

KPFA DISABILITY ACCESS REPORT

**PREPARED BY
KPFA DISABILITY ACCESS COMMITTEE**

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KPFA DISABILITY ACCESS COMMITTEE

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INTRODUCTION:

The KPFA Disability Access Committee has reviewed the KPFA disability access site survey and report recommendations prepared by Francie Moeller. We acknowledge and appreciate the work that Francie has performed. The following findings and recommendations support important areas of the Moeller Report, especially in regard to wheelchair users. However this report also addresses issues that affect a wider range of other types of disabilities.

OVERALL RECOMMENDATION

KPFA SHOULD ADOPT STANDARDS AND MAKE IMPROVEMENTS WHICH GIVE ACCESS TO THE WIDEST POSSIBLE RANGE OF HUMAN DIFFERENCES.

CIRCLE OF EXPERTS & ALLIES

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TABLE OF CONTENTS

TABLE OF CONTENTS	p. 1
A. SUMMARY OF HIGH PRIORITY RECOMMENDATIONS	p. 3
B. GETTING INTO THE BUILDING:	p. 5
1. Front and Rear Door Access	
2. Front Entrance Door Sidewalk	
3. Rear Entrance Area.	
4. Ramp Next to Parking Lot	
5. Parking Lot	
C. ACCESS TO KPFA VIA PUBLIC TRANSIT AND PARATRANSIT	p. 5
D. GETTING AROUND THE BUILDING:	pp. 6-14
A. COMMON AREAS	pp. 6-8
1. Interior Doors	
2. Outlets & Light Switches	
3. First Floor Hallway & Lobby	
4. Restrooms	
5. Elevator	
6. Coffee Area/Kitchen	
7. Outdoor Patio	
B. INDIVIDUAL ROOMS	pp. 8-14
1. Performance Studio	
2. Music Library	
3. News Room	
4. News Studio	
5. 2 nd Floor Conference Room	
6. Mailbox Room	
7. Subscription Room	
8. Staff & Copy Room (Left of Front Entry)	
9. Main Control Room	
10. Main Control Studios (left & right of Main Control Room)	
11. Apprentice Office and Side Room	
12. Downstairs (rear) Production & Control Rooms	
13. Ujima Office	
14. Business Office	
15. New World Office	
16. Northwest Corner Office & Studio (2 nd Floor)	
17. Other Offices	

TABLE OF CONTENTS continued

E.	PHYSICAL PLANT	pp.14-15
	1. Signs	
	2. Environmental/Chemical Sensitivities	
	3. Purchase of Digital Equipment	
	4. Air Circulation	
	5. Medium-Sized Studio	
F.	USING EQUIPMENT	pp.16-17
G.	USING RESOURCES - SOCIAL AND CULTURAL ISSUES	pp.17-19
	1. Information, Training, Orientation	
	2. Employment Posting, Individual Accommodations	
	3. Event Venues	
H.	DISABILITY ACCESS TO KPFA LSB ELECTIONS	pp.19-21
APPENDIX A:	PRIORITY RANKING DEFINITIONS	p. 22
APPENDIX B:	RELEVANT LAWS	p. 23
APPENDIX C:	KPFA DISABILITY ACCESS BUDGET PRIORITIES	p. 24
APPENDIX D:	DEAF ACCESS RESOURCES AND INFORMATION	p. 25
APPENDIX E:	ACCESS TO PACIFICA BD. MEETINGS IN BERKELEY	p. 27

SUMMARY OF HIGH PRIORITY* RECOMMENDATIONS

1. Provide accessible entry to building in off hours. (Sec. B) Upgrade entry doors and door code pads to accessible standards. (Sec. B, 1-3)
2. Move Disabled Parking Space (Sec. B, 5)
3. Change door hardware, outlets and light switches to accessible designs. (Sec. D, A, 1-2)
4. Provide proper disabled access signs for restrooms and wrap water pipes. (Sec. D, A, 4)
5. Clear out the bad odor in the elevator and upgrade with lights for deaf persons and raised letter and large print signage. (Sec. D, A, 5)
6. Scent-Free Policy: Repost signs informing people that the building is a scent-free environment. Require cleaning staff to use scent-free cleaning products and restore the use of unscented hand soap in restrooms. (Sec. D, A, 3, 4 & 5; Sec. E, 1, 2 & 4)
7. Make timetable for digitalization of music library and set up temporary access systems until that is complete. (Sec. D, B, 2)
8. Change 2nd floor conference room furniture to ensure accessibility to people with disabilities. (Sec. D, B, 5)
9. Provide adaptive equipment for blind access, including raised letter and large print labeling, to main control room and side studios (Sec. D, B, 9)
10. Research and evaluate new digital equipment carefully before purchase for access feature and barriers to access. (Sec. E)
11. Conduct careful research and evaluate new equipment before purchase to ensure accessibility. (Sec. F)
12. Provide sensitivity training for all paid and unpaid staff on disability access issues and provide orientation to new staff on KPFA accessibility. (Sec. G, 1)
13. Address Individual staff needs for access accommodations. (Sec. G, 2)
14. Reach out to potential applicants with disabilities in employment postings. (Sec. G, 2)
15. Require that all KPFA-produced and meetings be held in accessible venues and work with co-sponsors to make all co-sponsored events more accessible. (Sec. G, 3)
16. Provide accessible ballot and voting materials for all KPFA Elections (Sec. H)

