

**ANNUAL ACCESSIBILITY PLAN
2017-2019**

CATEGORY: Student Support Services - Accessibility Services, Library, etc.

Area Evaluated	Accessibility Issue/Concern	Strategy for Improvement	Status
Accessibility Services (South Campus)	Front counter not accessible	Bring forward to Facilities Mg.	Completed
	Door to testing area lacks automated door opener	Bring forward to Facilities Mg.	Completed
	Student waiting room is not wheelchair friendly	Remove barriers for appropriate space	Suggested
Accessibility Services (Thames Campus)	Insufficient space for accommodated testing	Use available space	Completed and ongoing
	Lab too small to meet training needs No interim computer support for students during wait for computer purchase	Use available space (dedicated meeting room) Extend lab hours Make available laptops with assistive software for loan	Completed and ongoing Completed Completed and ongoing
	Not enough digital recording devices for student use	Buy more digital recorders	Completed and ongoing
	Wheelchair cannot get through the library door and new book sign-in security system.	Consider moving security structure or button opens both doors.	Ongoing
Library (Thames Campus)	Button location is challenging when exiting the library.	Move button or automatic sliding doors.	Ongoing
Campus Bookstore (Main and Thames Campus)	Wheelchairs unable to get between the aisles	Increase distance of aisles (no space available)	Ongoing/completed/ongoing
Emergency Phone (Thames)	Phones not accessible height/ need public phone in Healthplex		Ongoing
Healthplex (Thames Campus) Gym	Gym doors do not have accessible buttons	install appropriate buttons	Ongoing
Library (South Campus) and AV	Counter too high for wheelchair accessibility	Lower counter level	Completed
SCCA – Student Services Rm 127/128	Student Services front counter too high	evaluate options	Ongoing
	wheelchair cannot enter student services area offices due to narrow doorway	investigate possibility of widening or removing barrier	Ongoing
	Entryway and general office lighting is low	increase lighting	In progress
	Grey drop box is too high	Move to wheelchair accessible height	Suggested

**CATEGORY: Instructional Delivery - UID,
Classrooms, Labs, etc.**

Area Evaluated	Accessibility Issue/Concern	Strategy for Improvement	Status
Instructional Delivery	Lighting in some classrooms too low for sign language interpretation	Identify classrooms with poor lighting	Ongoing
	Not all classrooms equipped for UID, only UID capable	continue to equip classrooms with technology Continue to include Blackboard technology Continue faculty PD on Educator Awareness	Ongoing Ongoing Complete and Ongoing
Classroom / Labs	Not all classrooms/labs contain adjustable desks or regular adjustable desks	Order adjustable desks as classrooms are updated	Ongoing

**CATEGORY: College Wide - Physical
Environment - Signage, Elevators,
Lighting, Curbs / ramps, etc.**

Area Evaluated	Accessibility Issue/Concern	Strategy for Improvement	Status
Alarms	Some parts of building not supplied with visual alarms (as need arises)	Bring forward to Facilities Mgt.	Complete and ongoing
Emergency Phone (South)	Family change room emergency phone too high	Bring forward to Facilities Mgt.	Ongoing
Lighting – South	Central stairway could be brighter to benefit visually impaired students		Suggested
Classroom Numbers – College Wide	Not all classroom numbers are highly visible and only a very few are in braille		Suggested
Emergency Phone (Thames)	phones not at an accessible height/ no public phone in Healthplex	Bring forward to Facilities Mgt.	Ongoing
External Pedestrian Routes	No Emergency Call Boxes	Ten new Emergency Call Boxes are planned for South Campus and have been installed	Completed and ongoing
	Routes to entranceways not adequately signed with visual and tactile signage	Develop a standard for external signage	Ongoing
Offices of Initial Student Contact	Students with a vision disability lack accommodation for reading and signing documents	Have magnifying devices available for student use	Suggested

Internal Elevators	Some braille signage near elevator is too high Throughout campus	facilities mgt investigating	Ongoing
	Insufficient unobstructed space for wheelchairs to turn in West elevator and Thames campus	Install mirror so wheelchair users may be able to see door opening behind them. Improve signage to direct to more accessible elevators.	Ongoing Ongoing
	All elevators do not have appropriate handrails	Install handrails - facilities investigating	Completed
Internal Washrooms	Not all stalls are 60" x 60"	Other washrooms may be upgraded if feasible	Ongoing
	Some handles and locks are too difficult	Identify need and replace with accessible latches	Ongoing
	Replace light switches with automated lighting - a person in a wheelchair cannot turn on/off light switch due to height	remove light switch stickers "turn off lights" and investigate ongoing replacement to motion censored lighting	Ongoing
Internal Floors	Some floors may be slippery	Slip-resistant treatments would be helpful; provide carpet/mat at high traffic entrances for wiping feet. Floors are monitored by maintenance staff daily.	Completed and ongoing
Internal Signage	Not all rooms are clearly marked by visual and tactile signage all at an appropriate height to be visible to persons in wheelchairs.	Improved signage to be added	Ongoing
		Develop a standard for internal signage.	Ongoing
Student Centre – South	SC 112- Door to The SRC office lacks automated door opener	investigate possibility of installing automatic door opener	Completed
Student Centre – South	NW Vestibule (Student Centre)- the doors leading into that area cause concern	Investigate possibility of installing automatic door opener.	Completed
Student Centre – South	Entrance to Student Centre from main hall way- doors lack automated door opener	investigate possibility of installing automatic door opener	Completed
Hangar – South	Stage is not wheelchair accessible	Recommend a ramp	Suggested
Classrooms, office doors and exits (South)	Many doors are not automated ie. Pool viewing area, outdoor patios – 2 nd floor, Athletic Change Room, Gym doors and South Exit near Gym, Room 206L and EPIC Genesis Centre		Suggested

