

# IMPROVING EXTENSION



# ACCESSIBILITY

Breaking New Ground Resource Center

Purdue University

1146 ABE Building  
West Lafayette, IN 47907-1146  
(765) 494-5088 (Voice or TT)  
1 (800) 825-4264 (4BNG)

*Funding for this project was provided by:*  
Indiana State ADA Steering Committee  
U.S. Department of Agriculture Extension Service Project Number 96-EDFA-1-0033  
Breaking New Ground Resource Center, Purdue University

## Acknowledgments

Special thanks go to the Indiana State ADA Steering Committee that provided funding for 10 County Fairground accessibility assessments and the printing of this resource. Purdue Extension, in cooperation with the Breaking New Ground program, strives to serve the needs of all citizens who visit Purdue Extension county offices and ensure that all programs, services, and materials are accessible to persons with disabilities.

Since 1992, the Purdue Extension county offices have received *The Strategic Plan for Implementing the ADA in the Purdue Cooperative Extension Service, CES and Accessibility Resource Guide* (brochure and video), *Improving Your Rural Business with the ADA*, and the 4-H Perfect Fit material. In addition, accessibility assessments and technical assistance have been provided to many counties in the last eight years.

This resource has been developed specifically for Purdue Extension Educators. Priority has been given to providing practical ideas based on recent fairground accessibility assessments to help you have a positive impact on your program, fairground, and community. Please use these resources to help make Purdue Extension accessible to all citizens.

A final thanks go to Laura Hoelscher and Sharon Katz for their efforts in preparing this resource.

### Disclaimer

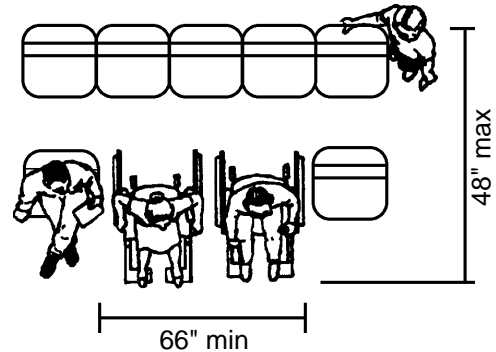
This resource is not comprehensive. It is only a tool to assist the process of accessibility. Purdue University Cooperative Extension Service, Breaking New Ground, the National AgrAbility project, nor Purdue University are responsible for the enforcement of the Americans with Disabilities Act (ADA). The information, materials, and/or technical assistance provided here are intended solely as informal guidance, and are neither a determination of your legal rights or responsibilities under the Act, nor binding on any agency with enforcement responsibility under the ADA. The information must be supplemented by contacting the appropriate agencies, consultants, and state and local building codes. A list of appropriate agencies is provided in this resource.

## PROGRAM ACCESSIBILITY EXAMPLES

Agriculture	4-H/Youth Development
<p><b>Field Days/Farm Tours:</b></p> <ul style="list-style-type: none"> <li>• Advertise the tour/field day and include a message stating “If you require special assistance, please call our office.”</li> <li>• Provide temporary signage directing people to accessible parking, restroom facilities, and demonstration locations.</li> <li>• Locate the speaking areas close to hard, level surfaces for those who have a mobility impairment.</li> <li>• At a test plot demonstration, pull samples and put them in the back of a truck that can be brought closer to the group.</li> <li>• Provide accessible group transportation and/or allow those with mobility impairments to follow the group in their own transportation.</li> <li>• Have an adequate sound system to assist individuals with a hearing impairment.</li> <li>• Provide video footage of inaccessible tour locations, such as the inside of a hog confinement house.</li> <li>• Rent accessible portable restrooms for the event.</li> </ul>	<p><b>Projects:</b></p> <ul style="list-style-type: none"> <li>• Gardening-If a youth uses a wheelchair or cannot easily reach the soil, try raising the garden. Vertical and container gardening help make harvesting and care easier for those with limited mobility.</li> <li>• Animals-Choose a tame breed of animal. Care and feeding can be adapted to youth’s disabilities. For example, premeasure the feed portions.</li> <li>• Food-Choose a simple recipe. Ingredients can be premeasured for youth with developmental disabilities and some types of physical disabilities.</li> <li>• Woodworking-Precut and drilled pieces can be sanded, glued, and assembled by the youth.</li> <li>• Collections-(Forestry, Insect, Weeds) Collection projects can be adapted for youth with disabilities.</li> </ul>
Consumer and Family Sciences	Community Development
<p><b>Meetings:</b></p> <ul style="list-style-type: none"> <li>• Choose an accessible meeting location.</li> <li>• Provide services or programs to an individual’s home.</li> <li>• Tape record or videotape the program so it can be shared with individuals who may not be able to attend.</li> <li>• Plan programs/demonstrations (such as craft items) that can be adapted to accommodate a member with a disability.</li> <li>• For field trips call ahead. Make sure transportation and accommodations are accessible, including all the places you plan to visit.</li> </ul>	<p><b>Community Outreach:</b></p> <ul style="list-style-type: none"> <li>• Provide training to business and civic leaders using resources such as <i>Improving Your Rural Business with the ADA</i> and other items listed on page 8.</li> <li>• Let business owners and the Chamber of Commerce know about possible tax incentives and tax credits to business and civic organizations.</li> <li>• Educate business owners about benefits to their business, such as new sales opportunities and improved customer relations.</li> <li>• Consult with persons who have disabilities for their input.</li> </ul>