* *Priority rankings are defined in Appendix A on page 18.*

B. GETTING INTO THE BUILDING

1. FRONT AND REAR DOOR ACCESS:

HIGH PRIORITY

Findings:

There are several impediments to building access for people with disabilities. The KPFA Disability Access Committee, ranks independent access to the building as our highest priority. We have been advised that money has been allocated in KPFA's FY'08 budget to address this issue and to ensure that all three entrance doorways (two at the front of the building and one at the rear) are made fully accessible.

Resolution:

Immediate and Temporary Solution:

An immediate and temporary solution would be to allocate rotating staff to be stationed at the front door receptionist's area, during weekends and nights to accommodate entrance to the building for people with disabilities until the entrance doors are made accessible.

Permanent Resolutions:

- Install an accessible door opening system;
- Establish a longer delay time than the current keypad access system to allow more time for wheelchair access;
- Proposed swipe card solution will not work for many disabled people;
- Move keypad closer to door opening and low enough to be reachable from a wheelchair;
- Lessen the door load to 8½ lbs or less;
- Install a blinking light in the main on air studio so that the person in the studio will know that someone is waiting for assisted access at the front entrance door.
- Install raised buttons and larger numbers (for low vision) on the keypads at the entrance doors.

2. FRONT ENTRANCE DOOR SIDEWALK:

HIGH PRIORITY

Finding:

This sidewalk slopes away from the doors, causing a person in a chair/scooter to roll downhill and backwards while trying to open the entrance door(s).

Resolution:

Change the angle of the slope

3. REAR ENTRANCE AREA:

HIGH PRIORITY

Finding:

This area is inaccessible to people with disabilities due to clutter from refuse storage and bicycle parking.

Resolution:

This area must be kept clear. Relocate garbage cans and bicycle parking.

4. RAMP NEXT TO PARKING LOT

HIGH PRIORITY

Finding:

Current sidewalk ramp is hazardous. At least one person has fallen as a result of uneven surface. This area must be kept clear.

Resolution:

Install yellow stripping on the step leading to the back sidewalk ramp.

5. PARKING LOT:

HIGH PRIORITY

Finding:

The current disabled parking spot needs to be redone to allow for the mandated 9' x 8' van unloading spot.

Partial Resolution:

Move disabled parking space to center rear of lot for easier access and easier expansion of parking area to accommodate vans with ramps.

C. ACCESS TO KPFA VIA PUBLIC TRANSIT AND PARATRANSIT

Findings:

Transportation is available via BART, Berkeley Paratransit and the Berkeley Bus System, which lets you off right at the corner of University and Martin Luther King.

The Paratransit drivers cannot gain access to the building to pick up their passengers during non-staff hours (see Section A above). Receptionists have not been trained to provide transit and access information and access assistance.

Resolution:

MEDIUM PRIORITY

- Train receptionists and other staff
- Receptionists need basic transportation phone numbers and related information (including Paratransit) for program guests and other visitors.

D. GETTING AROUND THE BUILDING

A. COMMON AREAS

1. Interior Doors:

HIGH PRIORITY

Finding and Resolution:

Ensure that all door hardware is changed to accessible designs.

2. Outlets and Light Switches

HIGH PRIORITY

Finding and Resolution:

Ensure that all outlets and light switches are measured and adjusted for wheelchair reach.

3. First Floor Hallway & Lobby:

MEDIUM PRIORITY

Finding and Resolution:

Ensure that first floor hallway and lobby are fully accessible by installing better lighting and cleared of all encumbrances by posting signs prohibiting bicycle parking and storage of boxes.

4. Restrooms:

HIGH PRIORITY

Finding:

All bathrooms need to be made fully accessible.

Resolution:

Make all four restrooms more accessible by providing raised button and large print letter signs and other door signs on entrance sides of all doors at 60" from floor. Wrap hot water pipes. Restore the use of unscented soap.

5. Elevator:

HIGH PRIORITY

Finding:

Make the elevator fully accessible.

