

Use these *Accessibility Instructions* to complete the *Shelter Facility Survey*. The survey prompts and questions correspond in order with the instructions below. To complete this accessibility section, you will need the following tools:

1. a metal tape measure that extends at least 20 feet, and
2. a yardstick.

Contact NHQMascCare@usa.redcross.org with any questions of how to complete the accessibility section.

Shelter facilities should be accessible to people with disabilities. Some facilities, particularly facilities built in 1993 or later or extensively altered in 1992 or later, after the Americans with Disabilities Act (“ADA”) went into effect, may have few if any barriers to accessibility and are good choices for shelters. Other facilities may have barriers to accessibility which should be identified and removed if possible before the facility is used as a shelter.

Before completing this section

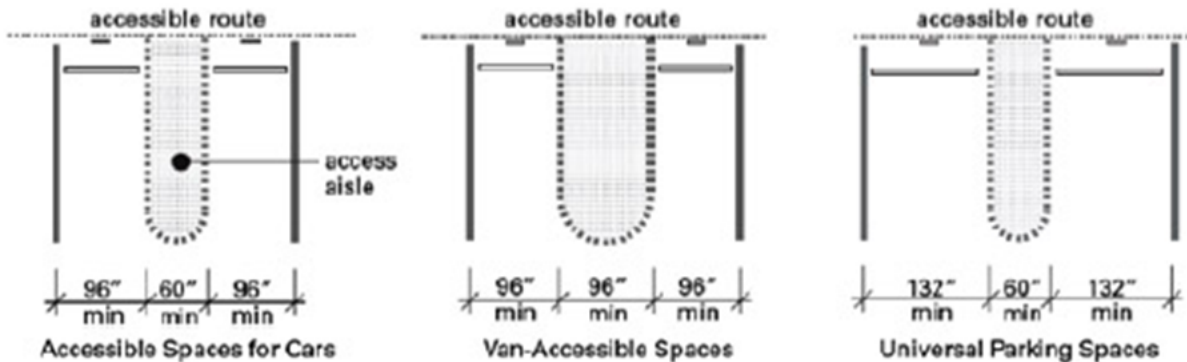
When evaluating the accessibility of a facility, focus on the parts of a facility that will be used during a sheltering operation: drop-off/parking areas, shelter entrances, service delivery areas and toilets. If these areas have barriers that would prevent access for people with disabilities, including people who use wheelchairs or other mobility devices and people with vision impairments, then the chapter should determine whether the facility owner plans to remove the barriers and/or what temporary adjustments are necessary before opening the facility as a disaster shelter. Plans should be made to address any barriers to access that may exist and the facility owner should be engaged in the planning process if possible. If the facility has barriers that can't be addressed, then a more comprehensive accessibility plan will be needed in order to use the facility as a shelter, or it may be appropriate to choose a different facility.

There are many temporary adjustments that can address barriers to accessibility. Examples include portable ramps, moving furniture and other protruding objects, using traffic cones and signs to create accessible parking spaces, and using signs to direct people to accessible routes. One of the purposes of this survey is to help identify any temporary adjustments that will need to be made if the facility is used as a shelter during a disaster.

The instructions below provide additional information to assist you in completing the accessibility section of the *Shelter Facility Survey*. You should read this information before attempting to complete the survey.

Parking Areas

Accessible parking spaces must be located on the shortest accessible route to the facility's accessible entrance and have an adjacent, marked access aisle. The parking space and the access aisle should be level and have a firm/stable and slip-resistant surface. The vehicle space must be at least 96” (8 feet) wide. The access aisle for a standard accessible space (i.e., space for cars) must be at least 60” (5 feet) wide and the access aisle for a van accessible space at least 96” (8 feet) wide. Alternatively, “universal parking spaces” with a vehicle space at least 132” (11 feet) wide and an access aisle 60” (5 feet) wide may be provided. Illustrations are provided below:



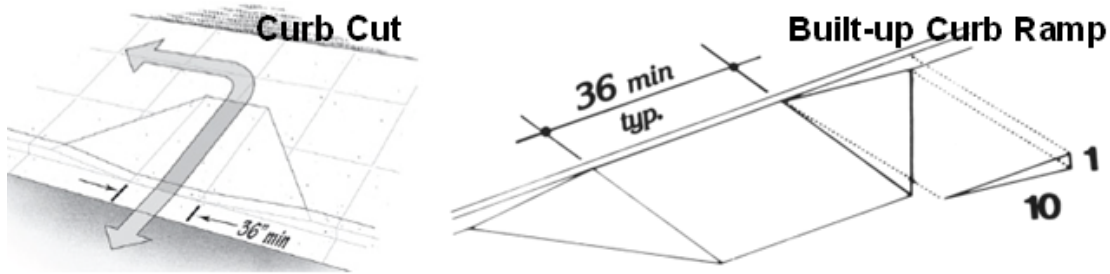
If parking is provided at the facility but it does not have accessible spaces, indicate under “Adjustments for Accessibility” whether temporary accessible spaces can be provided.

