

Accessibility Plan for  
Loyalist College  
2003-2004

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# **Loyalist College Accessibility Plan 2003**

## **Preface**

Loyalist College has been committed to improving opportunities for people with disabilities for many years. Recognizing that 15 to 20% of all Canadians indicate that they have a disability of a temporary or permanent nature, it is critical that we be responsive to this significant population in our community. Loyalist College recognizes that barriers are not just those of a physical nature but any practice that prevents a person with a disability from full inclusion in all aspects of society.

The 1991 Health and Activity Limitations Survey determined that only 6% of adults with disabilities have a degree, while 15% of non-disabled adults successfully completed post-secondary education. The result is that less than 50% of people with an identified disability obtain employment. Loyalist College has been committed to ensuring that the barriers to education are eliminated and that on-going professional developmental opportunities for staff and faculty have been at the forefront. Statistically, Loyalist College has one of the highest percentages of students with disabilities. While most colleges in the provincial system identify that approximately 8% of their student population has a disability, Loyalist College supports over 12 % of identified students with disabilities. This is a significant number. Many students, parents, and service agencies recognize the work that Loyalist College has undertaken to reduce barriers. Our student population, which reflects those in the general population, is clear evidence of our success.

The undertaking of this review has been a positive reminder of the measures already taken to remove barriers to the successful participation of people with disabilities at our institution.

## **Mandate of Loyalist College**

Loyalist College strives to be Canada's outstanding small college by creating learning opportunities leading to success in both employment and lifelong learning.

## **Mission Statement of Loyalist College**

Recognizing that Loyalist College is an integral part of Ontario's education system, and accepting the foregoing mission statement, the basic objectives of the institution are:

- to create a learning environment that provides high-quality education and training at the diploma and degree level for specific careers;
- to develop innovative programs to facilitate lifelong learning and retraining for individuals and clients in business and industry;
- to provide opportunities for the ongoing professional development of all employees, and the creation of a sense of community cohesion;
- to exercise ethical concern for all members of the College and for the institution's impact on society by maintaining free and open debate on major issues, respecting always the rights of others to differ;
- to exercise leadership in developing our communities' interests in all matters of a cultural, economic, social, recreational and environmental nature; and

- to provide an environment which recognizes and reinforces employment and education equity.

The modern College is a mixture of learning, service and professional development. These three functions should be treated as inseparable parts of a college's aims, not as competing activities. High-quality training and teaching cannot be sustained without professional development, and effective service to society demands excellence in teaching and applied research. An open environment for debate is essential to encourage productive change and new initiatives. The College will strive to meet these objectives while meeting the needs of an increasingly varied student population.

Loyalist will continue to offer a range of programs to meet community needs, and in response to increasing need for advanced specialized training, will develop a limited number of centres of excellence, applied degrees and college/university partnerships.

### **Goal of the Accessibility Plan**

The goal of this plan is to describe the activities taken by Loyalist College in 2003 to identify potential barriers which may impact on access to individuals with disabilities. Further the aim of this report is to develop a plan to remove and prevent barriers in accessing facilities and services to staff, students, and other members of the community at large.

### **Objectives**

This report:

1. Outlines the process by which an Accessibility Plan Working Group was implemented.
2. Identifies members of the Accessibility Working Group.
3. Identifies barriers in facilities, policies, programs, practices, and services and develops a timeframe in which the removal and prevention of barriers to people with disabilities at Loyalist College will be undertaken.
4. Describes the manner in which Loyalist College will make this accessibility plan available to the public.

### **1. Process**

Dr. D.A. Auld, President, Loyalist College assigned Ted Reid, Dean, Access, to Chair the Accessibility Plan Team. The College recognized the importance of ensuring that Senior Management demonstrated a commitment to the elimination of barriers to staff, students, and the community. The Chair met with the Manager of the Disability Services Office and established an Accessibility Working Group. Members of each of the major service delivery areas were invited to participate. An environmental scan, which identified general areas of operation and service delivery, was undertaken as a first step to determining the scope of the project. Further, a survey was developed and distributed to students with disabilities to ensure that this consumer group had input into the process. As a result of the scan and the survey, a working group was established to assist in an in-depth analysis of the potential barriers within Loyalist College.

