

**CITY OF JEFFERSON CITY, TN
AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION
PLAN
(SEPTEMBER 2016)**

JEFFERSON CITY, TN
AMERICANS WITH DISABILITIES TRANSITION PLAN

In accordance with the Americans with Disabilities Act (ADA), this document shall serve as the City of Jefferson City’s Transition Plan. Included are results of a self-evaluation that addresses barriers within City programs and facilities.

The development of this plan has occurred with the assistance of several individuals and organizations throughout the community. The City of Jefferson City’s ADA Coordinator will coordinate all aspects of ADA compliance. Any comments, additions or suggestions about this plan may be directed to the ADA Coordinator(s):

John B Johnson, City Manager 112 City Center Drive Jefferson City, TN 37760 865-475-9071 865-475-8224 (fax) jjohnson@jeffcitytn.com	Paul W. Johnson 112 City Center Drive Jefferson City, TN 37760 865-475-9071 865-475-8224 (fax) pjohnson@jeffcitytn.com
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This Transition Plan will continuously be updated. A public hearing regarding the contents of the plan will be held on a yearly basis. Notice of the public hearing will be given at least two (2) weeks in advance of the hearing. Any comments, suggestions or additions to the plan may be addressed to the City’s ADA Coordinator throughout the year.

EXHIBITS

- Exhibit A – Notice of ADA Coordinator/Application of Non-Discriminatory Rules
- Exhibit B – ADA Department Coordinators
- Exhibit C – ADA Obstacle List
- Exhibit D – Obstacle Removal Procedure
- Exhibit E – Procedure for Contacting an Interpreter
- Exhibit F – Reasonable Accommodation Request Procedures
- Exhibit G – Complaint Intake Form
- Exhibit H – Emergency Evacuation Planning Guide

STATEMENT OF POLICY
CITY OF JEFFERSON CITY MUNICIPAL CODE
Section 1.028 of the Jefferson City Employee Policy

Equal Employment Policy

It is the policy of the city to be an equal opportunity employer. No officer or employee of the city shall discriminate against any other officer or employee, or applicant for employment on the basis of sex, race, color, religious belief, national origin, sexual orientation, political affiliation, marital status, age or disability unrelated to the person's ability to perform the duties of a particular job or position, except where a bona fide occupational qualification exists.

RULES OF THE JEFFERSON CITY CIVIL SERVICE COMMISSION

Statement of Equal Employment Opportunity

The Jefferson City Civil Service Commission is committed to a policy of acting affirmatively to attract and utilize the talents of all citizens. No Civil Service Commission member or agent of the City shall discriminate against any employee or applicant for employment on the basis of sex, race, color, religious belief, national origin, sexual orientation, political affiliation, marital status, age or disability unrelated to a person's ability to perform the duties of a particular job or position, except where a bona fide occupational qualification exists.

Title II: City Services, Programs, Activities
City of Jefferson City Compliance Actions
GENERAL NON-DISCRIMINATORY REQUIREMENTS
Designation of ADA Coordinator

<p>John B. Johnson, City Manager 112 City Center Drive Jefferson City, TN 37760 865-475-9071 865-475-8224 (fax) jjohnson@jeffcitytn.com</p>	<p>Paul W. Johnson 112 City Center Drive Jefferson City, TN 37760 865-475-6617 865-475-8224 (fax) pjohanson@jeffcitytn.com</p>
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City ADA Department Coordinators (contact persons) have been designated:

<p>John B. Johnson, City Manager 112 City Center Drive Jefferson City, TN 37760 865-475-9071 865-475-8224 (fax) jjohnson@jeffcitytn.com</p>	<p>Porter Massengill Public Works Department 1032 N Highway 92 Jefferson City, TN 37760 865-475-6617 pmassengill@jeffcitytn.com</p>
<p>Robert Lee Turner, Jr, Fire Chief Fire Department City Center Drive Jefferson City, TN 37760 865-674-6568 lturner@jeffcitytn.com</p>	<p>Andy Dossett, Police Chief Police Department City Center Drive Jefferson City, TN 37760 865-674-7771</p>
<p>David Phillips Library 108 City Center Drive Jefferson City, TN 37760 david.phillips@jcpls.org</p>	<p>Walter Gibson Parks and Recreation 1247 N Highway 92 Jefferson City, TN 37760 wgibson@jeffcitytn.com</p>
<p>Rich DesGroseilliers LAMTPO Coordinator 100 W 1st N St. PO Box 1499 Morristown, TN 37816-1499 423-581-0100 423-585-4679 (fax) richd@mymorristown.com</p>	<p>Scott Zimmerman Building Department 112 City Center Drive Jefferson City, TN 37760 szimmerman@jeffcitytn.com</p>

EEO Policies

- The City of Jefferson City is an equal opportunity employer and the policies of such are set forth in the Jefferson City Code of Ordinances and the Rules of the Jefferson City Civil Service Commission.
- City has prepared and distributed notice regarding the application of nondiscriminatory rules (Exhibit A).