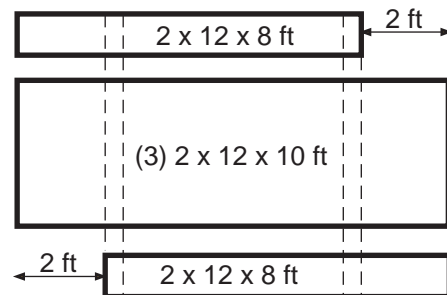
## Practical Ways of Improving Extension Office Accessibility

- Provide accessible parking spaces.
- Post signage to accessible entrances and services.
- Post signage stating "If you need assistance, please ask."
- Install doorbells for people needing assistance.
- Lower door thresholds to 1/2" or less.
- Provide paper cup dispensers beside drinking fountains.
- Lower literature racks.
- Provide accessible restroom facilities.
- Convert one restroom to an accessible unisex restroom.
- Install lever handles on door knobs.
- Widen aisles and reception areas.
- Widen doorways to a 32" minimum.



## Practical Ways of Improving Fairground Accessibility

- Provide accessible parking with signage.
- Widen aisles in livestock buildings and community centers.
- Lower thresholds to 1/2" or less where applicable.
- Reserve accessible seating at show arenas.
- Make the stage accessible with a ramp.
- Make hard-surfaced pathways to buildings.
- Assign 4-H Junior Leaders to assist families having members with a disability.
- Lower drinking fountains.
- Provide accessible pay phones.
- Provide accessible picnic tables for concession areas.



TOP VIEW  
Accessible picnic table

## Practical Ways of Improving Communication Accessibility

- Provide large print format, Braille, or audio tapes when requested.
- Install a text telephone (TT) in the Extension office.
- Hand a clipboard and paper to those unable to speak or reach the counter.
- Mail materials to consumers who can't come to the office.
- Provide closed-captioning or a sign language interpreter as needed.
- Advertise the availability of interpreters, notetakers, written materials or other auxiliary aids on all public meeting announcements. (See page 3.)
- Advertise the state telephone relay service for persons with hearing impairments. (See special services in the front of your telephone book.)

## Alternative Methods of Providing Services\*

- Relocate a service to an accessible facility. For example, move a public information office from the third floor to the first floor of a building, or provide a telephone with proper instructions on the first floor in order to allow the potential client to call you.
- Provide an aide or personal assistant to enable an individual with a disability to obtain the service. For example, have someone available to read a pamphlet to a person with a vision impairment, or have a person available to reach materials located on a high counter top or publication rack for someone who uses a wheelchair.
- Provide benefits or services at an individual's home or at an alternative accessible site.

## Language and Attitudes

An attitudinal barrier that we need to become more aware of is language. Language can project negative images that cause misconceptions and limit how individuals with disabilities can participate in our society.

### TERMS TO AVOID:

- Handicapped (In reference to a person)
- Afflicted with..., victim of..., stricken with...
- Deaf and dumb
- Cripple, lame
- Deformed, defective, invalid
- Confined to a wheelchair, wheelchair bound

*These terms imply that the person is not equal to those with different capacities.*

### PREFERRED TERMS:

- Individual with a disability
- Individual with a vision impairment
- Individual with a hearing impairment
- Individual with a mobility impairment
- Individual who uses a wheelchair
- Individual who uses crutches
- Individual who uses a Guide Dog
- Individual with a different learning style

*People have disabilities. People are not disabilities.*

## Special Assistance Notices for Public Meetings

Extension is required to take necessary steps to ensure that individuals with a disability may fully participate in the services, programs, or activities provided. These provisions apply to all public meetings associated with each office and require the availability of auxiliary aids such as interpreters, notetakers, or written materials to ensure full participation during these meetings. For example, the following could be added to notices for all public meetings associated with your office.