## 2. Members of the Accessibility Working Group

Working Group Member	Position	Department	Contact Information
Ted Reid, Chair	Dean	Corporate Training, Con. Ed. and Skills	Ext. 2309
Catherine O'Rourke	Manager	SOAR/Disability Services	Ext. 2256
Sally Wight	Director	Library	Ext. 2339
Laura Nauman	Liaison	Admissions	Ext. 2399
Roy Gane	Director	Computer Services	Ext. 2356
Chris Carson	Manager	Athletics, Housing	Ext. 2102
Jim Blakley	Manager	Counselling	Ext. 2240
Karen Cullen	Director	Human Resources	Ext. 2331
Kirk Fleming	Director	Facilities Services	Ext. 2444
Dianne Spencer	Exec. Director	External Relations	Ext. 2235

## 3. Identification of Barriers and Timeframe for Elimination.

This checklist is provided as a starting point to examine the institution for accessibility. Note that accessibility requirements supersede any building code requirements. This checklist should be approached as a fact-finding tool to make future changes over the years in a planned way.

Within each key area, specific elements of service were targeted, reviewed, and if identified, a timeframe for resolution of the barrier was determined. This in-depth analysis has offered participants a unique view into the issues and barriers that impact on the success of consumers with disabilities accessing our College.

### Accessibility Audit Checklist

Activity	Accommodations	Meets Standards	Updating Required	Reviewed By:	Anticipated Date of Completion
<b>Calendar</b>	Does the College calendar provide procedures for self identification and accessibility for all students with disabilities?	Yes	No	SOAR	Done
	Does the College calendar include information to explain the College documentation is available in alternate format? Does it include the process to obtain those formats?	No	Yes	Admissions	Sept. 04
	Plain language?	Yes	No	Admissions	Done
<b>Web Site</b>	Is the web site provided in a format that is accessible to people with disabilities?	No	Yes	Computer Centre	In Progress
	Plain language?	Yes	No	Computer Centre	Done
	Is access to services clearly laid out for persons with disabilities?	Yes	No	SOAR	Done
	Is there an accessibility contact clearly provided?	Yes	No	SOAR	Done
<b>Departmental/School Information</b>	Is the information about curriculum available in alternate format?	No	Yes	SOAR	Sept. 04
	Is the process for obtaining materials in alternate format clearly available?	No	Yes	SOAR	Sept. 04
	Are documents written in plain language?	Yes	No	SOAR	Done
<b>Mail Outs</b>	Is there a process in place to ensure that students who need alternative formats during mail outs receives the information in the format of choice?	Yes	No	SOAR	Done
	Are regular mail outs available in alternate format and the process to obtain clearly stated?	No	Yes	SOAR	Sept. 04

Activity	Accommodations	Meets Standards	Updating Required	Reviewed By:	Anticipated Date of Completion
<b>Marketing</b>	Are marketing materials available in alternate format?	No	Yes	External Relations	Sept. 04
	Are marketing staff knowledgeable about accessibility procedures and policies?	Yes	No	External Relations	Done
	Are accessibility symbols included in the materials?	No	No	External Relations	None
	Is there information published describing College services for persons with disabilities?	Yes	No	SOAR	Done

**Equipment and adaptive technology:**

Adaptive technology can assist people with disabilities in numerous ways. Screen readers and text magnification software for visual impairments; voice recognition for visual, learning, and physical disabilities; equipment such as special desks for individuals with physical disabilities; and FM systems for individuals who are hard of hearing are a few ways colleges can accommodate individuals with disabilities. Adaptive technology is used throughout the College.