Review of City Code/Policies

* A review of the Jefferson City Code of Ordinances and any other City-issued policies will be reviewed to ensure proper and uniform terms and definitions are used.

EQUALLY EFFECTIVE COMMUNICATION

Provide public notice of ADA Coordinator and communication sources

- City has published the name, address and phone number of the ADA Coordinator on the Internet, Intranet, and bulletin boards.

Provide internal notice to City employees about ADA issues and compliance steps

- City has posted the ADA Compliance Notice on bulletin boards at all work sites (Exhibit A).
- City has posted the names of the ADA Department Coordinators on bulletin boards at all work sites (Exhibit B).

Provide internal notice to City employees about the obstacle removal procedure

- City has prepared and distributed the City's ADA Obstacle List to all department coordinators (Exhibit C).
- City has prepared and distributed notice regarding ADA Obstacle Removal Procedure (Exhibit D).

Identify equipment needs/access concerns for programs, meetings, etc.

- City's emergency evacuation plans include procedures for evacuating persons with disabilities. (Exhibit H).

PROGRAM ACCESSIBILITY

Obstacle Removal

- Each City department has prepared a summary of all structural/architectural findings. Each department is responsible for budgeting and planning for the removal of structural barriers that exist or may arise in the future.
- City will complete the identification/mapping of all curb ramps, evaluating adequateness and developing financial needs:
 - City has collected input from interested/affected parties;
 - City has established priorities based upon need and cost, as well as impact on affected population.
- See Exhibit C for a complete record of obstacles removed and those scheduled to be removed.

Access to City services and programs

- City has provided Braille markings on elevators, floor markings and room numbers on public areas within the Municipal City Center Complex.
- City has provided for integrated wheelchair seating in the City Council Chambers.
- City has provided a mechanism for which individuals using wheelchairs can address the City Council and utilize the microphone system.
- City has developed and published information regarding ADA compliance for each department.
- City meetings are identified by the date, time, location and accessibility.
- Alternative formats available on request are:
 - audiotape
 - large-type documents (18-points or larger)
 - Braille
 - sign language interpreter

- City will ensure new facilities and remodeling facilities are reviewed for compliance with ADA and/or International Building Code (IBC) standards.
- City websites are compliant with the latest ADA accessibility standards, as described by the U.S. Department of Justice.

EMPLOYMENT

Job Descriptions

- Job duties and requirements are reviewed to identify non-essential items and/or to eliminate barriers to persons with disabilities. Requests for accommodations within specific positions are evaluated on a case-by-case basis.

Job Applications

- Position vacancies are announced through local newspapers, the City's website, www.jeffcitytn.com, on the Office of Human Resource's job posting bulletin board and are sent to a variety of social service and employment agencies throughout the Jefferson City area.
- Job applications are made, upon request, in alternative formats. Accommodation for completing applications is provided upon request.

Interpreter

- City has implemented a system where various interpreters within the Jefferson City area may be contacted on a 24-hour notice by City of Jefferson City personnel to assist in providing services to persons who are deaf or hard of hearing. (Exhibit E)
- Job applicants requesting an interpreter will be asked if they would like a certified interpreter. If so, a certified interpreter would be contacted. One or more noncertified interpreters are employed by the City and may provide services to those who do not wish to have a certified interpreter.

Interviews

- Employment interviews conducted by the City of Jefferson City are conducted in accordance with federal law that protects qualified individuals with disabilities from inquiries designed to identify the existence of an applicant's disability. Supervisors have been trained in this area and have been given "The Hiring Process" manual that explains why certain interview questions are prohibited and helps interviewers develop questions that reveal an applicant's ability to perform the essential functions of the job.

Pre-employment medical exams

- Applicants for certain job classifications are required to undergo a pre-employment medical exam which may include a physical examination, drug screening and/or psychological examination. These examinations are all conducted post-job offer and are given to all candidates who are offered a position within that job classification.