Facility Entrance

When answering the first and second questions, you should consider the entire path from the parking area and any drop-off area to the facility entrance door. If neither parking nor a drop-off area is provided, you should assess whether the route from the sidewalk or street to the facility entrance has steps or curbs without curb cuts.

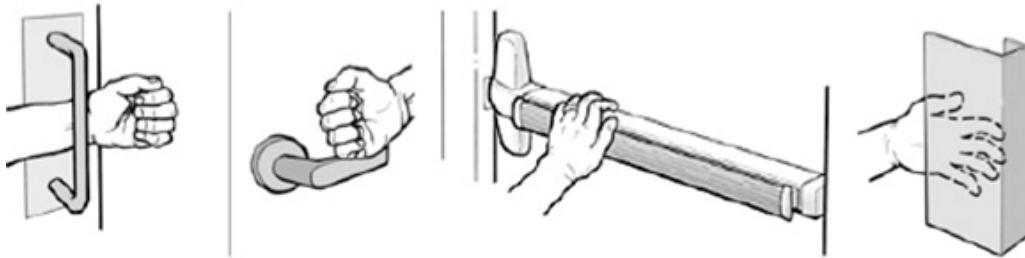
Curb Cuts

Curb cuts (also known as curb ramps) must be at least 36" wide, not including the side flares, as illustrated below. While curb cuts typically cut into the curb, a built-up ramp adjoining the curb also is acceptable. Handrails are not required on curb cuts or curb ramps.



Door Hardware

Door hardware must be operable by one hand without tight grasping, pinching or twisting of the wrist. The basic test for accessible door hardware is whether it can be operated with an open hand. Knob-type hardware does not meet this test. Permissible types of door hardware include lever or blade-type hardware, U-shaped handles, push bars and pull plates. Automatic doors, whether activated by sensors or manually via push plates, also meet this test.

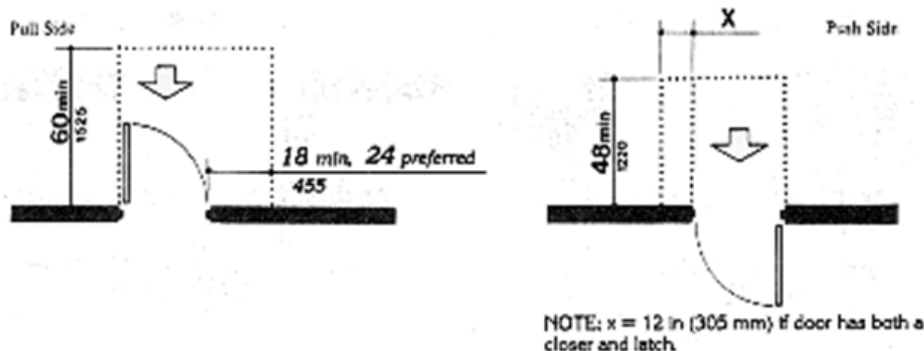


Doorway Width

A doorway must provide 32" clear width. To measure the clear width of a door, open the door to 90 degrees. Measure from the latch side of the door frame to the face of the door. If the door is a double-leaf door, measure the clear width provided by a single leaf. If the leaves are not the same size, measure the clear width of the larger leaf.