Activity	Accommodations	Meets Standards	Updating Required	Reviewed By:	Anticipated Date of Completion
<b>Adaptive Technology</b>	Is there a process for scheduling the use of assistive equipment?	Yes	No	SOAR	Done
	Are there adequate stations in the institution for ease of use of technology?	Yes	No	SOAR	Done
	Is there an appropriate budget for repair, upkeep and/or replacement of the equipment?	Yes	No	SOAR	Done
<b>Library</b>	Is there an accessible information station?	Yes	No	Library	Done
	Is there adequate numbers of accessible computer stations, research areas that are accessible for persons who use wheelchairs?	Yes	No	Library	Done
	Is there a policy and procedure in place to ensure that patrons requiring materials in alternative formats can do so in a timely manner?	Yes	No	SOAR	Done

	Are the stacks adequately spaced so that a person using a wheelchair does not need to backup out of the stacks?	Yes	No	Library	Done
<b>Activity</b>	<b>Accommodations</b>	<b>Meets Standards</b>	<b>Updating Required</b>	<b>Reviewed By:</b>	<b>Anticipated Date of Completion</b>
<b>Student Computer Labs</b>	Are an adequate number of stations in a computer lab accessible to persons who use wheelchairs or other mobility devices?	No	Yes	CAL	Sept. 05
	(Consider here the needs of other assistive devices - are there an adequate number of workstations with screen readers, Zoom, voice in/out etc...?)	No	Yes	CAL	Sept. 05
<b>Dedicated Space in Disability Area</b>	Is there adequate space for the confidential discussion of accessibility needs that is fully accessible?	Yes	No	SOAR	Done
	Is there adequate space for training in assistive technology?	Yes	No	SOAR	Done
<b>Class, Meeting, and, Public Rooms</b>	Is there enough room to accommodate captioning equipment, Interpreter?	Yes	No	SOAR	Done
	Is there an accessible entrance?	Yes	No	SOAR	Done
	Does the room set up allow for freedom of movement-using mobility aids (guide dogs, wheelchairs, motorized scooters, walkers etc)?	Yes	No	SOAR	Done
	Is there reserved seating for wheelchairs?	Yes	No	SOAR	Done
	Are tables at accessible height?	Yes	No	SOAR	Done
	Is there seating reserved for persons who are deaf, deafened or hard-of-hearing?	Yes	No	SOAR	Done
	Is the learning/meeting environment scent-free?	No	No	SOAR	None
	Are classrooms and meeting rooms and public rooms equipped with a suitable hearing enhancement system?	Yes	No	SOAR	Done

	If areas are not equipped with a hearing enhancement system, is such a system available through loan?	Yes	No	SOAR	Done
	Is the hearing system regularly checked and maintained?	Yes	No	SOAR	Done

**Physical Facilities:**

In striving to ensure access to physical facilities, the objective is to create a campus and facility environment that is free of barriers. Access and use of institutional facilities typically involves matters relating to removal of exterior and interior barriers, signage and building access and transportation services.

Activity	Accommodations	Meets Standards	Updating Required	Reviewed By:	Anticipated Date of Completion
<b>External</b>					
<b>Parking Lot</b>	Are accessible parking spots close to the entrances?	Yes	No	Physical Plant	Done
	Are there sufficient parking spots to accommodate staff, students and visitors with disabilities?	Yes	No	Physical Plant	Done
	Are accessible parking spots at least 110" (mm) wide and have an adjacent access aisle at least 100" (mm) wide?	Yes	No	Physical Plant	Done
	Are some spaces available with a width of 2.4 m (mm) to one side for those who use vans? (review CSA-B651-95 Barrier-Free Design for a good example)	Yes	No	Physical Plant	Done
	Is the location of accessible parking spaces readily visible and identified by symbols of access for drivers entering the parking lot during all weather conditions?	Yes	No	Physical Plant	Done
	Is there accessible parking within 50 m of the main entrance?	Yes	No	Physical Plant	Done
	Is the accessible lot suitable surfaced and level?	Yes	No	Physical Plant	Done
	Are clearly signed procedures or penalties outlined to discourage the abuse of accessible parking spaces by non-disabled people?	Yes	No	Physical Plant	Done
	Are policies enforced to ensure that only vehicles with appropriate access permits use the accessible parking spaces?	Yes	No	Physical Plant	Done
	If there are ticket machines, are they appropriately located with controls and coin slots with a height range of 900 mm - 1200 mm and clearly identifiable?	N/A	N/A	Physical Plant	N/A

