



National Network

Information, Guidance and Training on the
Americans with Disabilities Act

Call us toll-free
1-800-949-4232 V/TTY

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Maintaining Site Accessibility during Emergencies Checklist

This checklist is intended for use during emergencies. It can be used for a variety of emergency service facilities and sites not limited to: local assistance centers, disaster resource centers, mass feeding sites, shelters, safe refuge sites, resettlement processing centers, relocation centers, evacuation centers, points of dispensing and commodity distribution sites, sites, etc.

An Emergency site or facility can start out with an excellent level of accessibility. However, over time lack of maintaining accessible features can quickly reduce or eliminate this access. Once operation begins, elements that were accessible can quickly become unusable. For example, previously accessible pathways can include blocked or narrowed by obstacles such as boxes, chairs, equipment, trash, trashcans, or sleeping cots that have been moved together by families. Another example is accessible signage that has been moved, covered, or dislodged.

To prevent this, designate an individual who has responsibility for periodically, but no less than daily, checking on access elements and removing any barriers that have been created.

Use the checklist on the following pages as a tool to ensure your site maintains its level of accessibility.




Maintaining Site Accessibility during Emergencies Checklist

Maintaining Site Accessibility Checklist for Emergency Facilities

Location: _____ Date: _____

Reviewer: _____ Time: _____ Contact Phone Number: _____

	Accessibility Element	Does this apply?	Barrier removed	Comment
	Directional <u>Signage</u> - pointing to accessible elements such as: 			
	From public transit stops			
	From parking ¹			
	From drop-off areas			
	Sidewalks and walkways			
	Ramps			
	Entrances			
	Elevators			
	Registration including all temporary portable units			



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	Accessibility Element	Does this apply?	Barrier removed	Comment
	Restrooms including temporary portable units			
	Distribution of supplies			
	Counseling			
	Information			
	Dormitory			
	Food			
	Recreation			
	Relief area for service animals ²			
	Area of rescue assistance			



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Date	Accessibility Element	Does it apply?	Barrier removed	Comment
	Accessible routes should be maintained at least 36 inches wide <u>to and through</u> all public service and activity areas:			
	Ensure no Protruding objects project into the accessible path of travel ³			
	From Public transit stops			
	From Parking			
	From drop-off			
	Sidewalks and walkways			
	Ramps			
	Entrances			
	Elevators			
	Registration			



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Date	Accessibility Element	Does it apply?	Barrier removed	Comment
	Restrooms including temporary portable units			
	Distribution of supplies			
	Counseling			
	Information			
	Dormitory			
	Food			
	Recreation			
	Relief area for service animals			





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Date	Accessibility Element	Does it apply?	Barrier removed	Comment
	Communication elements and services remain usable and available.			
	Information is given in multiple formats:			
	<ul style="list-style-type: none">• Announce			
	<ul style="list-style-type: none">• Post			
	<ul style="list-style-type: none">• Email			
	<ul style="list-style-type: none">• Text			
	<ul style="list-style-type: none">• Interpret it (language & sign)			
	<ul style="list-style-type: none">• Repeat it (frequently)			



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Date	Accessibility Element	Does it apply?	Barrier removed	Comment
	<ul style="list-style-type: none">• Use phone-based interpreter services and Telecommunications Relay Services for those with hearing loss, speech disabilities, and for people, who do not speak English, use over the phone interpretation services when language interpreters are not available but phone service is.			
	<ul style="list-style-type: none">• Turn closed captions on for all televisions used by the public.			
	<ul style="list-style-type: none">• Capacity to use 711 Relay services.			
	<ul style="list-style-type: none">• A clear method is in place to address requests made by individual for assistance.			
	<ul style="list-style-type: none">• Reading or filling out forms.			
	<ul style="list-style-type: none">• Obtaining documents in alternative formats (braille, large print, disks, audio).			
	<ul style="list-style-type: none">• Sign language interpretation.			
	<ul style="list-style-type: none">• Assistive Listening Devices.			
	<ul style="list-style-type: none">• TTY.			



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Date	Accessibility Element	Does it apply?	Barrier removed	Comment
	Others features:			
	Grab bars remain usable and firmly attached in restrooms and showers Railing remain usable and firmly attached			
	When tarps, floor mats, or electrical cables are used all the edges and cables are secured (not just the corner or a part of) to eliminate tripping hazards			

Sources for more information

For specific questions regarding accessibility requirements go to the following:

- [ADA Checklist for Emergency Shelters](#), U.S. Department of Justice, 2007
- The Checklist for Readily Achievable Barrier Removal Based on the 2010 ADA standards, <http://www.adachecklist.org/>

Other information can be found at:

[Functional Needs Focused Care and Shelter Checklist, 2009](#)

For more information, call and speak to an ADA specialist at **1-800-949-4232**. All calls are confidential.

Content was developed by the Pacific ADA Center, and is based on professional consensus of ADA experts and the ADA National Network.



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