



UNITARIAN UNIVERSALIST
ASSOCIATION OF CONGREGATIONS

EQUAL ACCESS PROTOCOLS

September 3, 2009

Protocol for Obtaining Physical Access to the UUA Boston Campus for People with Disabilities Planning to Attend UUA Business-Related Events

The UUA campus is comprised of a group of old buildings in Beacon Hill, none of which are easily accessible for people with disabilities. Therefore, if at all possible, notice to UUA staff is requested two weeks in advance in order that your stay be as comfortable and safe as possible. An escort into the building, an elevator, accessible parking, an entrance ramp, and an accessible lift are available for your use with advance notification. Orientation to the buildings will be provided if requested.

The UUA wants to provide assistance to anyone who requests assistance or accommodation due to disability. When you are planning your trip to the UUA, please coordinate your plans with the appropriate staff person supporting your UUA event and Mike O'Herron, the UUA's Director of Operations, at (617) 948-6106.

Should additional accommodations be needed to facilitate full event participation (e.g. ASL interpreters, large print documents, assistive listening devices, etc.), please make arrangements with the staff support person for the event you are attending.

Protocol for Providing Physical Access to the UUA Boston Campus for UUA Staff Assisting People with Disabilities Attending UUA Business-Related Events

Upon the request of a UUA guest with a disability planning a trip to the UUA Boston campus for a UUA business-related event, Mike O'Herron will be responsible for arranging the necessary accommodations, as discussed with the guest. He will ensure that an escort into the building is available, and if needed, appropriate parking arrangements are made, elevator, ramp, and lift are working, and that other agreed-upon accommodations regarding building entry and usage are in place.

Mike O'Herron and the staff person supporting the specific UUA event will coordinate the following:

1. Notifying the front desk of the expected time of the guest's arrival in the event desk staff receives a call about a delayed arrival, etc.
2. Ensuring that all arrangements are in place at the expected time of arrival.
3. Greeting the guest and providing whatever support and information is necessary for the guest's safe and comfortable entry and usage of the building.
4. Providing any needed training for using the lift or any other features of the building, as determined by and previously arranged with the guest.

This protocol was developed by Equal Access, an affinity organization created to promote equality and access for Unitarian Universalists with disabilities, through coalition building, education, creation of policies and empowerment. UUs with disabilities, families, friends and allies are all invited to join (information is our website <http://www.equalaccess.org>). Equal Access is dedicated to ensuring that our faith community warmly welcomes all people including those of us with disabilities.