Resolution:

- Install directional lights (up and down) on elevator control panels inside and outside.
- Add raised button and large letter sign inside and outside, Braille on buttons. There is no hearing-impaired emergency phone, hence, no way for the deaf to let anyone know they're trapped in the elevator. Add emergency call button. There is an emergency pull button.
- There is a rank odor in this elevator, which must be eliminated. Even without environmental illness, it is sickening to go in this elevator with this smell. Have professionals come in and take care of odor immediately.

6. Coffee/Kitchen Area:

LOW PRIORITY

Finding:

Coffee/kitchen area is crowded and no grabbers are available for added access for sink, refrigerator, and cabinets.

Resolutions:

- Place smaller chairs in this area and rearrange to allow more maneuvering room (Five feet clear turning radius at the end of each aisle and in front of each door) and to accommodate at least one wheelchair around the coffee table.

- Add raised letter and large print letter signage on Microwave oven.
- Make grabber available.

7. Outdoor Patio (2ND fl):

MEDIUM PRIORITY

Findings:

Getting to the patio is difficult because the furniture in the coffee area blocks a clear path of travel. Only one Patio door opens well, the other does not. The ramp going to the Patio is not in compliance with the ADA and unsafe for use by people in wheelchairs or scooters.

The outdoor table is too big and impedes someone in a chair/scooter from turning around and leaving the area. The Patio cannot easily accommodate two or more chairs/scooters at one time.

Resolutions:

- Doors need to have proper hardware and both entrance doors need to be able to be opened
- Fix doors and remove barrier and bring ramp into total compliance.
- Make sure it has proper banister and railings and level landing at top.
- Consider putting in either adjustable bar-type tables or a folding table attached to the wall. This will give everyone more room in the Patio and allow for a clearer path of travel.

B. INDIVIDUAL ROOMS

1. The Performance Studio:

LOW PRIORITY

Findings:

The performance studio is intended for live performances and meetings:

Live Performances:

We do not support any recommendation to section it off into smaller rooms since this would negate its ability to be used for live performances.

This studio is currently accessible for most performers. However, the needs of performers with disabilities were not assessed in the Moeller Report.

Resolution:

Inform producers that engineering help is available for the use of the performance studio for a large number of guests with disabilities.

Meetings:

This studio is accessible to meeting attendees with mobility disabilities. However, we recommend that a laptop computer, loaded with accessibility tools, be made available to accommodate people with disabilities who attend meetings and want to take notes. (See Equipment Use, Sec. F, pg 6-7). This research should be completed and necessary modifications scheduled within 12 months.

2. Music Library:

HIGH PRIORITY

Finding:

This room is not accessible to most people with disabilities.

Interim Solutions:

- List (Catalog) current and new CDs into a computer that is accessible to all.
- Assign staff member to pull CDs for those who cannot access music and other recordings from the current collection at least during regular business hours.
- Assign and train staff to produce audio and Braille copies of text accompanying CDs within three days of request.
- Post a sign with Braille translation stating music access procedure and encourage all paid and unpaid staff to assist in off hours.

Permanent Solutions:

- Establish timetable for digitalization of current music library. (Note: Dan Albers has already begun this process).
- Assign staff to input new material. Begin with the material that is most useful to those to whom the current library is inaccessible.

3. Newsroom

HIGH PRIORITY

Findings:

- This area has several desks and workstations. Behind the workstations, there are shelves on the walls which hold reference materials, i.e., phone books, reverse directories, etc.
- The shelves can only be reached by leaning over the desks and extending forward and upward. It is impossible for someone in a chair or scooter, a person of short stature, or someone with a lifting restriction to reach these materials. There are no available ladders or good grippers; there are no convertible step stools or other devices.
- A laser printer rests on a high table which can only be used if one is standing.

Resolutions:

- Provide accessible resources to reach reference materials and a list of what resources are available in an accessible location using accessible formats.
- Lower laser printer to make it more accessible. Train staff to assist those with mobility impairments. Add disability assistance to job descriptions.

4. News Studio: (see other recording studios for findings and recommendations)

5. Second Floor Conference Room:

HIGH PRIORITY

Findings:

- The furniture in this room is too large to accommodate wheelchairs and/or scooters.
- The current furniture configuration violates both ADA and fire codes.

Resolution:

- Purchase smaller chairs and a smaller table. Take all extra chairs away.
- Rearrange the furniture to accommodate wheelchair access.

6. Mailbox Room:

LOW PRIORITY

Findings:

There is no turning radius in this room to accommodate wheelchair or scooters users who want to pick up their mail. The reach ranges are also difficult for a chair or scooter user.

There are no obvious access problems for the current staff that fill the mail slots.

