



The Roadmap

A "Roadmap" that proactive employees can follow to assure that they are taking all the actions necessary to address the recruitment, hiring, retention, and advancement of individuals with disabilities in their organizations.



National Business
& Disability Council



Accessibility	<i>Target Date</i>	<i>Person Responsible</i>	<i>Completion Date</i>
<p>1. Assure that all personnel involved with planning, constructing, remodeling, and maintaining the organization's facilities are knowledgeable concerning current standards of accessibility for individuals with disabilities.</p> <hr/> <hr/>			
<p>2. Survey existing facilities to identify potential barriers to persons with mobility, hearing, visual, cognitive and other disabilities. This should include parking lots, building entrances, elevators, restrooms, public telephones, cafeterias, meeting/conference rooms, and other general function areas. When possible, consult with individuals with disabilities.</p> <hr/> <hr/>			
<p>3. Examine all areas involved in the employment process to assure equal access to applicants with disabilities. This should include areas where applications are completed, tests are administered, interviews are conducted, drug tests and/or medical exams are given, as well as adjoining restrooms, public telephones and water fountains.</p> <hr/> <hr/>			

<p>4. Review emergency evacuation procedures to assure safe egress of individuals with disabilities. Install audible and flashing alarms, assure accessibility of emergency exits, secure the availability of evacuation devices such as evacuation chair, and establish a “buddy” system with co-workers. (Refer to NBDC publication, “Emergency Evacuation Preparedness Checklist to include people with disabilities”).</p> <p>_____</p> <p>_____</p>			
<p>5. Develop a plan and timetable for eliminating barriers identified.</p> <p>_____</p> <p>_____</p>			
<p>6. Oversee barrier removal process to assure that changes made are in conformance with current accessibility guidelines.</p> <p>_____</p> <p>_____</p>			
<p>7. Oversee procurement of evacuation devices and alarm systems.</p> <p>_____</p> <p>_____</p>			
<p>8. Train or request training for security, building operations, food service, medical, and all other relevant staff in the appropriate methods of assisting individuals with disabilities.</p> <p>_____</p> <p>_____</p>			

<p>9. Conduct evacuation exercises at least every other month.</p> <p>_____</p> <p>_____</p>			
<p>10. Establish a schedule for periodic accessibility reviews.</p> <p>_____</p> <p>_____</p>			
<p>11. To confirm that your facility/facilities are completely accessible, consider contracting with NBDC for a complete Accessibility Survey. For additional information, contact Laura M. Francis, NBDC's Coordinator of Information Services at 516-465-1519 or email at francis@business-disability.com.</p> <p>_____</p> <p>_____</p>			

*See Reference Section and refer to **Architectural/Transportation Tax Deduction: IRS Code Section 190, Barrier Removal**