- Rules of the Jefferson City Civil Service Commission states, “In accordance with State statutes, the Commission may set medical, physical or health standards that are clearly job-related, making reasonable accommodation for persons with disabilities.”

Reasonable Accommodation Requests

- City has consistently reviewed all formal and informal requests for reasonable accommodations and has approved such requests unless they have imposed an undue hardship.
- Formal procedures and a request form for employees requesting a reasonable accommodation have been developed. Such procedures will be distributed to employees and department heads. (Exhibit F).

OTHER

Grievance Procedure

- The Jefferson City Code of Ordinances outlines the grievance procedure for City employees.
- City has established a grievance procedure for the general public relating to disability/access-related complaints (Exhibit G).

Cooperation from Organizations/Advocates of Persons with Disabilities

- City will ensure all employees are aware of the grievance procedure.
- City utilized public input during the self-evaluation process.
- City’s ADA representatives continue to meet with individual advocates/organizations on ADA compliance issues.
- City’s ADA Coordinator will continue to serve as an ad-hoc member of the Jefferson City Disabilities Commission and will serve as a liaison between the Commission and the Mayor’s Office.
- City maintains an on-going list of persons interested in assisting the City in its compliance efforts.

Crisis Intervention Team

- A joint City/County Crisis Intervention Team has been formed to assist local law enforcement when they encounter a potentially volatile situation involving a person with a mental disability.
- The Jefferson City ADA Compliance Coordinator will continue to sponsor programs that provide information on a variety of disability-related topics.

**EXHIBIT A
NOTICE
CITY OF JEFFERSON CITY
ADA COMPLIANCE COORDINATOR**

The City of Jefferson City does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services or activities. The City of Jefferson City does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints or requests for additional information regarding the ADA may be forwarded to the City of Jefferson City's designated ADA Compliance Coordinator.

<p>John B. Johnson, City Manager 112 City Center Drive Jefferson City, TN 37760 865-475-9071 865-475-8224 (fax) jjohnson@jeffcitytn.com</p>	<p>Paul Johnson 112 City Center Drive Jefferson City, TN 37760 865-475-6617 865-475-8224 (fax) pjohnson@jeffcitytn.com</p>
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**Days/Hours Available:
Monday-Friday, 8:00 a.m.- 4:30 p.m.**

Individuals who need auxiliary aids for effective communication in programs and services of the City of Jefferson City are invited to make their needs and preferences known to the ADA Compliance Coordinator. This notice is available in large print, on audio tape, and in Braille from the ADA Coordinator.

EXHIBIT B

Americans with Disability Act
Obstacle Removal Coordinators

**TO REPORT AN OBSTACLE ON MUNICIPAL PROPERTY,
PLEASE CONTACT ONE OF THE COORDINATORS BELOW**

<p>John B. Johnson, City Manager 112 City Center Drive Jefferson City, TN 37760 865-475-9071 865-475-8224 (fax)</p>	<p>Porter Massengill, Public Works Director Public Works Department 1032 N Highway 92 Jefferson City, TN 37760 865-475-6617 pmassengill@jeffcitytn.com</p>
<p>Robert Lee Turner, Jr., Fire Chief Fire Department City Center Drive Jefferson City, TN 37760 865-674-6568 lturner@jeffcitytn.com</p>	<p>Andy Dossett, Police Chief Police Department City Center Drive Jefferson City, TN 37760 865-674-7771 adossett@jeffcitytn.com</p>
<p>David Phillips, Director Library 108 City Center Drive Jefferson City, TN 37760 david.phillips@jcpls.org</p>	<p>Walter Gibson Parks and Recreation 1247 N Highway 92 Jefferson City, TN 37760 wgibson@jeffcitytn.com</p>
<p>Rich DesGroseilliers LAMTPO Coordinator 100 W 1st N St. PO Box 1499 Morristown, TN 37816-1499 423-581-0100 423-585-4679 (fax) richd@mymorristown.com</p>	<p>Scott Zimmerman Building Department 112 City Center Drive Jefferson City, TN 37760 szimmerman@jeffcitytn.com</p>

City ADA Obstacle List

Location	Item/ Obstacle List	Review Date	In Compliance	NOT In Compliance	Estimated Compliance Date	Actual Compliance Date
City Hall						
Public Works Bldg						
Police Station						
Fire Station 1						
Community Center						
Roy Harmon Park						
Nelson Merry Park						
Mossy Creek Complex						
Centennial Park						

CITY OF JEFFERSON CITY OBSTACLE LIST

*Sidewalks: The Jefferson City Disabilities Commission will be updated on an ongoing (at least annual) basis as budgetary parameters are determined and the specific details/nature of sidewalk projects are identified. A major presentation will be made by the Jefferson City Department of Public Works regarding sidewalks and curb cuts as a part of the annual ADA Public Hearing. The contents of this presentation will be added as an addendum to this report.