Interim Solution:

Place a grabber in the room for those with mobility issues and train receptionists and staff in nearby offices to assist people who wish to pick up or drop off mail. Assign and make public the name of a staff member who is regularly available for this task.

Permanent Solution:

Move the mailboxes.

7. Subscription Room:

LOW PRIORITY

Findings:

Because the fund drive work is central to KPFA and a major point of physical contact with listeners, it is particularly important that it be made accessible for volunteers with disabilities.

This room is very large with wide-enough aisles. However there is no table or desk that is high or deep enough for someone in a chair/scooter to sit under. The forms for recording phone subscriptions are not available by computer screen with accessible software for large print and audio format. Most of the subscription materials are too high for a person in a chair or scooter to reach.

Resolutions:

- Install a sit/stand workstation.
- Raise at least one table and desk to a minimum of 29" by using blocks or wood. This will also help very tall people.
- Purchase grabbers for those in chairs and scooters.
- Make subscription materials available via computer with accessible software. (See Using Equipment (laptop) Sec. F. pp 6-7.)

8. Staff Offices & Copy Room (Left of Front Entry):

LOW PRIORITY

Findings:

Room is very open with cubicles, which suit the needs of the people there, other than the fact that none of the desks have a (2)(9)" clearance for someone in a chair/scooter and all have a high reach range.

Recommendation:

Consider a sit/stand workstation as option for employee use.

9. Main Control Room

Finding:

HIGH PRIORITY

There is no blind access for the function of control room engineer. This room has not been thoroughly evaluated for use by current individuals or in general for people with limited reach, low vision and other disabilities (See Physical Plant, sec. E).

Resolutions:

- Purchase an adaptive aid which provides audio access to volume levels.
- Do the necessary evaluations and make time table for modifications.

Finding:

LOW PRIORITY

This very large room is to the right of the main lobby. There are some reach-range problems for people with disabilities.

Resolutions:

- Provide training for Board Operators on how to correctly seat and set up microphones for a range of disabilities
- Before purchase of new digital equipment, evaluate carefully for the potential to provide new access barriers access in such things as control panels. (See Sec. E, 3)
- Computer controls for many digital functions will require adaptive software.

10. Studios to Left & Right of Main Control Room:

LOW PRIORITY

Finding:

Both studios are on the small side. Neither can hold more than two chairs or scooters at one time.

Resolution:

Consider enlarging one studio for the use of multiple people with disabilities

11. Apprentice Office and Side Room:

MEDIUM PRIORITY

Findings and Resolutions:

Subsequent to the Moeller access audit, a person with blindness has been accepted into the Apprentice Program and adequate accommodations are being made in the program and apprentice room including the installation of JAWS software (see Appendix B, footnote b).

- Because of the importance of entrance-level training provided by the Apprenticeship Program, this would be a good place for one of the sit-stand stations.
- Provide ladders, good grippers, convertible step stools or other devices for access to high shelves.
- Consider installing a work station to accommodate an accessible laptop computer. (See Sec. G. p. 15-16)

12. Downstairs (rear) Production & Control Rooms:

LOW PRIORITY

Finding:

None of the interview rooms is big enough to interview more than two persons in small wheelchairs and only one person in a scooter or large electric wheelchair.

Interim Solution:

Inform producers that the engineering staff will help with production work in the Performance Studio if necessary.

Final Resolution:

Consider moving a wall to expand the size of one of the studios.

13. Ujima Room:

MEDIUM PRIORITY

Finding and Resolution:

Consider installing sit-stand stations and a work station for an accessible laptop computer

14. Business Office:

LOW PRIORITY

Finding:

Although the room was quite full, there was enough room for a chair/scooter to turn around. Everything could be moved around to accommodate a person in a chair or scooter, if need be.

15. New World Office:

MEDIUM PRIORITY

Finding and Resolution:

This room is large enough for the installation of a sit-stand workstation; aids for reaching/grabbing and a work station for an accessible laptop computer. (See: G. Using Equipment p. 6-7)

16. Northwest Corner Office & Studio (2nd floor).

MEDIUM PRIORITY

Findings and Resolution:

Consider sit-stand stations, work station for accessible laptop computer and aids for reaching/grabbing.

17. Other Offices:

LOW PRIORITY

Findings and Resolution:

Several offices were locked. Others were not evaluated. Any room not referred to in this report should be evaluated separately. Individual office spaces are generally a low priority unless an office belongs to a person with a disability that has not been addressed.

E. PHYSICAL PLANT

Findings:

- o As recently as 6 years ago, KPFA was a chemical free/scent free workplace with “Scent-Free Workplace” signs prominently posted throughout the building. This policy has been allowed to fall into disuse bringing significant danger to those with Multiple Chemical Sensitivities.

