Inventory Checklists

These checklists from Appendix A in *ACRP Research Report 201* are provided in Word format to facilitate use and adaptation by practitioners.

| Plans, Reports, and Documents Inventory Checklist |
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| 🞎 | Americans with Disabilities Act (ADA) Compliance Plan |
| 🞎 | Airport Emergency Plan (AEP), particularly those sections referring to people with disabilities and others with access and functional needs, including those with limited English proficiency (DAFN) |
| 🞎 | Language Assistance Plan (LAP) |
| 🞎 | Comprehensive Crisis Communications Plan, Emergency Communications Plan, and/or AEP section on emergency communications |
| 🞎 | List of training topics pertinent to ADA, access and functional needs, or limited English proficiency |
| 🞎 | Training schedule that includes regularly scheduled accessibility trainings |
| 🞎 | Exercise scenarios that include people with DAFN |
| 🞎 | After-action reports or lessons learned from actual incidents, drills, or exercises involving people with DAFN |
| 🞎 | Demographic information on airport passengers and/or populations surrounding the airport (i.e., catchment area) |
| 🞎 | Design and use of non-verbal emergency communications (e.g., visual paging, Flight Information Display System, Baggage Information Display System, Gate Information Display System, pictographs, and so forth) |
| 🞎 | Specifications on any electronic translation or interpretation aids used |
| 🞎 | Copies of contracts with vendor(s) and/or contractor(s) supplying specialized services for people with DAFN |
| 🞎 | Self-audits |
| 🞎 | FAA audits |
| 🞎 | FAA Title VI inspection documents |

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| Programs and Services\* Inventory Checklist |
|  | **General Programs and Services** |
| 🞎 | Active DAFN advisory group |
| 🞎 | Disability awareness and sensitivity training (DAST) for airport employees |
| 🞎 | Person-to-person wayfinding assistance |
| 🞎 | Ensuring staff have paper and pencil on-hand to communicate one-on-one with individuals  |
| 🞎 | Pre-flight orientation program that provides emergency information  |
| 🞎 | Airport website detailing accessibility services and important emergency information |
| 🞎 | Emergency preparedness drills and exercises that include participants with DAFN |
|  | **Audio Services for Emergency Communications** |
| 🞎 | Pre-scripted or pre-recorded audio messages\*  |
| 🞎 | Auditory emergency alarms that include emergency instructions |
| 🞎 | Beacon technology for wayfinding |
| 🞎 | Audio two-way communications in elevators and areas of rescue assistance |
| 🞎 | Assistive listening systems and devices\* |
| 🞎 | Telephone handset amplifiers\* |
| 🞎 | Hearing aid compatible telephones\* |
| 🞎 | Induction loop systems and accompanying signage |
| 🞎 | Emergency communication devices in parking areas or other areas of the airport that are hearing aid or loop compatible |
|  | **Visual Services for Emergency Communications** |
| 🞎 | Visual paging and the use of Flight Information Display System, Baggage Information Display System, and Gate Information Display System for emergency messaging\* |
| 🞎 | Qualified sign language interpreter\* |
| 🞎 | Written emergency information and wayfinding signage\* |
| 🞎 | Beacon technology for wayfinding |
| 🞎 | Emergency information and signage in large print\* |
| 🞎 | Emergency information and signage in braille\* |
| 🞎 | Pictograph signage demonstrating emergency procedures |
| 🞎 | Pre-scripted emergency messages\*  |
| 🞎 | Open captioning, closed captioning, real-time captioning, and closed caption decoders and devices\* |
| 🞎 | Text telephones (TTYs), videophones, captioned telephones, and other voice, text, and video-based telecommunications products\* |

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|  | **Programs and Services\* Inventory Checklist (continued)** |
|  | **Visual Services for Emergency Communications (continued)** |
| 🞎 | Videotext displays\* |
| 🞎 | Visual alarms (e.g., flashing lights) |
| 🞎 | Use of airport social media to disseminate emergency information |
| 🞎 | Use of text messaging to disseminate emergency messages |
| 🞎 | Visual two-way communications in elevators and areas of rescue assistance |
|  | **Multilingual Services for Emergency Communications** |
| 🞎 | Emergency information signage in multiple languages |
| 🞎 | Pre-recorded emergency messages in foreign languages |
| 🞎 | Onsite foreign language interpreters |
| \* Items flagged by an asterisk are considered “auxiliary aids and services” according to Title III of the ADA. These auxiliary aids and services enable effective communications with people with DAFN. |