- There were approximately _____ corner curb cuts completed during the construction season from _____
- There were approximately _____ square feet of sidewalk repair and replacement completed during the construction season from July 1, 2014 to June 30, 2015.
- Public Works expects to complete a minimum of _____ in the construction season of _____
- Public Works expects to complete a minimum of _____ square feet of sidewalk repair and replacement during the construction season from _____

**Library: The main facility of the Jefferson City Library (108 City Center Dr) is a fully ADA accessible library for the City of Jefferson City. All public programming activities are currently and will continue to be conducted at this location. The Library Board has undertaken a strategic planning process to determine our long-term strategy for library facilities. As that strategy is implemented and branch libraries are relocated, a primary consideration will be to guarantee full accessibility for persons with disabilities.

***Parks: ADA Improvement Park Areas around Lake Jefferson City - Currently, the department is planning on budgeting for ADA repairs/upgrades for FY16 (calendar year 2015).

The department continues to research available grants and applies for these grants as they become available.

EXHIBIT D

ADA OBSTACLE REMOVAL PROCEDURE

Purpose

The purpose of the procedure is the elimination of the physical obstacles in the City's facilities that limit the accessibility of its programs or activities to persons with disabilities.

Procedure

The City of Jefferson City will prepare a list of obstacles in City facilities and on City property. The list shall be maintained on a regular basis. The City's fiscal year starts on March 1st. The department coordinator will inform the department budget analyst of those obstacles that will be submitted for the budget. The obstacles should be presented by the 1st of August in order to be considered for the budget. The City ADA Coordinator will prepare and monitor the list. The Coordinator may pass any obstacle (budgetary, non-budgetary, critical, or non-critical) to the responsible Department for correction when deemed appropriate.

Public Works, Police Department, Fire Department, Community Services, OBM, and CWLP, will provide a coordinator to coordinate the activities with the ADA Coordinator. Other departments are encouraged to submit coordinators. These coordinators will provide the following functions:

1. Report to the City ADA Coordinator any known obstacles.
2. Receive the non-budgetary and budgetary obstacle list from the City ADA coordinator -
3. When possible have non-budgetary obstacles eliminated and report them to the City coordinator.
4. Submit budgetary obstacles to the budget process.
5. Report to the City ADA coordinator list of obstacles on the approved budget
6. Report to the City ADA coordinator the budgeted obstacles that have been eliminated.

The report activities are to be reported on standardized forms.

Employees should report any obstacle to their department coordinator. Employees in departments without a department coordinator and the general public should report all obstacles to the Citywide Coordinator.

EXHIBIT E

POLICY AND PROCEDURE FOR COMMUNICATION WITH PEOPLE WHO ARE DEAF AND HARD OF HEARING

I. POLICY FOR THE POLICE DEPARTMENT

It is the policy of the City of Jefferson City to insure that steps are taken to provide for effective communication for persons that are deaf and hard of hearing.

II. PROCEDURES

A. When a Jefferson City responding police officer comes in contact with a person who is deaf or hard of hearing, that person must determine if he/she is capable of providing effective communications with the deaf or hard of hearing person to resolve the issue.

B. Several techniques or process can be used to effectively communicate with a person who is deaf or hard of hearing.

1. Use of hand written notes.
2. Use of typewritten notes or text.
3. Use of sign language.
4. Use of an approved interpreter.

C. Contacting the Interpreter

If the technique or process that most effectively communicates with the deaf or hard of hearing person is the use of an approved interpreter, the following procedure will be used:

1. The responding police officer will contact his supervisor and advise the supervisor of the need for an interpreter so that effective communications with the deaf or hard of hearing person will occur.
2. The responding police officer or supervisor will contact Sangamon County Combined Dispatch (SCCDS) and ask SCCDS to contact an approved interpreter for a deaf or hard of hearing person.
3. Upon arrival at the scene of the interpreter, the responding police officer will brief the interpreter on the situation, and the message/information that needs to be relayed to the person who is deaf or hard of hearing.
4. When the person who is deaf or hard of hearing requires immediate hospitalization, it is the ambulance driver who will notify the hospital emergency room of the need for an interpreter; the hospital will then contact an interpreter.