- Digital equipment is being purchased without knowing if alternative models and companies provide more accessible options.
- All studios, except the Performance Studio, are too small for the simultaneous use by more than one wheelchair user.
- Questions about air quality and/or circulation have been raised.

Resolutions:

HIGH PRIORITY

- Immediately reinstitute Scent-Free workplace policy. Create/post permanent signage indicating that KPFA is a “Scent-Free Workplace”.
- Ask cleaning service to replace all cleaning products with environmentally safe and unscented products. If necessary, replace service.
- Restore the placement of unscented soap in all restrooms.
- Post a prominent sign in common area with name, position and extension number of the KPFA Disability Access Point Person and the location of a file with American for Disability Access and Section 504 regulations of the Federal Rehabilitation Act of 1973.*
- Purchase of new digital equipment must be researched carefully and evaluated for its potential to provide new barriers for access to control panels and other features. Most computer controls for digital functions will require adaptive software.
- Research air quality needs of current users and assess the need for further ventilation, especially in rooms with closed doors.

MEDIUM PRIORITY

- Improve accessibility to computers, consoles, telephone modules and other components by adding Braille and large print labels and produce Braille and large print charts for patch bays.

LOW PRIORITY

- At least one studio/interview room should be expanded to hold at least four people in wheelchairs and/or scooters. Consideration should be given to load-bearing walls and any expansion should not require they be moved.

F. USING EQUIPMENT

Finding:

Conversion to digitalization will not resolve access problems for people who are blind or visually impaired. Digitalization brings new options for accessibility but may also bring new barriers for equipment access.

Resolution:

HIGH PRIORITY

Conduct careful research and evaluate new equipment before purchase to ensure that new and different accessibility barriers are not created.

Finding:

There is no equipment or resource point person for people with disabilities. Individuals with access problems have no one to go to about access issues. Although some individuals are helpful, a general lack of disability awareness among staff creates an alienating environment where problems remain unsolved and a source of frustration for people with disabilities.

Resolutions:

HIGH PRIORITY

- Identify a point person for people with disabilities who can problem solve individual access issues and identify solutions.
- The computer and web staff members could be point people for computer-related access issues.
- Some equipment needs to be made accessible. For example:
 - Raise some work tables to accommodate wheelchairs and scooters.
 - Provide remedies for people with carpal tunnel (the Technology Center in Berkeley is a resource for ideas in alleviating Carpal Tunnel Syndrome.)
 - Research different types of chairs for people with back injuries.
 - Create Sit-Stand work stations in various locations
 - Continue to install computers with voice-activated software.
 - Continue to install Braille printers
- We propose the purchase of several accessible laptop computers with as much adaptive software as we can identify and afford. These computers should be able to plug into the KPFA network and be used by people with disabilities for audio editing and other functions in any office or department of the station. In addition, people with disabilities unable to work at the station should be able to check them out for work at home.
- We recommend the purchase of various software applications for these laptop computers and desk top computers already in use for people with different disabilities. For example:

- JAWS (Job Access with Speech) – a voice output system for people who are blind.
- Dragon Dictate - voice recognition software for people with limited mobility, Carpal Tunnel Syndrome and other disabilities. Can provide limited transcriptions for people who are deaf

G. USING RESOURCES -- SOCIAL AND CULTURAL ISSUES

Finding:

Lack of information is a major barrier to accessibility at KPFA. All staff lack sensitivity training, ADA and 504 Regulations (See Appendix B) awareness, and other access training. There is no orientation or signage to point the way to help for people with disabilities and to inform people about current options for accessibility.

Resolutions:

1. Information, Training, Orientation

HIGH PRIORITY

- Provide disability orientation and training to all staff
- Provide sensitivity training to all paid and unpaid staff.
- Disseminate July 2007 Pacifica National Board training on ADA & 504 legislation (see Appendix B) to all paid and unpaid staff.
- Produce and distribute orientation handbooks, which explain and give location of accessibility tools. Handbook should list staff names and contact numbers pegged to specific accessibility functions.
- All written information should be provided in large print, electronic format, or Braille text when requested.
- Identify a point person among staff who is tasked with access requests and providing access information. This person should identify various disability experts and resources in the local community and keep this contact information readily available.

