

Accessibility Plan – Sample

This sample plan features an organization with a narrow mandate. Actual organizations will vary significantly and will require broader analysis and more detailed actions.

Name of Organization: Organization X (Org.X)

Part 1. Baseline Report

A. Overview of Programs and Services

- provides supervised recreation activities for youth, adults and seniors
- provides equipment and craft supplies for independent activity
- promotes community engagement

B. Accessibility Achievements

- offers its recreation activities in wheelchair accessible venues
- trains instructors to speak clearly and to ask participants how they can help
- designs print materials and event advertising with large, easy to read fonts

C. Accessibility Barriers

- Registration forms are designed with 10 point font and are not offered in an alternate format, such as a large print version.
- Facilitators do not know how to modify activities to accommodate persons with disabilities.
- Human Resources has not considered how to create barrier-free hiring processes or on-the-job disability accommodations
- Groups representing persons with disabilities or seniors have not been consulted to determine how inclusion could be promoted.
- Website not accessible

Accessibility Plan – Sample *Continued*

Part 2. Accessibility Plan

A. Statement of Commitment

Organization X is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in ways that allow them to maintain their dignity and independence. We believe in inclusion. We are committed to meeting the needs of people who face accessibility barriers. We will do this by identifying, removing and preventing barriers and by meeting the requirements of *The Accessibility for Manitobans Act (AMA)*.

B. Policies

- Org. X will review all programs, services and new initiatives to ensure accessibility.
- Org. X will make information available in an accessible format or provide communication supports to people with disabilities in a way that considers their disability.

C. Actions

See **Work Plan** for examples of actions with assigned responsibilities, budget implications and timelines.

Action 1 – Establish Accessibility Working Group	
<p>Initiatives/Actions</p> <ul style="list-style-type: none"> • management to appoint an accessibility coordinator • management to establish an accessibility working group • accessibility coordinator develop draft terms of reference for the working group, including purpose, timelines and membership 	<p>Expected Outcomes</p> <ul style="list-style-type: none"> • Each area or division that serves the public is represented on the working group. • Other levels of the organization are represented. • Working group has detailed work plans, multi-year timelines. • Members participate in developing, implementing and updating the Accessibility Plan.

Accessibility Plan – Sample *Continued*

Action 2 – Offer and provide information in an accessible format on request	
<p>Initiatives/Actions</p> <ul style="list-style-type: none"> • accessibility working group to develop a process for responding to requests for accessible supports and services • accessibility coordinator to communicate process to all staff by email • HR to create on-line training on how to respond to requests • communications to promote the availability of alternate formats on request, by including the active offer on all new documents 	<p>Expected Outcomes</p> <ul style="list-style-type: none"> • Staff are aware of alternate formats and how to make them available to the public. • All documents created from July 2015 onward advertise the availability of alternate formats.
Action 3 – Staff Awareness and Training	
<p>Initiatives/Actions</p> <ul style="list-style-type: none"> • management to confirm the organization’s commitment to accessibility in writing, endorse the commitment at meetings and celebrate progress • HR to offer accessibility training/awareness presentations to managers, program and frontline staff • accessibility working group to send email and make presentations to managers re accessibility legislation, expectations and resources available to ensure AMA compliance • management to acknowledge accessibility achievements and share information with staff in organization newsletter and staff meetings 	<p>Expected Outcomes</p> <ul style="list-style-type: none"> • Staff understands accessibility and supports implementation of the plan. • Information on progress on implementing Org. X’s Accessibility Plan is available to staff.

Accessibility Plan – Sample *Continued*

Action 4 – Monitor Progress	
Initiatives/Actions <ul style="list-style-type: none">• accessibility coordinator, with assistance of working group, to track progress on challenges, and requests fo accommodations with budgetary implications• accessibility coordinator to report quarterly to senior management• future plans and budgets to be integrated into operational plans• communications to include progress report and update on AMA in Org. X's annual report	Expected Outcomes <ul style="list-style-type: none">• Senior management is aware of progress on AMA compliance and considers future plans.• Annual report includes a section highlighting progress on accessibility.• Accessibility Plan is posted on website and available in alternate formats.

Contact Person: _____

(accessibility coordinator)

Phone: _____

Email: _____

Senior manager's signature _____ **Date:** _____