D. Payment Responsibility

When the use of an interpreter is requested by the responding police officer in order to provide for effective communications, the Police Department will be responsible for the cost.

Note 1: It is anticipated that Office of Community Relations shall be allocated future funds to pay the interpreter.

Note 2: When the person who is deaf or hard of hearing is sent to the hospital by ambulance, the hospital will be responsible for payment to the interpreter.

Upon the conclusion of the interpreter's service, the responding police officer will complete a requisition form to commence the process to compensate the interpreter.

a. The requisition form will contain at a minimum

- 1) Name, Address, City, State, Zip Code, Phone number of the interpreter.
- 2) The name of the requesting police officer and supervisor
- 3) The date, time, location, file number of the call for police service
- 4) Approximate cost of the services rendered.
- 5) An invoice or bill from the interpreter (if provided)
- 6) A copy of the police report will be attached to the requisition form.

b. The completed requisition form will be forwarded for processing through the proper chain of command.

E. (Sangamon County Combined Dispatch Services (SCCD) Procedures

1. SCCD personnel will maintain an up to date roster of approved interpreters for persons who are deaf or hard of hearing.
2. This roster can be obtained from the web site www.idhhc.state.il.us .

EXHIBIT F

REASONABLE ACCOMMODATION REQUEST PROCEDURES

I. POLICY

It is the policy of the City of Jefferson City to inform employees and applicants of the right to reasonable accommodations and to provide such accommodations in the most cost effective manner available unless it would impose an "undue hardship".

II. PURPOSE

The purpose of the policy is to ensure that requests for reasonable accommodations are considered in a timely manner and in a way that is consistent with the Americans with Disabilities Act.

III. DEFINITIONS

"Qualified Individual with a Disability" - an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the job that such individual holds or desires.

"Reasonable Accommodation" - any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or perform essential functions of the job.

"Undue Hardship" - an action requiring significant difficulty or expense.

IV. PROCEDURES

A. An employee must request any and all reasonable accommodations on a "*Request for Reasonable Accommodation Form*". This form can be obtained from the employee's immediate supervisor or the Office of Human Resources. The employee is responsible for adequately responding to all questions on the form. Once completed, the form, along with any medical documentation supporting the request, shall be submitted to the employee's immediate supervisor.

B. The immediate supervisor shall:

1. Grant the request if able to do so without obtaining further authorization.

The immediate supervisor shall then indicate on the "*Request for Reasonable Accommodation Form*" that the accommodation has been made and forward the completed form to the ADA Coordinator; OR

2. Make a recommendation to the Division Head regarding the request within five (5) working days of receipt of the completed "*Request for Reasonable Accommodation Form*" and forward the request directly to the Division Head.

C. The Division Head shall make a recommendation regarding the request within five (5) working days of receipt of the *"Request for Reasonable Accommodation Form"* and shall forward the request directly to the Director.

D. The Director will make the final decision regarding the request within five (5) working days of receipt of the *"Request for Reasonable Accommodation Form"*. A copy of the Director's decision shall be given to the Division Head, immediate Supervisor and ADA Coordinator. The immediate Supervisor shall be responsible for providing the employee with a copy of the response within five (5) working days of receipt of the Director's decision. If the recommendation is to grant the request, the immediate supervisor shall be responsible for the implementation of the request.

E. All reviewers shall consider each request based on the following criteria:

- The relationship between the accommodation and essential functions of the job;
- Necessity;
- Cost effectiveness;
- Undue hardship; and
- Compatibility with existing equipment (where applicable).

V. UNDUE HARDSHIP

Reasonable accommodations do not have to be granted if they impose an undue hardship. However, consideration must be given to whether another accommodation exists that would not result in an undue hardship. Factors to be considered in determining whether a reasonable accommodation request poses an undue hardship include:

- the nature and cost of the accommodation;
- the overall financial resources of the facility , number of employees at such facility and the effect on expenses and resources;
- the overall financial resources and size of the employer, including the number of employees and the number, type and location of its facilities;
- the type of operation including composition, structure and functions of the workforce, geographic separateness and administrative or fiscal interrelationship;
- the impact of the accommodation on business operations.

