

ACCESSIBILITY CHECKLIST

Shelter staff continuously evaluate accessibility during setup and while navigating the shelter, actively engaging with shelter clients. Immediate solutions are implemented when possible, while issues requiring further attention are promptly reported to the shelter manager or shift supervisor for resolution support.

Shelter Setup

- Are cots placed far enough apart with pathways for access by mobility devices (at least 36" wide)?
- If there are steps in any area of the building needing access by individuals served, is there an alternate route, elevator, and/or ramps available and in use.
- Are doors accessible with push button, push bar access?
- Is there a drop off area with clear/flat and unobstructed access to the building with at least a 5-foot-wide aisle?
- Are accessible restrooms/showers available? Is there an accessible route (36" wide) to the restrooms/showers? Is there at least one stall at least 60" wide and 56" deep? Are there grab bars in place and mounted correctly for safety? Is there availability of at least one family use bath/dressing room providing access for individuals needing assistance from family/caregivers?
- Is there an accessible route (36" wide) between the serving area and in between tables in the eating area(s)?
- Is there accessible parking (and if temporary, properly marked)? Are there curb ramps? Are there spaces for accessible vans/trucks using side lifts?
- Is there at least one entrance to the building that is accessible for people with mobility issues with signage identifying the location of the accessible entrance? Is the accessible parking close to the accessible entrance?
- Is there an awareness of sensory issues (lighting, noise, etc.) and a space designated as a quiet room?
- Are the portable bathrooms, showers, and hand washing stations accessible (is the approach free from stones, rubble, steps, tree roots, mud, or loose sand)? Do portable bathrooms have easy access with ramps, including threshold ramps to enter/exit doors? Are showers accessible with roll-in options and easy use with bath chair, if needed? Are bath chairs available?
- Is there designated space (room, privacy screens, etc.) for people to attend to personal activities of daily living with privacy and dignity?
- Is the emergency evacuation route accessible?
- Is there an appropriate area for service and assistance animals to relieve themselves?
- Are there power outlets in areas with clear and easy access to charge power chairs and other assistive technology devices?

Registration

- Is the registration table accessible to those with mobility devices (no higher than 36")?
- Are there additional accessibility items to assist in registration (larger print, magnifiers, Show Me tools, tablets with communication apps, pocket talkers, language lists (e.g., 'I speak' card), etc.)?
- Is there a private area for check-in for those that are fearful of speaking in large crowds?

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Shelter Services

- Is there an accessible route (36" wide) to shelter services with accessible signage?
- Is there line management available (alternatives for those with mobility issues who are waiting in line for food/services)?
- Is there a contact list for transportation resources and disability service agencies available?

Communication

- Is there communication accessibility (interpreters for foreign language, ASL; access to Language Lines; information written on whiteboards in simple language; announcements made with PA system; accessibility to internet)?
- Is there easy-to-read signage? Is the signage prominently posted (not in the front of a table), visible, readable, large print with readable font (sans serif fonts recommended)? Use of pictograms in signs (for limited English proficiency and/or those who can't read)?
- If there are television sets in the shelter, is the closed caption function turned on?