



ACCESSIBILITY ADVISORY COMMITTEE



HOW TO PLAN ACCESSIBLE OUTDOOR EVENTS

Jon-Paul McGonigle, Division Manager, Parks and Recreation
 Krista Broderick, Manager, Special Events and Community Rentals




Background

- **May 2017:** ACCAC requested that Civic Administration consider updates to the City of London Guide “How to Plan Accessible Outdoor Events”.
- **September 2017:** Council approved the separation of the former Special Events Policies and Procedures Manual into two documents
- Staff have reviewed the recommendations provided by ACCAC and incorporated them into the 2018 Special Events Administrative Procedures.

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Input incorporated

<p>Parking:</p> <ul style="list-style-type: none"> • Parking spaces are wide enough to accommodate accessible vans/buses and people who use mobility aids; • Parking spaces are as close to the entrance of the event as possible; and • Event personnel are familiar with the location of these parking spots. 	<p>Public Entrance:</p> <ul style="list-style-type: none"> • The presence of a level entrance that persons using wheelchairs or mobility aids can pass over; • An entrance that is wide enough for wheelchairs to pass through. (Greater than 32" recommended); ?? • In the event that the main entrance isn't accessible, there are signs directing people to the accessible entrance; and • If the main entrance has steps, it also has a railing.
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<p>Emergencies:</p> <ul style="list-style-type: none"> • Auditory and visual alarms in the event of an emergency; • Your evacuation plan addresses the evacuation of persons with special needs; and • Staff are trained in these evacuation procedures. 	<p>Washrooms:</p> <ul style="list-style-type: none"> • Accessible outdoor portable washrooms inline with the size/scope of the event; • Washrooms located in accessible areas; • Washrooms locations are displayed using large clear letters, and understandable pictures or symbols are used on the signs identifying the accessible washroom(s); and • Event personnel know where the accessible washrooms are located.
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Way-Finding Signage:

- Ensure all signs have large clear letters, use plain language, have good colour contrast, and can be read in all light conditions, in order to direct people to specific areas.


Lighting:

- All areas of travel and the display/booth areas must be adequately lit.

Entertainment Seating:

- The seating ensures an unobstructed view;
- A companion can sit beside the person with the disability; and
- Supports are available for the deaf, deafened, or hard of hearing.

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Input incorporated cont'd

Cables & Cords:

- Cover electrical cables and cords that cross aisles or pathways; and
- Cable covers should be no more than a half-inch (1.25 centimeters) thick so that they do not become a tripping hazard and so wheelchairs can traverse across them.

Food:

- Event personnel are available to assist participants in obtaining food and beverages;
- Part of the food counter is lowered to allow persons with mobility aids to access it easily (34 inches is recommended); and
- There is a clear path between tables for a mobility aid user to maneuver. (42 inches is recommended).

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Input incorporated cont'd


Tickets:

- The queuing (line-up) area is accessible (and maneuverable) for mobility aid users;
- There is adequate colour contrast between barriers;
- Tickets, where relevant for accessible seating areas, can be ordered in advance of the event by phone.

Rest Area/Quiet Space:

- Provide a designated quiet space for rest, especially if your event attracts large crowds and is longer than a couple of hours.

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Thank You

Questions?

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