VI. APPEAL OF DECISION

If the employee wishes to appeal the Director's decision, the employee must file an appeal with the City's ADA Coordinator within ten (10) working days of notification of the decision. The request shall include the reasons for the request for reconsideration and, if appropriate, alternative suggestions for a reasonable accommodation. A decision shall be made and the employee notified within ten (10) working days of receipt of the appeal. The decision of the ADA Coordinator constitutes the final administrative action.

VII. EXTENSION OF TIME LIMITS

The time limitations provided in Section IV may be extended if circumstances warrant; e.g., absence of a person needed to make the determination, addition information required, etc. The individual requesting the reasonable accommodation shall be notified if an extension is required and shall be given the date of the extended deadline.

VIII. MEDICAL VERIFICATION

At anytime during the review process, medical documentation may be required to assess the accommodation request. It will be the responsibility of the employee/applicant to provide this information. The medical report(s) must include documentation supporting the need for the specific requested accommodation.

IX. JOB APPLICANTS

This policy shall also apply to applicants for positions with the City of Jefferson City. Applicants who are requesting a reasonable accommodation to perform the essential functions of the job will also be required to complete the "*Request for Reasonable Accommodation Form*". Applicants may request the "*Request for Reasonable Accommodation Form*" from the Office of Human Resources.

EXHIBIT G
COMPLAINT FORM

Employee (E) _____

Non-employee/citizen(NE) _____

file number date opened date closed _____

complainant notified of findings _____

last name first name _____

address city zip _____

phone number _____

date of birth _____

sex: M/F _____

Filed with: ADA coordinator other(specify)

Location/place where incident/situation occurred
applicable city department involved

Summary of complaint:

Outcome: _____

EXHIBIT H

Emergency Evacuation Plan for People with Disabilities:

1. Some people with disabilities may not want assistance.

In such cases, the fire warden should alert the fire department to their last known location.

2. For those who do want assistance, below are some suggestions:

a) People who are unable to walk - If located on an upper floor, the employee may be assisted to a stairwell landing to await evacuation or further instructions by fire department personnel. It is important that the co-worker or "buddy" who is assigned to the person with the disability stay with the person until the emergency is over or insure that the person with the disability is provided with a walkie-talkie, and, is capable of using it.

b) People who can walk with assistance: These employees may not be able to travel to a safe area quickly. A co-worker or "buddy" may be designated to assist and accompany the person in descending the stairs in the event additional help is needed, or the individuals may choose to wait in a stairwell for fire department personnel to assist them. It is important to inform the fire department personnel of this decision. Someone should be assigned to stay with this person until the emergency is over, or, insure that the person with the disability is provided with a walkie-talkie and is capable of using it.

c) Visual Impairment: Those individuals with poor vision or no vision may not realize the extent or location of an emergency, and may walk into unexpected objects in paths of escape. An employee with a visual impairment can proceed down the stairs with minimal assistance from a sighted coworker. The individual may prefer to hold on to the sighted person's elbow and walk a half-step behind. Someone should follow behind to protect the employee from being pushed down in the event of crowding. It is best if someone remains with the employee until the emergency is terminated.

d) Deaf or Hard-of-Hearing: Deaf and hard-of-hearing individuals may not be able to distinguish audible warning alarms or respond to voice communications. They may be able to see a visual alarm; if so, they should be able to evacuate with the other employees. If there is no visual alarm nearby, personal notification in the form of sign or hand gestures will be necessary. It is especially important that the floor warden check in restrooms, copy rooms, and kitchens in case an alarm may not be seen from that area. To get the attention of deaf or hard-of-hearing employees, flick the room light switch on and off to convey the need to communicate.

Evacuation Procedure for People with Disabilities:

1. The floor warden must know the whereabouts of every person with a disability who is in the work area and know who that person is.
2. Each floor warden shall designate an assistant and an alternative to assist the person with the disability to the secure stairwell.
3. Before leaving the person with the disability and the co-worker/buddy in the area of refuge, the floor warden shall give the person(s) a walkie-talkie set.
4. If the person with disability is capable of operating the walkie-talkie, the coworker/ buddy may choose to proceed out the building to the assigned meeting area.
5. The floor warden shall keep the other walkie-talkie for communication with the person(s) in the area of refuge.
6. The safety supervisor and the floor warden shall descend the stairwell making sure all the doors in the stairwell are closed.
7. The floor warden shall exit the building and shall notify the fire personnel where the persons with disabilities are located in the areas of refuge