2. Employment:

HIGH PRIORITY

Findings and Resolutions:

- The station should reach out to the disabled community by posting job announcements, as well as announcements for the apprentice and other training programs, on disabled web sites and with disability organizations and facilities that serve the disabled community.
- Staff should receive training on how to address the needs of the disabled when conducting job and/or training interviews. Should an employee with a disability wish to notify management of his/her particular access issues, the following steps should be taken to ensure that his/her needs are addressed.
- A meeting should be held between the employee and the employer to develop a menu of ideas to accommodate that individual's special needs.* Grant funding should be sought for accommodations for unpaid staff and volunteers.
- The employer and the employee should then identify effective accommodations to enable the employee to adequately perform his/her job(s). The Berkeley Technical Assistance Center and the Job Accommodation Network is a resource for identifying adaptive equipment needs. The agreed-upon special accommodations should be implemented or installed. The employer should check back with the worker(s) to ensure that the revised equipment is suitable.
- Medical information should be kept in a separate, sealed file whose information may be used only with the permission of the employee/volunteer.

3. Accessible Event Venues

Finding and Resolution:

HIGH PRIORITY

KPFA produced and/or sponsored events are not always located in accessible venues therefore KPFA should ensure that all KPFA produced and/or sponsored events be held accessible venues.

Finding:

Despite sincere attempts to promote wheelchair access by the Apprentice-produced KPFA "Weekly Calendar", events and meetings produced, promoted and announced on KPFA are held in venues with a wide range of accessibilities or lack thereof. This causes people with disabilities attempting to attend events which are inaccessible and not risking attendance at events which are accessible.

Resolutions:

MEDIUM PRIORITY

Conduct a survey of all frequently utilized arts, culture, music and political venues to:

- Identify their degree of accessibility. While doing that, make sure there is proper seating for mobility disabled and those with chemical sensitivity. Mobility disabled should have a choice to sit with their contingent, preferably on the aisle, and a companion seat must be put with each person. Also, if seated in the front row, there should be no standees in front. Those with chemical sensitivity may be put in a chemical-free area.
- An access coordinator and/or volunteers should draw up a list of surveyed sites to be given to all staff that arrange or participate in sponsored events so that event planners can use this list to plan events in only accessible sites or where reasonable accommodations exist to address the needs of people with disabilities such as the availability of portable bathroom facilities that are accessible. It is hard to find out ahead of time whether many of the events announced on the air are truly accessible. Many disabled listeners have heard of events announced on air only to arrive at the venue and not be able to gain access in a chair/scooter or to use the bathroom.
- Notice should be given as to whom should be contacted for special needs requests, such as loop systems, Braille, large print and ASL interpreters, etc.; and cut-off dates should be listed. The deaf and hard-of-hearing communities have no access to most event venues because it is rare that a sign-language interpreter or loop system is available.
- A list of common venues used, with detailed access information and telephone contact information, should be developed and kept at the switchboard for callers' use during business hours. Accessibility needs vary greatly and no venue will be completely accessible to everyone with a disability. However, venues are relatively stable and such a list will not need a great deal of updating in order to greatly improve service both to the disabled and venue managers.* The KPFA Access Group recommends against the posting of a universal sign of accessibility until it is in compliance with all Federal and California Title 24 Access laws. However, ADA Compliance would note that the chance of finding any location in full compliance with all federal and state laws is remote, at best.

H. DISABILITY ACCESS TO KPFA LSB ELECTIONS

High Priority

Finding:

No coordinated effort has been made to meet the needs of Local Station Board voters or candidates, either staff or listeners who live with disabilities. Voters have had little or no response when requesting accessible materials and ballots. This has led to the alienation of potential voters, seriously obstructing candidates who campaign from that community or having a disability rights platform.

Resolution:

Access procedures must be institutionalized in the election process especially in the provision of accessible ballots. Recommended procedures are:

- **Notification:** All recruitment and announcement materials must carry these sentences.

Contact _____ (e-mail address & phone) _____ by _____ (date) _____ for reasonable accommodation for voters with disabilities. Ballots in alternative formats are available.

Election Materials: Prepare to answer requests for print versions of all information and leave ample time for materials to travel by postal mail. Monitor phone messages to accommodate those without computer access. All materials should be available in alternative formats (large print, Braille or audio tape) on request. Encourage candidates with disabilities by including text on advance materials that serious attempts to meet the specific needs of people with disabilities will be made, particularly during the campaign season.

- Post all candidate and voter materials on websites so they can be enlarged with website enlargement commands, and read with JAWS audio software, and other disability-related hardware and software. Use plenty of text on the web site and label all graphic information and links in some way. Avoid using [PDF] files as they are notoriously difficult for screen reader software programs such as JAWS to use. Michael Manoochehri, KPFA's web director, is skilled in these techniques and may be a resource for this. Its likely Pacifica's web person, Pete Korakis, and others around the network also have these skills.
- Early posting on websites may provide access for computer-using voters with low vision, blindness and limited hand mobility but it is not a cure-all. Individual needs, especially for those with limited mobility, must be respected and addressed on a case-by-case basis. Frequently, access involves work with individuals to meet specific limitations. However, some accommodations should be prepared in advance with other materials. This includes large print ballots (16 pt or larger) and a procedure to produce Braille materials on request. KPFA has operating Braille printers.