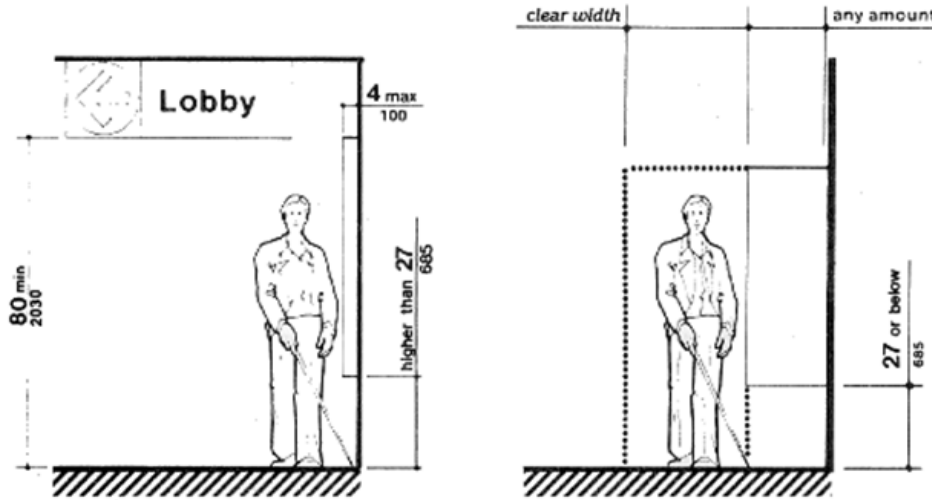
Door Landings and Maneuvering Clearance

For manually-operated doors, level landings and maneuvering clearances are required on each side of the door to enable individuals with disabilities to open and navigate through the door. The minimum dimensions for these landings differ for the "pull-side" (exterior) and "push-side" (interior) of the door and direction of approach. The dimensions for a forward approach are illustrated below.



Protruding Objects

Objects that project from the side into a pedestrian route or that overhang a pedestrian route can present hazards for people who are blind or have low vision. Overhanging objects must be at least 80” above the ground or floor. Objects that project from the side cannot protrude more than 4” into the route if the bottom edge of the object is more than 27” above the ground or floor. Objects with a bottom edge located at or below 27” can protrude any amount.



Alternate Accessible Entrance

If the main entry is not accessible, check to see whether there is another entrance that is accessible according to the “Facility Entrance” section of the Shelter Facility Survey. A sign should be posted at the main entrance directing people to the alternate accessible entrance.

Routes to Service Delivery Areas

Clients need to be able to get to the parts of the facility where the Red Cross and others are providing services, such as eating and dormitory areas. See the “Facility Entrance” section for instructions on assessing door hardware, doorway width, and door landings.

Protruding Objects

Like the route to the facility entrance, the routes to the service delivery areas should not have protruding objects. Please see prior instruction on protruding objects. Items to watch for along interior routes include wall-mounted fire-extinguishers and wall-mounted display cases with the bottom more than 27” above the floor, wall sconces and light fixtures that protrude more than 4” from the wall, and open staircases, exit signs, overhead signs or doorways with less than 80” vertical clearance.

Ramps

To measure the width of the ramp, measure the distance between the ramp's handrails or, if there are no handrails, the width of the ramp surface. Ramps should have handrails on both sides of the ramp unless the ramp is no higher than 6”, in which case handrails are not required. To measure the height of the handrails, measure the distance from the surface of the ramp to the top of the handrail's gripping surface. This distance should be 34”-38”. Level landings are required at both the top and the bottom of the ramp. The level landing must extend the full width of the ramp and for a distance of 60” (5 feet). If there is a vertical drop-off on either side of the ramp or landing, edge protection must be provided to prevent the wheels of wheelchairs and other mobility devices from dropping off the ramp.

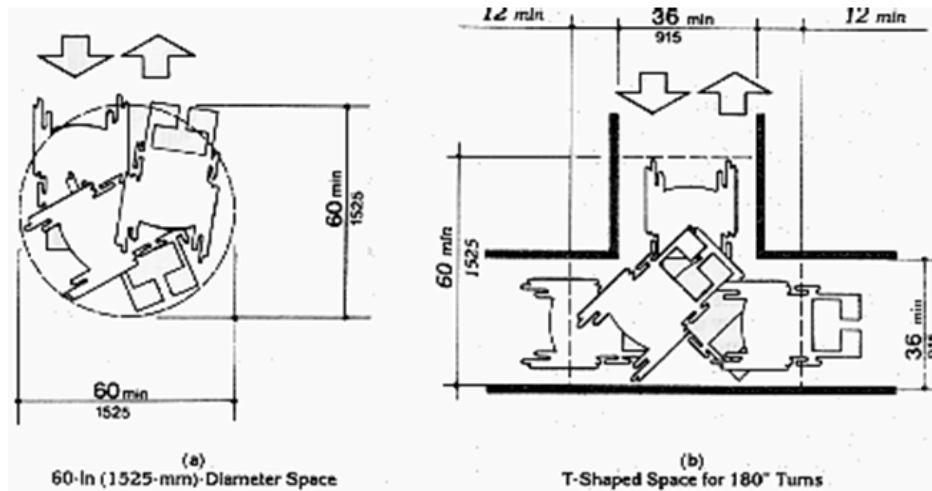
If a ramp is more than 30 feet long, it must have one or more level landings at least 60” long. These landings must be spaced so that no one segment of the ramp is longer than 30 feet (*i.e.*, at least every 30 feet). If the ramp changes direction at the landing (*e.g.*, switchback ramps), the landing must be 60” x 60”.

