

## **INTRODUCTION AND SCOPE**

El Camino Community College District (“District”) is committed to providing access and reasonable accommodation to all District programs and activities. The purpose of this procedure is to set forth processes for assuring that the District provides advance notice to the District community of known potential barriers to accessible routes, parking, and other features created by construction, moving, or other events that may significantly impact physical access. The scope of this procedure is to facilitate effective communication and is not intended to address other provisions of the ADA.

The District’s guiding principle will be to communicate facts accurately and as timely as possible, updating information regularly as circumstances change, to ensure the safety of the District community and the continued accessibility of District programs and activities. The District will use multiple mediums to reach as many people as possible with accurate, timely information. The District’s goal is to be open, accountable and accessible to all audiences, while also being mindful of legal and related concerns.

---

<sup>1</sup> If the federal statutes cited would result in broader protection of the civil rights of individuals than that broader protection or coverage shall be deemed incorporated by reference into, and shall prevail over conflicting provisions of Title 5, section 59300.

## ACCESSIBILITY MAP

The District shall create and maintain an online accessibility map of El Camino College that shows accessible routes, partially accessible routes, routes where the slope exceeds the maximum slope, accessible restrooms, elevators, accessible entrances (with or without power doors), accessible parking, and campus directories. This online accessibility map shall be prepared and posted online by the Office of Marketing & Communications (“Marketing & Communications”). Information related to accessible features of the campus shall be provided to Marketing & Communications and Facilities Planning and Services (“FP&S”).

Marketing & Communications shall update and maintain campus maps and directories located at major junctures of the College campus, to provide notice to the College community that identifies the accessible routes and entrances to buildings. All physical campus maps and directories shall include instructions on how to access the online accessibility map and webpage. College community members may request physical copies of the online accessibility map by calling or visiting Campus Police.

Additional notifications and direct contact with specific offices, including Campus Police, the Office of Staff and Student Diversity, the Special Resource Center, Center for the Arts, and Athletics, may be appropriate as circumstances dictate and permit.

### Construction, Moving & Other Events

At least thirty (30) days prior to any planned construction-related closure to campus buildings or transportation facilities, including street(s), sidewalks, bike paths and bike parking, or parking, the Executive Director of FP&S shall obtain the following related Work Zone information:

Date Submitted	Date of Closure*	Expected Time of Closure*
Building, Street(s), Sidewalks, Bike Path or Parking to be Closed*	Date of Re-opening*	Expected Time of Re-opening*
Intersecting Streets which are* affected or define limits of closure	Work Order No. (if used)	District Contract No.
Reason for Closure*	Is Traffic re-routing necessary? Y/N	If so, who should be involved?
Project On-Site Contact Person Name	Will Pedestrian/bicycle traffic be affected?	If so, will the sidewalk be closed?
Project On-Site Contact Person Phone Numbers and E-Mail Address	Will ADA audible/visual warnings and barriers be provided?	Will pedestrian traffic be routed safely?
FP&S Project Manager (PM)	Are additional safety	<b>A diagram noting signage, re-</b>

Name*	precautions needed?	<b>routing, safety features, etc. with related explanations.</b> <b>*fn1</b>
FP&S Project Manager (PM) Phone Numbers and E-Mail Address*	Date Approved*	Approved By*

\* Marketing & Communications shall report items denoted with an asterisk (\*) together with photos and maps provided by FP&S on the online homepage link titled “Detour/Parking Information” and in email notifications.

The Director of FP&S shall also provide the Subcommittee with written answers to the following questions:

**Yes No**

- Is barricading required? If so, indicate the barricade locations on the diagram.
- Will FP&S staff place the barricades? If the barricades will be placed by others, give the name of person responsible and the telephone number:
- Will campus police be necessary to direct the traffic? If so, name jurisdiction times, dates and location of each officer needed:
- Will this street closure affect campus parking regulations on the street or in the parking lots in this area?
- Will Metro, Torrance Transit, or other bus route re-locations be necessary? If so, coordinate with affected agency. Record name and date of discussion with agency representative:

**\*fn1** The diagram, at minimum, shall indicate the following:

1. Alternate paths when the ordinary pedestrian accessible route, such as the sidewalk, is obstructed by a temporary work zone.
2. Signage at nearest intersections surrounding a work zone that facilitates pedestrians making appropriate travel decisions.
3. Appropriate signage at curbs, crosswalks, intersections, or any other area affected by the work zone.
4. Scheduling and tracking routine sunrise and sunset inspections of affected accessible path(s) of travel.
5. A statement affirming that all pedestrian paths of travel around work zones shall be accessible and compliant with Federal, California and local laws, including the ADA.

At least ten (10) days prior to any planned construction-related closure to campus buildings or transportation facilities, the online accessibility map shall be updated by Marketing & Communications to reflect Work Zone-related changes and posted online.

College community members may request physical copies of the online accessibility map by calling or visiting Campus Police.

Within twenty-four (24) hours of posting of the updated online accessibility map, Marketing & Communications shall update the online homepage link titled “Temporary Detours: Parking and Pathways,” and FP&S shall send notifications related to the subject Work Zone-related closures via all campus email (faculty, staff, student).

### **NOTIFICATION TEMPLATES TO BE USED AS APPLICABLE**

#### Standard Statement for Alternative Format Availability

Alternate formats for this material are available to individuals requiring disability accommodation. Please contact Marketing & Communications at (310) 660-3406.

#### Standard Statement for Programs and Activities

The El Camino Community College District is committed to providing access and reasonable accommodation to all District programs and activities. Accommodations for persons with disabilities may be requested by contacting *Events Operations* at (310) 660-3593 x 6098 or Campus Police (310) 660-3100 at least three (3) *business days prior to the scheduled event*. Requests received after this date will be honored whenever possible.

*Office of Primary Responsibility:* Office of Staff & Student Diversity  
College Subcommittee on Physical Accessibility & Related Communications

#### **References:**

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) Americans with Disabilities Act of 1990 (42 U.S.C. § 12100 et seq. “ADA”)  
BP 3410 and BP 3430

El Camino College  
Adopted 11/18/2019