Accessible buttons	Need repair - rooms: HR, Both entrances to FCEM 242, 320, hangar, Sportsplex, gym exterior entrance, room 1007	Provide work order to facilities	In progress
4th floor corridor (South)	Two sets of doors from elevator with no accessible buttons	Work with facilities to correct	Ongoing
	No accessibility button to washrooms (across from Rm 407) Women's washroom not accessible No accessible tables for wheelchair in various lab/classrooms		Ongoing
3 rd floor (South)	Accessibility button to men's washroom across from room 309 not convenient to those in wheelchair. No accessible tables in various labs/classrooms		Ongoing
3 rd floor – South	Water fountain is not wheelchair accessible		Suggested
2 nd floor (South)	Accessibility button to men's washroom near room 209 not working Whiteboard is often blocking accessibility button near room 209 No accessible tables in various labs/classrooms		Ongoing
1 st floor (South)	Label on washroom doors near Rm 157 indicate they are wheelchair accessible but there is no accessibility button Washroom door not accessible 147C No assessable tables in various table/classrooms		Ongoing
Basement (South)	Accessibility Button required for entrance to hallway leading to rooms 81-88 No assessable tables in various labs/classrooms		Ongoing
Health Centre (South)	Brochures and information on display outside of Health Centre are too high and not accessible	Recommend lowering the brochure and Information rack	Suggested
E Block (landscaping building)	No accessibility to building (Rm 192) and washrooms		Ongoing
G Block (landscaping building)	No accessibility button to internal/external doors No accessibility button to washrooms		Ongoing

Residence	No accessibility buttons to washrooms in main lobby No accessibility buttons to back entrance/patio No emergency exit blankets located at stairwells		Ongoing
Other	Repaint "no Parking zone" in parking lot located in front of Lot A Consider placing braille notification in more obvious areas at all washrooms/elevators Not all external doors are wheelchair accessible. This could be an issue if a fire. Drinking fountains are not assessable to those in wheelchairs.		Ongoing
CCIP	Mezzanine not accessible	Elevator needed	Ongoing
Washroom on 4th floor	Not accessible	Work with facilities to install buttons	Ongoing
Main washroom in basement - SCCA	No handicap stall in women's washroom No handrails in men's nor woman's washroom Towels are up too high	Bring forward to Facilities Management	Ongoing
Room B004 - Open Lab - SCCA	No accessible tables	Bring forward to Facilities Management	Ongoing
Basement Corridor (in front of elevator) - SCCA	Accessible button on wrong wall Bench located in front of button	Bring forward to Facilities Management	Ongoing
FCEM	Microwave across from Tim Hortons is not wheelchair accessible	Recommend a lower table for microwave	Suggested
External Corridor - South Campus from 2nd floor to FCEM	Accessible door button not working very slippery when wet	Bring forward to Facilities Management	Ongoing
Thames Campus	Vending machine area is not accessible	Bring forward to Facilities Management	Completed
Healthplex (South)	Need for emergency exit blankets located at stairwells		Ongoing
	Microwave in South side snack area is not accessible	Provide a lower table for microwave	Suggested
Sportsplex (South Campus)	Ramp in front of Accessible Parking spot	Facilities Management investigate	Completed
Registrar's office	Wheelchair or walker	Registrar office investigating new options	Ongoing
Accessible counter does not exist	SRC copy centre; FCEM front counter; Lower Deck counter; Cafeteria service areas for soup; Thames Registration office;	Awareness to areas, recommendations for improvement	Ongoing