Voter Lists: Require those who gather staff and subscription lists to include a check off box for access needs. Collect information about specific needs on an ongoing basis and establish formats where it is available as needed. Procedures to transfer this information from election cycle to election cycle are crucial to ensure that individuals and election officials will not have to start fresh with each election cycle.

Election Events and Ballot Counting: Like other Pacifica and station-sponsored events, these must be held in accessible locations. This includes such things as accessible bathrooms, entrance via ramps or single level doors, ground floor meeting rooms or elevator service, and a scent-free policy. Advance publicity must include notice that accommodations

for accessibility needs are available with reasonable advance notice and notice of the scent-free policy. Materials produced for these meetings should also be available in large print versions.

Ballots: Ballots present a particular problem because the goal of providing independent, private voting appears to conflict with the necessity for secure safe ballot counts.

- In the short term, consider meeting some accessible ballot needs with a secure website area and passwords linked to specific voters with disabilities. Another possibility is phone voting with an ID number. Braille ballots are an option for some, but would have to be produced by a company skilled in printing text next to a Braille check box so that the vote could be read by sighted ballot counters, or people who read Braille would have to count in each location.
- Produce large print ballots (16 pt or greater) in advance to mail to voters on request.
- Large Print, Audio Tapes and Braille materials will require additional postage; adjust for this slight increase in budget.
- Early outreach to voters will determine the success of this effort, especially in the first few cycles before procedures become institutionalized.

Look to the Future: These procedures do not cover the needs of all people with specific limitations. Welcome feedback from those who cannot vote despite these options and election officials' best efforts. Consider these people as experts in beta testing our work and helping us build greater accessibility into future election cycles.

APPENDIX A: DEFINITION OF PRIORITY RANKINGS

HIGH

Recommendations required for compliance with ADA, 504 and Fire Code Legislation (See Appendix B) and/or achievable recommendations that ensure basic safe and accessible working conditions for all paid and unpaid staff including people with disabilities.

MEDIUM

Health and safety issues not covered by legislation.

LOW

Issues that affect relatively few individuals and/or require great expense to remedy.

APPENDIX B. RELEVANT LAWS

Section 504 of the Federal Rehabilitation Act of 1973 stipulates that no entity receiving Federal financial assistance of any kind can deny someone, by virtue of her/his handicap, equal participation in what the entity offers.

The Americans with Disabilities Act of 1990 expanded Section 504 to cover Non-Federally assisted programs and public facilities to the private sector.

APPENDIX C: KPFA DISABILITY ACCESS PRIORITY BUDGET RECOMMENDATIONS FOR FISCAL YEAR 2008

Below are the budget high priority recommendations prepared by the KPFA Disability Access Committee for KPFA's Fiscal Year 2008 budget. Each recommendation constitutes a top priority budget recommendation for the upcoming fiscal year and consequently the listing does not represent a priority order:

1. Ensure that all building entrances are accessible per Federal and State of California disability access regulations;
2. Institute sensitivity training for all KPFA staff (paid, unpaid and volunteer) regarding people with disabilities and disability access issues;
3. Test and purchase software equipment such as Dragon Dictate¹ to enable deaf access to all KPFA programs;
4. Review progress on creation of accessible work stations for disabled programmers at KPFA and complete three such stations. Current work is focused on the software program JAWS² and Braille printers. Consider hardware and software modifications for accessibility for a wider pool of people with disabilities such as Zoom Text³, Dragon Dictate, foot pedals and ports⁴ for respiration-activated devices.
5. Complete creation of a fully accessible music database that can be installed on the hard drive of all KPFA computers

Footnotes:

¹ *Dragon Dictate is software which processes voice into text for those with limited hand and finger mobility. It may also be used to process pre-recorded audio into text.*

² *JAWS is voice activated software*

³ *Zoom Text2 makes the print on the screen larger*

⁴ *foot pedals and ports for respiration-activated devices provide access for some with muscle impairments affecting both voice and arms.*

APPENDIX D: DEAF ACCESS RESOURCES AND INFORMATION*

The needs of the hearing impaired are somewhat different from the needs of the deaf. For instance, the hearing impaired often can use the loop system and do not necessarily read sign language. Many come to hearing impairment later in life, are accustomed to hearing, listening to radio, watching TV and meeting in large groups of people, and want to continue to participate in the manner in which they've participated in the past. It would benefit Pacifica/KPFA radio stations to learn how to work with this community by doing workshops with and for the hearing impaired to discover how best to serve their needs.

