



Elevator Outage and Access Plan for Individuals and Students with Disabilities

In the event an elevator in any Horry County Schools (HCS) building becomes inoperable, HCS will ensure services, programs and activities located on the second or third floor of buildings remain accessible and usable by individuals with disabilities and will also ensure students with disabilities continue to receive a free appropriate public education (FAPE). The purpose of this written plan is to outline the steps schools and facilities will follow in the event an elevator becomes inoperable to ensure access for individuals with disabilities as indicated above.

Elevator Outage Reporting

1. When a student(s), faculty, and/or staff member(s) become aware of an elevator outage, the individual(s) will immediately notify school administration to ensure the outage has been properly reported.
2. Within 24 hours (or the next work day) of receiving notification of an elevator outage, school administration and/or designee will complete a work order to request repair of the elevator.
3. Within 24 hours (or the next work day) of receipt of the work order indicating an elevator outage, the Office of School Facilities will assess what service or repairs are needed to rectify the elevator outage. These services and/or repairs will be addressed in a timely manner.

Elevator Outage and Access

1. Within 24 hours (or the next work day) of learning of an elevator outage that impacts an individual or student's access to services, programs and activities, school administration will assess if the services, programs and/or activities can be relocated to another location on the first floor of the building to allow for the individual's or student's continued access.

Students with Disabilities

- a. In the event the building administration is unable to relocate the services, programs and/or activities to an accessible location on the first floor of the building, the school administration will notify the student's parent(s) or guardian(s) and schedule a Section 504 or Individualized Education Program (IEP) meeting. At this meeting, the student's Section 504 team or IEP team will

determine what reasonable accommodations may be needed to allow for the student's continued access to his/her services, programs, and/or activities.

Employees and Other Individuals with Disabilities

- a. Employees with Disabilities - In the event the school administration is unable to relocate the services, programs and/or activities to an accessible location on the first floor of the building, the school administration will notify Human Resources in an effort to schedule a conference with the employee with a disability. At this conference, the school administration and employee will determine what reasonable accommodations may be needed to allow for the employee's continued access to the building and those activities required of the employee to fulfill their job responsibilities.
- b. Other Individuals with Disabilities - In the event a service, program or activity available to other individuals with disabilities is scheduled on the second floor of the building during a time the elevator is inoperable and the service, program, and/or activity cannot be relocated to the first floor, the individual with a disability will notify the school administration of his/her request to be reasonably accommodated to allow for access. The school administration will communicate with the individual with disabilities in order to consider the request and will notify the individual with a disability of approval or denial of the request.

Notice and Publication of the Elevator Access and Outage Plan

1. Signage will be posted on all elevators advising students with disabilities, other individuals with disabilities, faculty, and staff of the steps to be taken if it is discovered that a building elevator is inoperable.
2. During initial and subsequent Section 504 and IEP meetings for students with disabilities who require access to the school elevator, the team will discuss the steps to be taken by the student in the event the elevator becomes inoperable.
3. The Elevator Outage and Access plan will be individually reviewed with any employee with a disability who may require access to an elevator in their capacity as an Horry County Schools employee.
4. The Elevator Outage and Access Plan will be provided through written communication to all HCS staff.