	Are there suitable drop-off points provided for taxis, parallel transit and cars close to main entrance?	Yes	No	Physical Plant	Done
<b>Activity</b>	<b>Accommodations</b>	<b>Meets Standards</b>	<b>Updating Required</b>	<b>Reviewed By:</b>	<b>Anticipated Date of Completion</b>
<b>Pedestrian Routes</b>	Have suitable curb cuts been provided?	Yes	No	Physical Plant	Done
	Is the approach surface relatively even (surfaces should be smooth enough for wheelchair users and persons with walking difficulties)?	Yes	No	Physical Plant	Done
	Is the approach surface slip-resistant?	Yes	No	Physical Plant	Done
	Is the route relatively level with no gradient greater than 1 in 20 (If steeper than 1 in 20, grade should be classified as a ramp)?	Yes	No	Physical Plant	Done
	Is the route to entrance ways adequately signed with visual and tactile signage?	No	Yes	Physical Plant	On-going
	Is the route safely protected from traffic flow?	Yes	No	Physical Plant	Done
	Is the route free of barriers, obstacles or other items that may impede a person with a disability?	Yes	No	Physical Plant	Done
	Snow removal in winter?	Yes	No	Physical Plant	On-going
	(Emergency call boxes accessible to pwd's, including people who are Deaf/deafened/hard-of-hearing)?	N/A	No	Physical Plant	N/A
<b>Doors</b>	Are there identified accessible doors?	Yes	N/A	Physical Plant	Done
	Are they equipped with automatic openers?	Yes	No	Physical Plant	Done
	Is the door clearly colour contrasted and distinguishable from its surroundings?	Yes	No	Physical Plant	Done
	If the door is all glass, is it clearly visible from the closed position through bands, logos or other marking?	Yes	No	Physical Plant	Done

	If automatic, is the door control set at about 1000 mm height?	Yes	No	Physical Plant	Done
	Is the door control clearly colour contrasted from the door?	Yes	No	Physical Plant	Done
	Can the door control be easily gripped and operated?	Yes	No	Physical Plant	Done
<b>Activity</b>	<b>Accommodations</b>	<b>Meets Standards</b>	<b>Updating Required</b>	<b>Reviewed By:</b>	<b>Anticipated Date of Completion</b>
<b>Doors</b>	Is the door opening force easy and not greater than 25-30 Newtons?	Yes	No	Physical Plant	Done
<b>Ramps</b>	Are ramps provided as an alternative to stairs?	Yes	No	Physical Plant	Done
	Are ramp slopes and angles of turns safe and easy to use by wheelchairs?	Yes	No	Physical Plant	Done
	Does the slope measure between 1:15 to 1:20 and is each individual flight less than 10 m?	Yes	No	Physical Plant	Done
	If the gradient is between 1:12 to 1:15, is the length of each flight 5 m or less?	N/A	N/A	Physical Plant	N/A
	Is there adequate maneuvering space at the top and bottom of the ramp (1500 mm x 1500 mm level surface recommended)?	Yes	No	Physical Plant	Done
	Is the ramp surface slip-resistant?	Yes	No	Physical Plant	Done
	Is the surface width of the ramp at least 1.2 m wide and unobstructed width of the ramp at least 1 m wide?	Yes	No	Physical Plant	Done
	Does the open side of the ramp have a raised curb of at least 11 mm high?	Yes	No	Physical Plant	Done
	Are there suitable continuous hand railings?	Yes	No	Physical Plant	Done
	Are the ramp and rails colour contrasted from their background?	Yes	No	Physical Plant	Done
	Is the top of the handrail 900 mm above the surface of the ramp and 1 m above the surface of the landing?	Yes	No	Physical Plant	Done
Does the handrail extend at least 300 mm beyond the top and bottom of the rail?	No	Yes	Physical Plant	Sept. 04	

