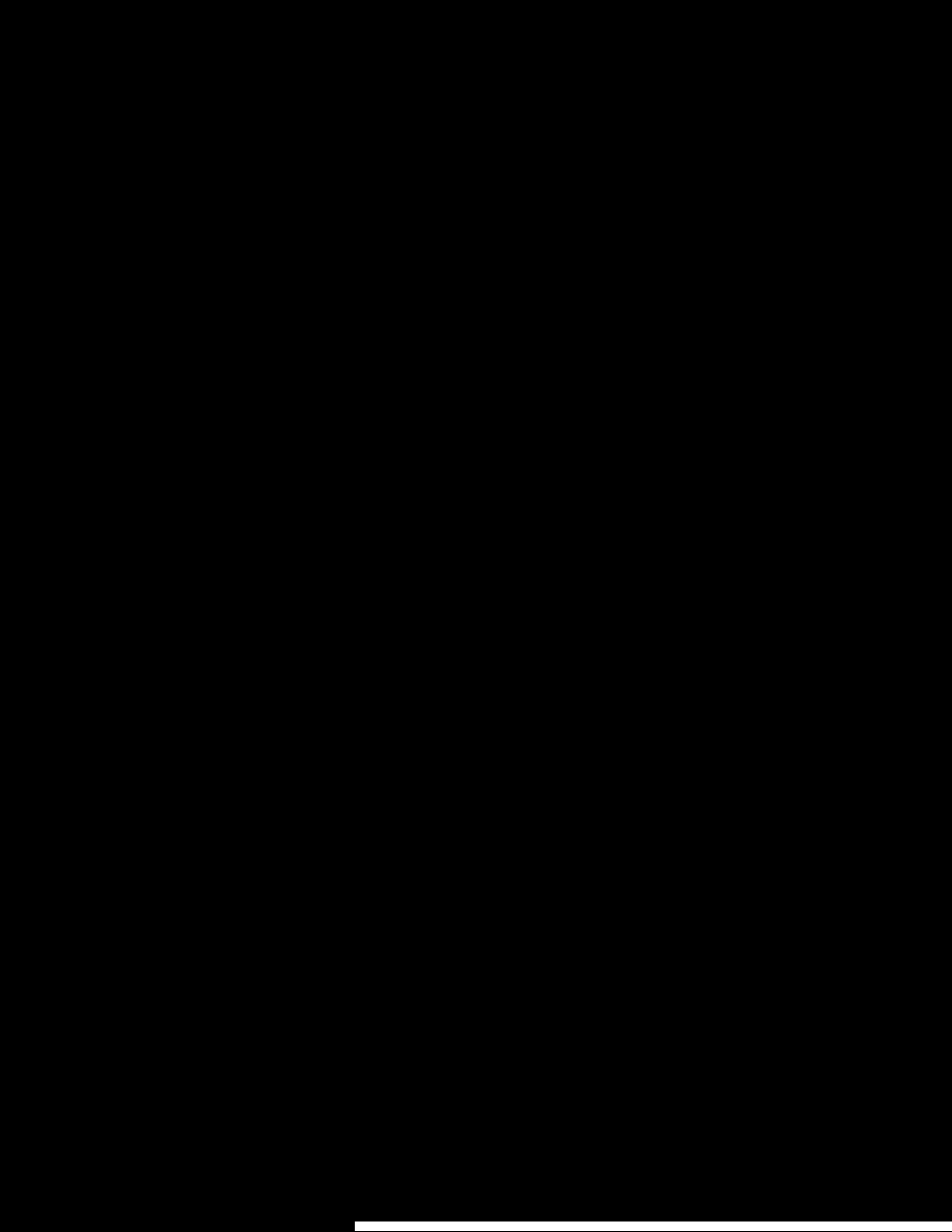


Responsible Officer/Section

Step

Details



Responsible Officer/Section	Step	Details
		designating as accessible, existing spots in other parking lots.
Parking Office	7	In assessing any disruption to accessible parking, the Parking Office will provide notifications of disruption as deemed necessary, following the same procedure as outlined in the Notice of Temporary Disruption procedure above.

Procedure for Temporary Disruptions with Accessible Parking due to Snow and Ice

Responsible Officer/Section	Step	Details
Parking Office	1	Inform contractual snow removal companies that accessible parking spots are a priority in the snow removal plan. Provide each contractual snow removal company with a Campus Map identifying the location of accessible parking spots.
Parking Office	2	Inform contractual snow removal companies that they are not permitted to pile snow in accessible parking spots, even on a temporary basis.
Parking Office	3	Meet with the contractual snow removal companies and Queen's staff, as necessary, immediately after the first snowfall of the year to review the process and correct any issues.

Procedure for Temporary Disruptions to adaptive computers and technology – Adaptive Technology Centre

Responsible Officer/Section	Step	Details
Adaptive Technology Centre Coordinator	1	Temporary sign posted in a conspicuous, logical location (e.g. directly on or adjacent to the equipment)
Adaptive Technology Centre Coordinator	2	Notification on the website of the Adaptive Technology Centre (ATC). This page is linked to the website of Queen's Student Accessibility Service (QSAS) and the Accessibility Hub.
Adaptive Technology Centre Coordinator	3	General message to the Student- listserv, if appropriate
Adaptive Technology Centre Coordinator	4	A complete closure of the ATC must be published on the Queen's Library home page. Notification on the University's home page, as determined and communicated by the Coordinator or designate to the Electronic Communications Manager in Marketing and Communication.

Responsible Officer/Section	Step	Details
Adaptive Technology Centre Coordinator	5	During power outages and/or computer server interruptions, the ATC Coordinator or designate will post a notification on the door to the computer lab.
Adaptive Technology Centre Coordinator	6	The Coordinator or designate will also take steps to alert users as they arrive at the Adaptive Technology