Parking (Thames)	Some accessible spaces only have painted ground signage	work request for additional posted signage	In progress/ ongoing
Main Entrance sidewalk (Thames)	Smoking stand needs to be removed from sidewalk - currently a barrier for wheel traffic (chair/walker/scooter)	work request needed	In progress/ On going
Room 136 (Thames)	Steps do not have demarcation (contrasting/yellow) colouring	Facilities Mgt investigate	Ongoing in process of renovation
Classroom Doors (Thames)	Class room doors need Braille numbers		In progress
Registration (Thames)	Wheelchair cannot get underneath to provide student a flat writing surface.		In progress
Room 116 & 118 (Thames)	Need rails, no table seats (same as 127&1280)		In progress
Room 127/128 (Thames)	No rails; no table seats	Investigation for classroom upgrade	In progress/ Ongoing
Trade Tech Wing (Thames)	Phone by instructor offices too high for wheelchair		Ongoing
Thames Campus Signage	Key information/location signage is needed at main entrance (elevator/washroom/service areas, etc.)	Identify key information for signage	In progress/ On going
Thames Hallway	Centre vertical bar is not clearly marked	Facilities Mgt investigate	In progress/ Completed
Healthplex (Thames)	Benches in the middle of the hallway are the same colour as the floor	Move benches or change colour	Ongoing
	Door to fitness room needs accessible buttons	Install	Ongoing
	Gymnasium, accessible buttons	Install	Ongoing
TD Centre	Lighting in stairway to 2nd floor is low	Facilities Mgt investigate	Ongoing
	2nd floor is not accessible	mirrored services available on first floor	Ongoing
TD Centre	No quiet room/accessible software on a dedicated computer	SRC is investigating possibility (Note: Main floor meeting room now equipped with software)	Completed
MediaPlex	Dedicated testing area, faculty now teach in Lab	Facilities room was discussed	Ongoing
	Lockers are not easily accessed by students in wheelchairs – uppers too high and lowers too low	Mount accessible lockers at an appropriate height	Suggested
	Tables outside of Room 108 are tight to doorway; limits access to faculty offices	Removal or repositioning of table required	Suggested
	Room 111 needs adjustable desk	work order required	Completed

SCCA - signage	Signage is not readily accessed/visible or clear	identify needs and bring forward	Ongoing
SCCA - 4th floor Academic Admin/Faculty Offices	Counter/desk is too high	investigate option	Ongoing/complete
	Phone to contact faculty is too high	work order required	in progress
	Faculty now have use of an accessible meeting room (Rm 432)		Completed
	Door is too small (chair cannot get through)	Bring forward to Facilities Management	Ongoing
SCCA – 4 th floor resource room		Room is now fully accessible	Completed
SCCA – 4 th floor	Schedules posted outside of School of Media Art and Design are too high – not accessible		Suggested
Front Entrance of Building – SCCA	Button is too small and needs to be reset on occasion	Bring forward to Facilities Management	Ongoing
4th floor Taq Taq - International Room (401/402/403/404)	No crank tables	Bring forward to Facilities Management	Ongoing
SCCA – Concession Area, 2 nd floor	Counters too high at service area and where cutlery and condiments are provided		Suggested
	Menus should be provided in alternate format to accommodate those with vision disabilities		Suggested
SCCA – Canada Trust Lounge Area	Tables are tight to bar area – tough for wheelchair passage		Suggested
SCCA – Bathroom Lift	Only one wheelchair accessible washroom with lift in entire building – located inconveniently in the Chrysler Theatre		Suggested
SCCA – 2 nd floor	Doors to elevator from Skyline Room are not accessible – no automatic doors		Suggested
SCCA – Port of Windsor Room & Dieppe Room	No automatic doors		Suggested
SCCA – Room B13	Not accessible		Suggested

CATEGORY: Communication /

**Publications - Website,
Handbook/Calendar, etc.**

Area Evaluated	Accessibility Issue/Concern	Strategy for Improvement	Status
Marketing	New website not accessible	committee has been struck to implement	Completed and ongoing
Registrar's Office	Counsellors do not have access to specific computer screens		In progress
College Website – Student Services Page	Counsellor names outdated	Update names with new staff	Suggested
	Off Campus Resources list incomplete	Include Teen Health Centre	
	Information regarding Interpreting Services Form to be filled out at Deaf and Interpreting Services Office is incorrect – now online process	Rewording of instructions for accuracy	
College Website – Career Central Page	No mention of services offered to students with disabilities	Offer Job Coaching, employer education re: hiring graduates with disabilities, modified workplaces, technical devices, sign language interpreting services etc. How is St. Clair College helping graduates with disabilities find employment?	Suggested
College Website – Sports Plex/Health Plex	No mention of services offered to students with disabilities	Offer/highlight accessible fitness classes, specialized equipment etc.	Suggested
College Website – General	No mention of our accessible campuses, and residences	Need to include this in our marketing. This information should be visible to students	Suggested
College Website – General	Campus Tour Request form does not include space to indicate the need for any special needs/requirements for tour	Include a space for students to request additional support or accessibility needs on the online form	Suggested
	Online campus maps do not highlight all accessible washrooms and parking areas	Update maps	

Bursaries and Scholarships	Bursary and Scholarship information specifically for students with disabilities is not readily available	Need additional methods to convey this information to incoming students as well as current students. Establish a marketing strategy.	Ongoing
Convocation	Students require a method of communication to inform organizers of convocation of a disability	Student Services is investigating	Ongoing
Registration (Thames Campus)	entrance to registrar's office does not have an accessible button	Registrar's office is investigating	Ongoing
College Promotional Videos	Not all material has Closed Captioning	Ensure that all videos and You Tube material is Closed Captioned	Suggested