	Does the handrail terminate in a closed end which does not project into route or travel?	No	Yes	Physical Plant	Sept. 04
	Is the profile of the handrail suitable and does it project at least 45 mm from the wall?	N/A	N/A	Physical Plant	N/A
<b>Activity</b>	<b>Accommodations</b>	<b>Meets Standards</b>	<b>Updating Required</b>	<b>Reviewed By:</b>	<b>Anticipated Date of Completion</b>
Ramps	Are the ramp and approaches maintained and free of obstacles?	Yes	No	Physical Plant	Done
<b>Stairs</b>	Do stairs have suitable continuous handrails on both sides?	Yes	No	Physical Plant	Done
	Is the stair risers closed in?	Yes	No	Physical Plant	Done
	Are the steps identified with contrasting colours?	Yes	No	Physical Plant	Done
	Is the tread nosing profile suitable and designed to avoid the risk of people catching their feet?	Yes	No	Physical Plant	Done
	No open risers?	No	No	Physical Plant	N/A
	Are the stairs non-skid?	Yes	No	Physical Plant	Done
	Is the vertical rise between landings 1.8 m or less?	Yes	No	Physical Plant	Done
	Are the top and bottom and intermediate landings at least 1.2 m long and clear of any door swing?	Yes	No	Physical Plant	Done
	Is the rise of each step uniform and no more than 170 mm?	No	No	Physical Plant	Done
	Is the going of each step uniform and at least 250 mm?	Yes	No	Physical Plant	Done
<b>Lighting</b>	Is lighting bright enough in public areas including stairs, washrooms, hallways and free from excessive glares or shadows?	No	Yes	Physical Plant	On-going
<b>Walls</b>	Are wall finishes non-reflective and free from confusing or distracting patterns?	Yes	No	Physical Plant	Done

<b>Corridors</b>	Is there sufficient room for a wheelchair or scooter to traverse the hallways? (Generally at least 920 mm aisle width, with 1200 mm width if turning through 90 degrees at junctions and doorways. 1500 mm width is preferable.)	Yes	No	Physical Plant	Done
<b>Activity</b>	<b>Accommodations</b>	<b>Meets Standards</b>	<b>Updating Required</b>	<b>Reviewed By:</b>	<b>Anticipated Date of Completion</b>
<b>Corridors</b>	Is the space free of over head and protruding obstructions that would create hazards for people with visual impairments?	Yes	No	Physical Plant	Done
	Is the passage to any reception desk clearly marked and free of obstructions?	Yes	No	Physical Plant	Done
<b>Elevators</b>	Do elevators comply with Appendix E of CSA Standard CAN CSA-B44?	No	Yes	Physical Plant	As replaced
	Do the elevators open wide enough to accommodate a wheelchair (at least 40")?	Yes	No	Physical Plant	Done
	Does the door stay open at least 5 seconds? Are the internal dimensions spacious enough (69 x 55)"?	Yes	No	Physical Plant	Done
	Are the buttons provided in Braille and tactile characters?	No	Yes	Physical Plant	As replaced
	Are they at an appropriate height (highest not higher than 54", lowest at least 35" from floor)?	Yes	No	Physical Plant	Done
	Are there light or sound mechanisms that indicate floor changes or arrivals?	No	Yes	Physical Plant	As replaced
	Is there signage to indicate emergency procedures readily visible?	No	Yes	Physical Plant	Sept. 05
	Are the doors of a contrasting colour?	Yes	No	Physical Plant	Done
	Is there sufficient unobstructed space of at least 1500 x 1500 mm for wheelchair users to turn?	Yes	No	Physical Plant	Done
	Is there a 1500 x 1500 mm contrasting colour floor texture immediately outside the elevator for persons who are blind or partially sighted?	Yes	No	Physical Plant	Done