IF YOU HAVE A DISABILITY THAT REQUIRES SPECIAL ASSISTANCE FOR YOUR PARTICIPATION IN THE MEETING, PLEASE CONTACT (NAME/AGENCY/OFFICE) AT (TELEPHONE NUMBER).

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\*Alternative methods are not an excuse for non-compliance. However, because of "undue financial and administrative burden," alternative methods may be a temporary solution to inaccessible programs.

## Abbreviated ADA Building Guidelines

*(The numbers in parentheses reference specific ADA guidelines in Federal Register Vol. 56 No. 144. July 26, 1991.)*

### EXTERIOR SURVEY

#### SIGNAGE (4.30)

Required for accessible parking spaces; Direction/information and entrance signs should be sized for viewing distance. Inaccessible entrances to buildings shall have directional signage indicating route to accessible entrance; accessible bathrooms must be designated with appropriate signage; directional signage.

#### PARKING (4.6)

1 accessible space for every 25 spaces; if more than 100 spaces, refer to Federal Register Vol. 56 under 4.1.2; Min 8'W + Min 5'W aisle.

#### ROUTE (4.3)

Shall connect all accessible areas; passing space Min 3'W (every 200' Min 60" x 60" landing); reach ranges: FA - Max 48"H/Min 15", SA - Max 54"H/Min 9".

#### RAMPS (4.8)

Min 3'W; Landings: level 60"L; if change direction Min 60" x 60"; Handrails: 34"-38" to top of rail, 1 1/2" from wall, 1 1/4"-1/2" diam.; Max slope 1:12. Outdoor ramps designed so water does not accumulate on surface.

#### WALKWAYS (4.3.7)

Max slope: 1 to 20 = 3 degrees, if greater then = ramp.

#### EXTERIOR DOORS (4.13)

Min 32"W; Thresholds: must be beveled if between 1/4" and 3/4" (on existing buildings)

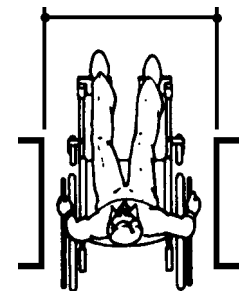
### INTERIOR SURVEY

#### INTERIOR DOORS (4.13)

Min 32"W; must be beveled if between 1/4" and 1/2"; Max pull 5 lbs.

#### OFFICE (4.32-4.33)

Min 27" knee clearance at tables; accessible tables and counters shall be from 28"-34"H; Max 48" FA and Max 54" SA for literature racks; make all services, programs, and literature available to all persons; increase staff awareness to persons with disabilities (be willing to read literature, move programs to accessible facilities, or reach materials on high shelves).



32" min  
Interior doors

#### MEETING ROOMS (4.33)

Seating Min 1 accessible for every 25 seats, if seating capacity 300+ need more than 1 accessible area; if greater than 50 seats see 4.1.3; CFS 30" x 48"; performing areas, including stages and platforms must be accessible (4.33.5); audible communication: must furnish auxiliary aids (interpreters, assistive listening devices and taped text) and services when necessary to ensure effective communication.

#### TELEPHONES (4.31)

Both indoor and outdoor; indoor, Min 1 phone per floor accessible as per following; 30" x 48" clear floor or ground space; Highest operable part (usually coin slot): 48" (FA), 54" (SA); Min 29"L cord; hearing-aid compatible (has blue grommet); signage required; volume controls required on all accessible and 25% of non-accessible; text telephone may be required.



## *FAIRGROUNDS*

### **PARKING (4.6)**

Provide extra accessible parking for fair; when total parking exceeds 100 see table under 4.1.2 for number of required spaces; Min 8'W + Min 5'W aisle.

### **SIGNAGE (4.30)**

See "Exterior Survey" and the inside back cover of this publication for examples.

### **GENERAL**

Min 1 accessible entrance to all buildings, including livestock buildings; accessible aisles Min 36"W; knee clearance at table = Min 27"H; public speaking stages and platforms must be accessible.

### **PRIORITIES**

- Provide equal access to services and programs.
- Provide designated parking spaces.
- Provide curb cuts, and install ramps.
- Widen doors if necessary. Make sure all people can "get in the door."
- Increase the number of hard surfaces for accessible pathways.
- Increase the number of accessible restrooms for the duration of the fair (e.g., portable facilities).
- Provide accessible telephones.
- Improve signage to communicate where accessible restrooms, telephones, printed material, and parking are located.
- Train 4-H Leaders, fair boards, and 4-H youth using the Extension resources listed on page 8.
- Involve individuals with disabilities in your planning and program development.

