

WCMGA Public Event Accessibility and Inclusivity Assessment

Planning and Promotion

| Accessibility/Inclusivity Item | Have you addressed this item? Y, N, N/A | Steps to take: |
|--|---|----------------|
| <p>Promotional materials advertise accessibility features of event? (Include PCC Rock Creek campus and accessibility map noting open buildings or THPRD Jenkins Estate page/map. See links on last page.) Note if interpreting services, assistive listening devices, etc. will be provided.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| <p>Smoking and pet policies clearly stated on promotional materials, including service animal policy?</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| <p>Promotional materials and event programs printed in accessible formats and/or available in languages other than English? (See link to suggested fonts, font sizes, etc. on last page.)</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| <p>Volunteers have submitted any additional forms needed for event? (i.e. youth safety form, school volunteer forms, etc.)</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| <p>Volunteers have basic awareness materials on how to assist people with disabilities during event and in an emergency? (See links to suggested materials on last page. Provide in advance so volunteers can read/watch before event.)</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| <p>Volunteers are provided with instructions on who to call for further assistance and/or in an emergency during event? (Provide in advance so volunteers can enter into phones.)</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |

Parking, Transit, Signage, Entrances, and Pathways

| Accessibility/Inclusivity Item | Have you addressed this item? Y, N, N/A | Steps to take: |
|--|--|----------------|
| <p>Is public transportation available? Is TriMet LIFT service available? Are bicycle racks available? Is directional signage placed at these locations in addition to auto parking?</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> | |
| <p>Are parking areas clearly marked with event and directional signage? Is there a parking fee? Is there adequate accessible parking? Is designated accessible parking clearly marked and reserved for people with disabilities?</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> | |
| <p>Is signage available in languages other than English? Does signage include ADA pictograms? Is signage large enough and clear enough that people with low vision can read them?</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> | |
| <p>Are accessible entrances clearly marked? Are doorways/entrances/pathways wide enough for walkers, wheelchairs, other mobility equipment, strollers? Are doorways and entrances unblocked? (See link on last page for ADA recommended dimensions.)</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> | |
| <p>Are pathways to all services and activities flat and unblocked? Clear of tripping hazards? Are there ramps at all steps and over uneven surfaces? Handrails at stairs?</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> | |
| <p>Are door handles easy to open? (Lever handles or equipped with automatic opener.)</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> | |

Bathrooms

| Accessibility/Inclusivity Item | Have you addressed this item? Y, N, N/A | Steps to take: |
|---|---|----------------|
| Are there enough clearly marked accessible bathrooms on-site and near all event activities? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| Are pathways to bathroom unblocked and wheelchair accessible? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| Are all-gender bathrooms available? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| Are baby-changing stations available? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| Have volunteers been provided with maps/information to direct public to bathrooms? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| Are accessible toileting and feeding/watering areas for service animals available and clearly marked? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |

Event Space

| Accessibility/Inclusivity Item | Have you addressed this item? Y, N, N/A | Steps to take: |
|--|---|----------------|
| Is accessible seating set up in a way that is inclusive? Is front row seating reserved for people with vision/hearing impairments? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| Are tables at usable height and have enough space for people using wheelchairs or children? (See link on last page for recommended heights.) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| Is shade and seating provided for public as resting spots? Is drinking water available nearby? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| Are indoor lighting levels adjustable? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| Is there a designated area for people experiencing sensory overload to rest away from noise and commotion? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |

Links for further information and materials:

PCC Rock Creek Campus Map: <https://www.pcc.edu/about/locations/map/> - rc

PCC Rock Creek Accessibility Map: [https://www.pcc.edu/disability/map/ - place:rc-bldg4](https://www.pcc.edu/disability/map/-place:rc-bldg4)

THPRD Jenkins Estate Page: <http://www.thprd.org/facilities/historic/jenkins-estate>

Jenkins Estate Map: <http://cdn1.thprd.org/pdfs2/document4131.pdf>

Creating Accessible Content (PCC publication):
<https://www.pcc.edu/instructional-support/accessibility/>

Disability Etiquette (PCC publication):
<https://www.pcc.edu/disability-services/wp-content/uploads/sites/16/2017/08/etiquette-myths-facts.pdf>

Disability Sensitivity Training Video:
<https://www.youtube.com/watch?v=Gv1aDEFIXq8>

ADA recommended dimensions for pathways, entrances, space, and reach:
<https://www.ada-compliance.com/space-allowance-reach-ranges>

ADA recommended heights for tables:
<https://www.ada-compliance.com/ada-compliance/902-dining-surfaces-and-work-surfaces>

OSU Office of Institutional Diversity: <https://diversity.oregonstate.edu/>

Metro Area Master Gardener commitment to equity and inclusion:
<https://extension.oregonstate.edu/mg/metro/commitment-equity-inclusion>

Multnomah County Master Gardener Association Diversity, Equity, & Inclusion Toolkit – Checklist: <http://www.multnomahmastergardeners.org/dei/toolkit>