



## ACCESSIBILITY ADVISORY COMMITTEE



**HOW TO PLAN ACCESSIBLE OUTDOOR EVENTS**  
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March 28, 2019



## 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:
  1. Special Events Council Policies
  2. Special Events Administrative Procedures Manual
    - How to Plan Accessible Outdoor Events

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## Background

- **April 2018:** Staff reviewed input provided by ACCAC and integrated into the Special Events Administrative Procedures Manual.
- **June 2018:** Presentation to ACCAC on changes made to City of London Guide "How to Plan Accessible Outdoor Events".
- **July 2018:** ACCAC Advisory Committee Report.

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## Resolution

- **August 2018:** Municipal Council be requested to fully endorse the Outdoor Event Guide, in its entirety, and require that all events held on city-owned land be required to implement all points BE REFERRED to the Civic Administration for review and a report back to CPSC in enough time for possible implementation prior to the next event season.

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## Input incorporated

<p><b>Parking:</b></p> <ul style="list-style-type: none"> <li>• Parking spaces are wide enough to accommodate accessible vans/buses and people who use mobility aids;</li> <li>• Parking spaces are as close to the entrance of the event as possible; and</li> <li>• Event personnel are familiar with the location of these parking spots.</li> </ul>	<p><b>Public Entrance:</b></p> <ul style="list-style-type: none"> <li>• The presence of a level entrance that persons using wheelchairs or mobility aids can pass over;</li> <li>• An entrance that is wide enough for wheelchairs to pass through (44");</li> <li>• In the event that the main entrance isn't accessible, there are signs directing people to the accessible entrance; and</li> <li>• If the main entrance has steps, it also has a railing.</li> </ul>
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## Input incorporated cont'd

<p><b>Emergencies:</b></p> <ul style="list-style-type: none"> <li>• Your evacuation plan addresses the evacuation of persons with special needs; and</li> <li>• Event personnel are trained in these evacuation procedures.</li> </ul>	<p><b>Washrooms:</b></p> <ul style="list-style-type: none"> <li>• Accessible outdoor portable washrooms inline with the size/scope of the event;</li> <li>• Washrooms located in accessible areas;</li> <li>• Washrooms locations are displayed using large clear letters, and understandable pictures or symbols are used on the signs identifying the accessible washroom(s); and</li> <li>• Event personnel know where the accessible washrooms are located.</li> </ul>
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## Input incorporated cont'd

<p><b>Way-Finding Signage:</b></p> <ul style="list-style-type: none"> <li>• Encourage all signage to 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.</li> </ul> <p><b>Lighting:</b></p> <ul style="list-style-type: none"> <li>• All areas of travel and the display/booth areas must be adequately lit.</li> </ul>	<p><b>Entertainment Seating:</b></p> <ul style="list-style-type: none"> <li>• The seating ensures an unobstructed view, where possible;</li> <li>• A support staff/individual can accompany the person with the disability.</li> </ul>
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## Input incorporated cont'd

<p><b>Cables &amp; Cords:</b></p> <ul style="list-style-type: none"> <li>• Cover electrical cables and cords that cross aisles or pathways; and</li> <li>• Where possible 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.</li> </ul>	<p><b>Food:</b></p> <ul style="list-style-type: none"> <li>• Vendor personnel are available to assist participants in obtaining food and beverages;</li> <li>• Where vendor personnel are not available to assist, part of the food counter is lowered to allow persons with mobility aids to access it easily (34" is recommended); and</li> <li>• There is a clear path between tables for a mobility aid user to maneuver. (44" is recommended).</li> </ul>
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## Input incorporated cont'd

**Tickets:**

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

**Tickets (cont'd):**

- Ticketed events on City of London properties shall participate in the Access2 Entertainment card program which provides people with disabilities who require the support of an attendant with a free or discounted admission for their attendant at the event.

**Rest Area/Quite 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 Discussion and Questions

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