	Does the elevator door provide a clear width opening of at least 800 mm?	N/A	N/A	Physical Plant	N/A
	Is the elevator at least 1.1 m wide and 1.4 m long?	Yes	No	Physical Plant	Done
<b>Activity</b>	<b>Accommodations</b>	<b>Meets Standards</b>	<b>Updating Required</b>	<b>Reviewed By:</b>	<b>Anticipated Date of Completion</b>
<b>Elevators</b>	Does the elevator have appropriately designed and mounted handrails?	Yes	No	Physical Plant	Done
	If the area of an elevator makes it difficult for a wheelchair user to turn around, a mirror should be provided on the rear wall to allow the user to see the floor indicators and the door opening.	N/A	N/A	Physical Plant	N/A
	Is there an alternative suitable staircase?	No	No	Physical Plant	N/A
<b>Doors</b>	Are doors at least 813 mm wide or preferably wider?	Yes	No	Physical Plant	Done
	Are the doors easy to open (inside doors should not require more than 22 N maximum of force to push or pull)?	Yes	No	Physical Plant	Done
	Are the handles at an appropriate height (mounted between 800 and 1200 mm from floor)?	Yes	No	Physical Plant	Done
	Are doors of a contrasting colour to the surrounding walls?	Yes	No	Physical Plant	Done
	Are mullions clearly indicated with contrasting colours?	Yes	No	Physical Plant	Done
	If a revolving door is used, is there an adjacent swing door available? (Great-most people forget this one too)	N/A	N/A	Physical Plant	N/A
	If a weather mat is used, is it of firm texture and flush with the floor so as not to be a trip hazard?	Yes	No	Physical Plant	Done
<b>Telephones</b>	Are the telephones at an appropriate height (max 48" from floor)?	Yes	No	SOAR	Done
	Do phones have volume control?	Yes	No	SOAR	Done
	Is there a TTY for the public?	Yes	No	SOAR	Done
	Is the location identified with access symbols?	Yes	No	SOAR	Done

Washrooms	Are there sufficient washrooms for the space and number of students and staff with disabilities?	Yes	No	SOAR	Done
<b>Activity</b>	<b>Accommodations</b>	<b>Meets Standards</b>	<b>Updating Required</b>	<b>Reviewed By:</b>	<b>Anticipated Date of Completion</b>
<b>Washrooms</b>	Are the stalls at least 60" x 60" mm ?	Yes	No	Physical Plant	Done
	Are there grab bars?	Yes	No	Physical Plant	Done
	Are the faucets, dispensers, or switches at an appropriate height - between 900 - 1200 mm from the floor?	Yes	No	Physical Plant	Done
	Are mirrors mounted at a height so that people who are seated can use them?	Yes	No	Physical Plant	Done
	Do entry doors promote access (double doors can be a problem)?	Yes	No	Physical Plant	Done
	Unisex washroom preferred - include criteria	Yes	No	Physical Plant	Done
<b>Floors</b>	Are floors slip-proof in wet or dry conditions?	Yes	No	Physical Plant	Done
	Are floors non-glare?	Yes	No	Physical Plant	Done
	Are carpets in good repair and free of barriers?	Yes	No	Physical Plant	Done
	Maintenance and Training issue - does your cleaning staff know to avoid applying high gloss wax finishes to an otherwise slip free, glare free floor?	Yes	No	Physical Plant	Done
	Are floors level with no sudden dips or slopes?	Yes	No	Physical Plant	Done
	Is the path of travel and corridors free of furniture or equipment?	Yes	No	Physical Plant	Done
	Is enough space provided in front of fountains, telephones etc, so that a wheelchair can move through corridors?	Yes	No	Physical Plant	Done