Restrooms

A facility should have at least one accessible restroom. Assess each restroom for accessibility. If any restroom is not accessible, make a note in the “Adjustments for Accessibility” section that a sign should be posted at that restroom to direct people to the nearest accessible restroom.

Turning Space for Wheelchairs

There should be a turning space within the restroom that satisfies one of the following illustrations:



Accessible Toilet

At least one toilet in a restroom should be accessible. To be accessible, the top of the toilet seat must be between 17”-19” high. The flush control must be located on the open side of the toilet (*i.e.*, not adjacent to the wall) and should be no higher than 48” above the floor, as measured to the top of the control. Automatic flush controls are accessible.

The toilet's centerline should be 16” to 18” from the side wall. The centerline of the toilet will align with the midpoint of the tank, or alternatively, the most forward point of the toilet seat. If the centerline is within this range, you may consider it accessible.

Accessible Toilet Stall

If toilet stalls are provided in a restroom, at least one stall must be accessible.

The stall itself must be at least 60” wide and 56” deep if the toilet is wall-mounted, or 59” deep if the toilet is floor-mounted. The stall door should be positioned in the corner diagonal from the toilet and open outward. Additionally, space at least 9” high should be provided beneath the front and one side of the stall (*i.e.*, those partitions should not extend clear to the floor).

Toilet Grab Bars

A rear grab bar at least 36” long must be provided at an accessible toilet and be mounted no more than 6” from the side wall. A side grab bar at least 40” long and mounted no more than 12” from the rear wall also must be provided. To measure the length of the grab bars, measure from the center point of each mounting flange. To measure the height of the grab bars, measure from the floor to the top of the gripping surface. Both grab bars should be mounted between 33”-36” above the floor.

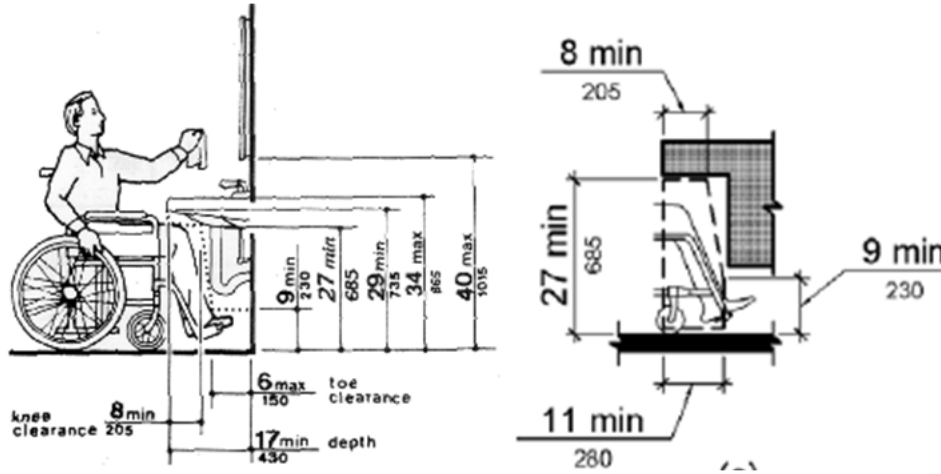
Accessible Sink

At least one sink in the restroom must be accessible. The illustration below shows an accessible sink. The top surface of the sink can be no higher than 34” above the floor and space at least 27” high must be provided beneath the front apron. “Front apron” refers to the bottom lip at the front of the sink. If the front apron is at least 27” high, you may consider this aspect of the sink accessible. The sink's faucet hardware must be operable with one hand and not require tight grasping, pinching or twisting of the wrist.

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Accessible Sink (continued)

Knob-type hardware is not accessible. Examples of accessible hardware include lever-type, blade-type and push-type hardware. Automatic controls/sensors that activate water flow also are accessible. The sink's drain and water supply pipes should be wrapped or insulated to protect against contact.