While we acknowledge that audio for the deaf seems to be a contradiction, the suggestions below from the KPFA Access Group* should be made a part of our long range planning.

A. INTRO:

In order for the station to provide services to the deaf population, KPFA needs to consider how to provide real time captioning of programs. IBM Via Voice provides a multi-voice package in Beta testing that can cost effectively meet that demand in lieu of sign language translators. In the station, communications between the interviewers on phone conferences to interviewees is similarly met by Via Voice, as are face to face meetings. This then should be linked in the internet archives to programs so that the deaf community can access programming content.

B. GALLAUDET RESOURCE:

IBM Embedded ViaVoice® Enterprise Edition is IBM's flagship speech recognition and Text-To-Speech product for embedded applications. Whether your voice application is for a handheld device, an automobile or something in between, the need to increase productivity with the ease of voice is creating widespread opportunities on a global scale. IBM Embedded ViaVoice Enterprise Edition's tools and features allow developers to create powerful and user-friendly applications quickly and efficiently.

IBM Embedded ViaVoice, Enterprise Edition includes features that can improve accuracy and performance such as:

- N-Best - N-Best technology provides the capability for an application to return one or more similar phrase matches so the user can select the correct word or phrase and complete the request.
- Homonym support - The homonym function offers the user words with identical pronunciations to allow the user to choose the one they are seeking.
- JAVA® application support - IBM's JSAPI Focus technology allows multiple Java voice-enabled applications to run together in the same Java Virtual Machine (JVM), sharing the speech engine.

Related Websites:

[http://www-\(3\)0\(6\).ibm.com/software/pervasive/embedded_viavoice_enterprise/](http://www-(3)0(6).ibm.com/software/pervasive/embedded_viavoice_enterprise/)
[http://www-\(1\)\(2\)\(8\).ibm.com/developerworks/websphere/zones/voice/](http://www-(1)(2)(8).ibm.com/developerworks/websphere/zones/voice/)

C. WEBSPHERE VIA TECHNICAL LIBRARY: FAQs on captioning:

FAQs on captioning:

A radio broadcast can, however, be simulcast on the Internet and captioned there. In February of 1997, there was an article in Newswaves entitled "Closed-Captioned Radio," which described how it was being done with various non-radio broadcasts already, including a weekly talk show for Discovery Communications. In July of 1998, "ON A ROLL" Radio (a defunct talk show on disability issues) began simulcasting on the RapidText Web site and captioning their show.

D. CAPTIONING ON THE INTERNET:

It can be done. At least two companies are doing this. Realtime captions are created during a live event, and then transmitted through a Web page, Internet Chat (IRC), iChat, WebChat, America Online, CompuServe, or some similar online system. This can be done for radio programs, including the audio. The first such captioning job that didn't require special hardware or proprietary network systems was Al Gore's "Information Superhighway" speech in (1994).

E. FOR MORE INFORMATION ABOUT CAPTIONS ON THE INTERNET:

- 1) Cybercasts Pose Alternatives to Videoconferencing article from the National Law Journal, June, 1997.
- 2) Internet Captioning Seminar for the Washington Shorthand Reporters Association, April, 1997.
- 3) Closed-Captioned Radio Article from Newswaves, February, 1997.
- 4) Can video conferences be captioned? A question from the "Overview" part of this Frequently Asked Questions (FAQ)
- 5) Can a radio broadcast be captioned? A question from the "Overview" part of this Frequently Asked Questions (FAQ)

* *The information on "Deaf Access to Resources" in this Appendix was prepared by Doyle Saylor of the KPFA Disability Access Committee*

APPENDIX E: ACCESS TO PACIFICA BOARD MEETINGS HELD IN BERKELEY

Transit is available via BART, Berkeley Paratransit and the Berkeley Bus System, which lets you off down the street from the building at the corner of University and Martin Luther King. However, KPFA and Pacifica staff training is needed to ensure that transportation is accessible to/from the hotels and meeting locations for disabled local residents and out of town guests.

Since special transportation to a particular location may be needed, it is necessary for the staff planning the meetings to be aware of all available forms of transportation (including Paratransit) to and from airports, hotels and meeting and reception locations so that guests and local visitors may be advised of availability.

It is also helpful to check to see on back-up plans for super shuttle, taxi and limousine services. A list of rental car services with accessible vehicles, their availability and contact information should be developed. This information should be available in a binder, and on-site at the meeting and hotel locations, as well as online, so it is handy for staff and participants to access.

Additionally, it would help to have a list of repair and rental locations for wheelchairs and scooters and a list of accessible sites where new batteries can be obtained.