

# ADA Recommendations

## Lodges

To all lodged organizations please ensure that your facility is ADA compliant. The following recommendations will ensure that individuals visiting your lodges are able to enter and exit freely even with their disability.

1. Ensure your facility has a planned route into the lodge that is accessible for individuals with disabilities (wheelchair, crutches, etc.).
2. Ensure your routes of travel are stable, firm, and slip resistant.
3. Are routes at least 36 inches wide?
  - a. Allows for egress in emergency situations as well as allows space for wheelchairs
4. If any objects are protruding into walking paths, ensure they can be detected by individuals with visual disability.

## Physical Spaces

Site Selection: Ensuring you are picking the best site for your events is important for all participants. Whether the event is small such as a T-shirt giveaway to a new member presentation. Ask yourself the following question(s) when deciding on a space.

1. Is there at least one route from site arrival points (parking, passenger loading zones, public sidewalks, etc.) that does not require use of stairs?
2. Does your event allow adequate space for individuals with disabilities (i.e. seating for individuals in wheelchairs)?

## Events

### Presentations/ Printed Materials

1. Sans Serif fonts are easier to read for people with visual sensitivities.
2. Ensure that you make text and important visuals big enough to be read even from the back of the room.
3. Always use a microphone if available.

### During Presentations

1. Speak Clearly and not too fast
2. Use simple language
3. Give participants time to process information
  - a. Pause in-between topics
  - b. When opening for questions give people time to formulate thoughts, individuals with cognitive disabilities will need extra time

4. Be visible
5. Cover all displayed text
  - a. Note: Do not say all the information on each slide but cover the visual information in what you say
  - b. Describe charts or visuals on slides for those visually impaired
6. Describe other visual information
  - a. For example, a speaker asks people to raise their hands if they make their websites fully accessible. The speaker should then describe the visual response: "About half raised their hand".

### New Member Presentations

1. Have microphones set up to where individuals would be able to hear the presentation.
2. Allow space for individuals who have a physical disability (crutches, wheelchair, etc.).
3. If university has a signing service for those individuals hearing impaired, utilize that resource.

### Social Media

1. Add Alternate text for Instagram. This allows visually impaired users to hear the alt text

The image shows three screenshots from the Instagram mobile app illustrating how to add alt text to a post.

**Top Screenshot: New Post**  
 This screen shows the 'New Post' interface. At the top, there is a back arrow, the text 'New Post', and a 'Share' button. Below this is a profile picture and a 'Write a caption...' field. There are sections for 'Tag People', 'Add Location' (with tags for San Diego, California; 4S Ranch, California; and Hollywood, CA), and 'Also post to' (with options for Facebook, Twitter, and Tumblr, each with a toggle switch). At the bottom, the 'Advanced Settings' option is highlighted with a yellow circle.

**Middle Screenshot: Advanced Settings**  
 This screen shows the 'Advanced Settings' menu. It includes a back arrow, the text 'Advanced Settings', and sections for 'Comments' (with a 'Turn Off Commenting' toggle switch), 'Accessibility' (highlighted with a yellow box), and 'Close Friends' (with an 'Edit Your Close Friends List' link). The 'Write Alt Text' option under the 'Accessibility' section is highlighted with a yellow box.

**Bottom Screenshot: Alt Text**  
 This screen shows the 'Alt Text' input screen. It has a back arrow, the text 'Alt Text', and a 'Save' button. Below this is a small thumbnail of the photo being posted and a text input field labeled 'Write alt text...'.

2. Add image descriptions for Twitter
  - a. Click on the more icon and select Settings and privacy
  - b. Click Accessibility from the list of settings.
  - c. Find the Compose image descriptions checkbox.
  - d. Check the box to turn the setting on or off.

When posting on twitter

1. Click on the Tweet compose button
2. Attach your photo
3. To insert descriptive text, click Add description
4. Type your description of the image and click the Done button.

## **Food**

1. Be mindful of all allergies and diets (Examples are gluten free, nut allergies, vegetarian, etc.).

## **General Reminders**

1. Respect people's independence.
2. Don't assume people want to be touched when attempting to help.
3. Watch your language. No individual wants to be labeled, so train yourself to recognize the person and not the disability.
4. Ask permission to interact with any service animal.
5. Don't assume that speaking loudly will help someone understand better.
6. Be aware that some disabilities are invisible such as hearing or visual sensitivities.
7. Always consider: "How would I want to be treated?" and if you are unsure: ask.

## **Resources**

1. [www.ada.gov](http://www.ada.gov)
2. [www.afb.org](http://www.afb.org)
3. [www.depts.ttu.edu/sds/](http://www.depts.ttu.edu/sds/)