Showers

If showers are provided to shelter occupants, at least one shower stall must be accessible. The two basic types of accessible shower stalls are transfer stalls, in which a person pulls up to the stall in a wheelchair and transfers to a seat within the stall, and roll-in stalls, in which a person rolls the wheelchair into the stall.

Dimensions

A transfer stall must be 36" by 36". A roll-in stall is larger: it must be at least 30" by 60". Dimensions should be measured on the inside of the stall.

Grab bars

Grab bars are required in accessible shower stalls and must be 33"-36" above the floor, as measured to the top of the gripping surface. Generally, grab bars must be provided on all walls except the one behind the seat. Separate, individual grab bars can be provided on each wall, or a single, continuous grab bar can be provided.

Shower Seat

A shower seat is required in a transfer stall. The seat must be mounted on the wall opposite the controls. Seats are optional for roll-in showers. If a seat is provided in a roll-in shower, it must be positioned next to the controls so that the individual can operate the controls from the seat. The top of a shower seat must be between 17"-19" high.

Hand-held Shower Spray

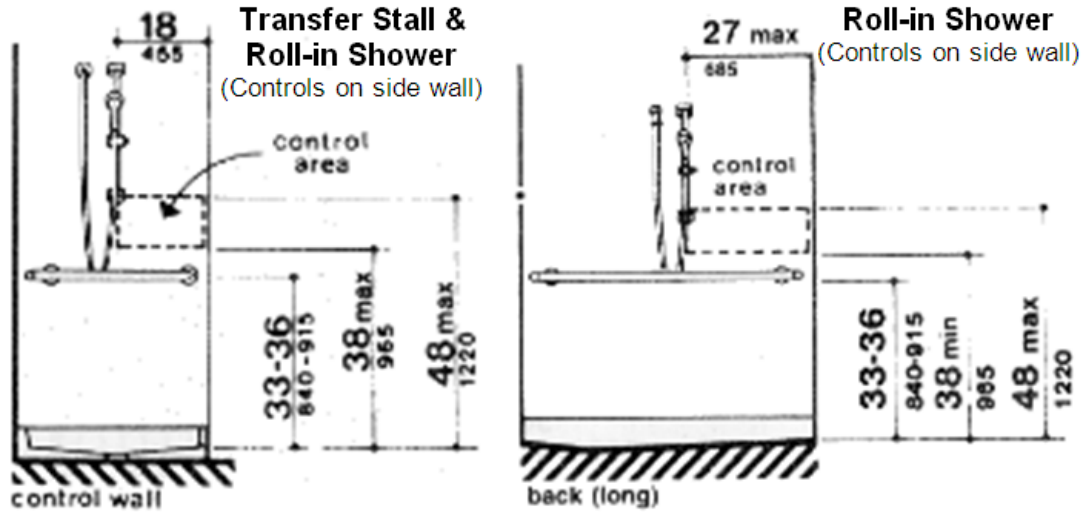
An accessible shower must have a shower-spray unit that can be used as a hand-held shower or as a fixed shower head. Typically, the shower-spray unit is attached to a fixed vertical bar with an adjustable mount or bracket (shown in the illustration of shower controls, below). The bottom of the vertical bar should be mounted so that the shower-spray unit can be positioned at 48" above the floor. If the shower has a fixed shower head instead of a hand-held unit, the fixed shower head must be located at 48" above the floor.

Shower Controls

Shower controls must be operable with one hand and not require tight grasping, pinching or twisting of the wrist (*i.e.*, no knob-type hardware). The controls must be positioned between 38"-48" above the floor and within 18" of the front edge of the stall (for transfer stall and roll-in showers with controls positioned on a side wall). If the controls in a roll-in shower are located on the back wall, they must be within 27" of the side wall.

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Shower Controls (continued)



Eating Areas

To be accessible, a dining table must be 28"-34" high, as measured to the top of the table. An open space (known as "knee clearance") that is 27" high, 30" wide and 19" deep also must be provided beneath the table. Tables with a pedestal base generally are not accessible.

Assessment

At the end of the survey, you are asked to assess the accessibility of the facility. If all or nearly all of the boxes on the survey are checked yes, you should check the first box, marked "Relevant areas of the facility are accessible to people with disabilities without adjustments." You should check the second box if the facility provides at least one accessible entrance and one accessible restroom, and adjustments can be made to address any items not otherwise checked-off on the survey. If a large number of boxes on the survey are not checked off, you should check the third box, indicating that the facility would require extensive adjustments to be accessible during a disaster.