### **LOW COST ACCOMMODATIONS**

- **Doorbells** can alert you that someone needs your services.
- **Public schools** can often provide free accessible meeting rooms.
- **Dixie cup dispensers** next to the water fountain can provide drinking water.
- **Clipboards** can be used when countertops are inaccessible or too high.
- **Mirrors** can be installed at accessible height rather than move original mirror.
- **Temporary accessible parking** can be created with rope, signs, and posts set in cement-filled tires.

Disclaimer - This checklist is not comprehensive. It is only a tool to start the process of assessing building accessibility. It should not be considered as legal advice or legally binding. This information must be supplemented by contacting the appropriate agencies, consultants and state and local building codes. We have a list of consultants and agencies that are available to assist you with many of your technical questions.

## Sources of Practical Solutions

1. Miscellaneous Accessibility Products:
  - Van Duerr Industries  
426 Broadway St., Ste. 207  
Chico, CA 95928  
(800) 497-2003
  - Accessibility Products  
4855 South Emerson Avenue  
Indianapolis, IN 46203  
(800) 336-1147
  - local hardware stores, health care supply,  
Walmart, K-Mart
  
2. Lifts and Ramps:
  - Hamilton's AT Services  
8132 Woodland Drive  
Indianapolis, IN 46278  
(317) 824-7100
  
  - Mobil Platform Lift*  
Adaptive Engineering Ltd.  
3604 Burnsland Rd. SE  
Calgary, Alberta  
Canada, T2G 3Z2  
(403) 243-9400
  
3. Automatic Door Openers:
  - Stanley  
65 Scott Swamp Rd.  
Farmington, CT 06032  
(860) 677-2861
  
4. Signage:
  - Emed Co., Inc.  
P.O. Box 369  
Buffalo, NY 14240-0369  
(800) 442-3633
  
5. Text telephone, phone amplifiers,  
hearing systems:
  - Assistive Listening Systems  
Williams Sound Corp.  
10399 West 70<sup>th</sup> St.  
Eden Prairie, MN 55344-3459  
(800) 843-3544

## Resource Agencies

Great Lakes Disability and Business Technical Assistance Center  
1640 West Roosevelt Road  
Chicago, IL 60608  
phone: (800) 949-4232  
fax: (312) 413-1856

Job Accommodation Network  
West Virginia University  
918 Chestnut Ridge Rd., Suite #1, P.O. Box 6080  
Morgantown, WV 26506-6080  
1 (800) 526-7234 Voice/TT  
1 (800) ADA-WORK

Indiana ADA Steering Committee  
Center for Planning and Policy Studies  
Indiana Institute on Disability and Community  
2853 East 10th Street  
Bloomington, IN 47408-2696  
phone: (812) 855-6508  
fax: (812) 855-9630

## Audio Visual Resources

### *Cooperative Extension Service and Accessibility*

This resource package includes a 15-minute video presentation and a *Practical Solutions* manual and brochure. It provides practical information in an easy-to-use format that is designed to help Extension improve the accessibility of its programs, services, and materials: extension offices; and fairgrounds. The packet also provides sources for assistive devices, technical and legal information, and copy-ready handouts for training in the community.

### *A Perfect Fit Leader's Kit: 4-H Involvement for Youth with Disabilities*

This 11-minute video kit provides insight into the lives of young people with disabilities who are involved in 4-H and their parents. Explore success stories, discover parents' perceptions, and hear from a volunteer leader with disabilities. Also included in the kit is a leader's guide and two brochures that describe the benefits of involving youth with disabilities in 4-H.

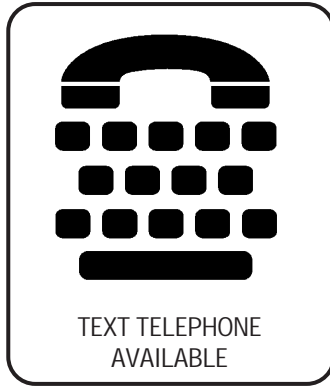
### *Strategic Plan for Implementing the ADA in the Purdue Cooperative Extension Service*

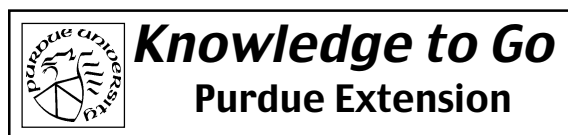
This resource provides an overview of the ADA, a schedule of activities, and a plan for addressing barriers.

Available from:

***Breaking New Ground***  
Purdue University  
1146 Agricultural & Biological Engineering Building  
West Lafayette, IN 47907-1146  
(765) 494-5088 (Voice/TT)  
1-800-825-4263 (Voice/TT)  
(765) 496-1356 (FX)

# Accessibility Signage





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