<b>Control Height</b>	Are light switches, electrical outlets, dispensers, coin slots, faucets, fountains, dispensing machines etc at an appropriate level for a person who uses a wheelchair? Between 400 mm - 1200 mm?	Yes	No	Physical Plant	Done
<b>Signage</b>	Are points of entry and exit clearly marked?	Yes	No	Physical Plant	Done
<b>Activity</b>	<b>Accommodations</b>	<b>Meets Standards</b>	<b>Updating Required</b>	<b>Reviewed By:</b>	<b>Anticipated Date of Completion</b>
<b>Signage</b>	Are rooms and spaces clearly marked by visual and tactile means with special attention to washrooms?	No	Yes	Physical Plant	On-going
	Is signage current, consistent (colour, shape and position) and relevant throughout?	Yes	No	Physical Plant	Done
	Is signage clear, legible and obvious with contrasting background?	Yes	No	Physical Plant	Done
	Are direction and information signs located at decision making points where people can see them (1200 - 1700 mm for standing and 750 - 1350 for seated wheelchair users)?	No	Yes	Physical Plant	On-going
	Is all signage kept simple with suitable pictorial symbols where appropriate?	Yes	No	Physical Plant	Done
	Is signage tactile (raised embossed letters or symbols should be at least 1 - 1.5 mm high with a slightly rounded surface and 15 mm - 60 mm high)?	No	Yes	Physical Plant	As replaced
	Is all signage clearly visible from a standing or seated position?	Yes	No	Physical Plant	Done
	Is all signage non-reflective and free from glare?	No	Yes	Physical Plant	On-going
	Is the space around signs kept free of distractions such as posters?	Yes	No	Physical Plant	Done
<b>Cafeteria</b>	Are tables and tray counters 36" or lower to accommodate a wheelchair?	Yes	No	SOAR	Done
	Is there a procedure for staff assistance of self-food areas?	Yes	No	SOAR	Done
<b>Evacuation</b>	Is there specialized evacuation equipment available?	No	No	Physical Plant	N/A

	Are staff trained in its use?	N/A	N/A	Physical Plant	N/A
	Are fire alarms equipped with visual warning lights? ONLY IN HIGH NOISE AREAS	Yes	No	Physical Plant	Done
	Are ground floor emergency exits level and accessible to all including wheelchair users?	No	No	Physical Plant	As replaced
<b>Activity</b>	<b>Accommodations</b>	<b>Meets Standards</b>	<b>Updating Required</b>	<b>Reviewed By:</b>	<b>Anticipated Date of Completion</b>
<b>Evacuation</b>	Are accessible fire exit routes indicated with a fire exit sign incorporating a wheel chair symbol?	No	Yes	Physical Plant	Sept. 04
	Is vertical escape from upper or basement floors possible using a fire protected lift (with an independent power supply)?	No	No	Physical Plant	Unknown
	Are safe refuges that provide at least two spaces of 850 x 1200 mm each available in staircase landings or in protected lobbies? (A safe refuge is a designated safe space with at least 30 minutes of fire resistance where a person with a disability may wait for assistance.)	Yes	No	Physical Plant	Done
	Do safe refuge areas have communication facilities located at between 900 mm and 1200 mm height and linked to a supervised control point?	No	Yes	Physical Plant	Sept. 05
	Do safe refuge areas have clear signage posted?	No	Yes	Physical Plant	Sept. 04
	Is a personal emergency egress plan available for employees with disabilities?	Yes	No	Physical Plant	Done
	Is there an overall escape strategy for visitors and, are staff familiar with appropriate methods of establishing how persons with disabilities prefer to be assisted?	Yes	No	Physical Plant	Done
	Are emergency routes checked regularly to ensure doors are unlocked and there are no obstacles?	Yes	No	Physical Plant	On-going

	Are general escape strategies monitored on a regular basis?	Yes	No	Physical Plant	On-going
<b>Plan</b>	Is there an emergency plan developed?	Yes	No	Physical Plant	Done
	Is it made readily available?	Yes	No	Physical Plant	Done
	Is it posted in areas that persons are aware of?	Yes	No	Physical Plant	Done
<b>Activity</b>	<b>Accommodations</b>	<b>Meets Standards</b>	<b>Updating Required</b>	<b>Reviewed By:</b>	<b>Anticipated Date of Completion</b>
Policies, Procedures and Practices					
<b>HR Policies</b>	Do recruitment policies encourage participation from persons with disabilities?	Yes	No	H.R.	Done
	Is there a process to determine accommodations for employees?	Yes	No	H.R.	Done
	Are there procedures to accommodate employees with disabilities?	Yes	No	H.R.	Done
	Are these policies reviewed on a regular basis?	Yes	No	H.R.	On-going
<b>Admissions</b>	Are admissions policies free from discrimination?	Yes	No	Admissions	Done
	Do they recognize that persons with disabilities may require alternate admissions procedures?	Yes	No	Admissions	Done
<b>Promotion</b>	Do promotion policies recognize that persons with disabilities may have unique needs regarding length of time to complete a program?	Yes	No	Admissions	Done

**Awareness Issues for Faculty and Staff:**

Both faculty and staff must be sensitive to attitudinal and/or pedagogical barriers if they are to identify, remove and prevent them.

<b>Activity</b>	<b>Accommodations</b>	<b>Meets Standards</b>	<b>Updating Required</b>	<b>Reviewed By:</b>	<b>Anticipated Date of Completion</b>
<b>Training for Staff in Disability Awareness</b>					

<b>Training</b>	Is there a formal process to provide awareness training to new staff?	Yes	No	H.R.	On-going
	Is there a formal process to provide on-going disability awareness training to all staff?	Yes	No	H.R.	On-going
<b>Planning for Universal Instructional Design</b>					
<b>Planning</b>	Does the College have a plan to promote universal instructional design in the classroom?	Yes	No	H.R.	On-going

**Non-Academic Student Support Services:**

Like all students, students with disabilities have a range of non-academic needs. Some of these needs are met through services provided to all students and some are met through special accommodation.

<b>Activity</b>	<b>Accommodation</b>	<b>Meets Standards</b>	<b>Updating Required</b>	<b>Reviewed By:</b>	<b>Anticipated Date of Completion</b>
<b>Social Events</b>	Is there provision for supports for students with disabilities in campus social events?	Yes	No	SAC	Done
	Are the methods to obtain such support clearly available to students?	No	Yes	SAC	Sept. 04
<b>Residence Facilities</b>	Is there an adequate number of residences that are accessible to persons with disabilities following the guidelines above?	Yes	No	Housing	Done
<b>Food Services</b>	Food Services staff will assist students with disabilities with food selection and seating assistance upon request.	Yes	No	Cafeteria	Done
<b>Counselling Services</b>	Counselling staff are able to appropriately accommodate persons with disabilities seeking support through knowledge of College and community resources.	Yes	No	Student Services	Done
<b>Career &amp; Employment Services</b>	Staff are adequately trained to seek appropriate input to provide students with disabilities employment assistance.	Yes	No	C&ES SOAR	Done
<b>Medical Services</b>	Are these service areas fully accessible? Medical staff are willing to participate in training to faculty and staff supporting students with disabilities.	Yes	No	Health Services	Done

<b>Fitness Services</b>	In addition to physical accessibility, is there specific gym equipment that supports use by persons with disabilities?	Yes	No	Athletics	Done
<b>Bursaries and Scholarships</b>	Is there an adequate number of bursaries and scholarships devoted specifically to persons with disabilities?	Yes	No	Financial Aid	On-going

#### **4. Dissemination of the Findings**

Upon formal approval of this plan, by the Board of Governors, Loyalist College will post this report on their website. Further, copies of this report will be made available to the public at large upon request in a format of choice. Annual updates of this report will also be made available in a similar manner.

#### **Summary**

Loyalist College has recognized the importance of addressing barriers to education for the past 15 years and has been pro-active in this regard. The Senior Administration has been committed to the establishment of an institution where students are viewed on the basis of their abilities and are encouraged to be full participants in their educational journey.

An Accessibility Working Group was quickly established and a thorough review of all areas of the College operations were examined. The results of our audit indicate that Loyalist College indeed has been on the right track. Very few barriers were identified, and those that were identified can be rectified in a timely manner.

To ensure that Loyalist College continues to meet its obligation as community stewards, the Accessibility working Group will convene on an annual basis to review the on-going work of eliminating any identified barriers. As well, the group will review any further building, systems design, or policies that may impact on the delivery of service to the community.

Loyalist College prides itself on its accomplishments. It looks forward to further liaising with the community it serves in order to ensure that the success enjoyed by all members of society including those with disabilities, will continue.