



## Press Conference Procedure Checklist

- \_\_\_\_\_ 1. Establish date, time, and location.
- \_\_\_\_\_ 2. Assess location and ensure accessibility using ADA Guidance: Site Accessibility for Meetings and Public Events (Attachment A).
- \_\_\_\_\_ 3. Determine press conference participants, notify appropriate offices as needed. Indicate if any participants have a need for a reasonable accommodation or provision of auxiliary aid or service and provide information on Press Conference Media Outreach Guidance. (Attachment B)
- \_\_\_\_\_ 4. Request American Sign Language Interpreter(s) (Attachment C – Sign Language Interpreter Request Form) and prepare information for the interpreter. (Attachment D)
- \_\_\_\_\_ 5. Distribute “Save the Date” or invitation notifications to your Department designated senior executives, elected officials, relevant partners, if time permits. This should include the required language for requesting auxiliary aids and services. There may be time-sensitive situations, and not enough time for this step to occur.)
- \_\_\_\_\_ 6. Confirm parking and other necessary arrangements, including accessible parking. Make arrangements for media parking, ensure that the media is advised that they are NOT to park on sidewalks for any reason.
- \_\_\_\_\_ 7. Ensure necessary equipment (Contact GSD, Council Audio, or internal Department staff as needed):
  - Podium (is there a need for a wheelchair accessible podium? One should be available on standby.)
  - Microphone
  - Speaker system (Sign Language Interpreter may need an ALDS<sup>1</sup> or feed from the system in order to hear properly.)
  - Media multiplex box
  - Lights (Ensure a light is focused on the interpreter)
  - Logos, Flags, Etc.

---

<sup>1</sup> Assistive Listening Device System

\_\_\_\_\_ 8. Providing press communication (media advisories / press releases), please advise them to take into consideration the Press Conference Media Guidance document. (Attachment C).

**\*PIOs should keep in mind that during disasters or mass casualty incidents, a press conference may take place outdoors or on location. In the event this occurs, items on this checklist may not be applicable.**

**The PIO or responsible party must determine which items apply and can be accomplished in the most accessible and integrated way possible.**

**For technical assistance prior to or during an event, please contact (DOD Emergency #s – to be added when we have them) . If the EOC is activated, the DAFN TS will also be available to provide technical assistance.**

## Attachment A –

### ADA Guidance: Site Accessibility for Meetings and Public Events

#### City of Los Angeles Meetings and Public Events ADA Accessibility Checklist

It is the policy of the City of Los Angeles that all City-sponsored public meetings, programs, services, activities, and events are physically and programmatically accessible to individuals with disabilities in accordance with Title II of the Americans with Disabilities Act of 1990, as amended (ADA).

Therefore, all City departments, commissions, advisory committees, and councils shall ensure that their meetings are accessible to people with disabilities. This includes the facility, and all programs and/or services. In addition, it is the responsibility of City departments to take necessary steps to ensure that the following ADA language is included on their website, documents, and brochures.

**It is the policy of the City of Los Angeles to provide access to its programs and services for persons with disabilities in accordance with Title II of the Americans with Disabilities Act (ADA) of 1990, as amended.**

**As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.**

In addition, all public meeting notices, public event flyers and/or posters should include the following language:

**Sign Language Interpreters, Communication Access Real-Time Transcription (CART), Assistive Listening Devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting/event you wish to attend. Due to difficulties in securing Sign Language Interpreters, five or more business days notice is strongly recommended. For additional information, please contact: (Include a contact name, phone number – voice and TTY).**

This checklist is designed to assist City's departments, commissions, advisory committees and councils in addressing their compliance with physical and programmatic access for public meetings and events.

**PHYSICAL ACCESSIBILITY**  
**Site Selection**

Prior to selecting a meeting location, a site visit to a non-City facility such as a private residence, business or venue should be conducted to determine whether barriers to physical access exist. The site visit should consider barriers to those with a wide range of disabilities in the following areas:

- Availability of accessible parking, shuttles, and public transportation;
- Entrances and interior doorways – width, ramps, automatic door openers, etc.;
- Signage – location of accessible bathrooms, entrances, etc.;
- Corridors, doorways, and aisles – width for wheelchair access, etc.;
- Elevators – easy access and adequate braille signage;
- Meeting rooms – allow for extra room capacity & table space to accommodate wheelchairs & service animals, including banquet/reception/meal areas. Ensure there is space allocated for a clear line of sight to a sign language interpreter or to where a screen may be utilized for showing real-time captions;
- Accessible restrooms and; Relief area for service animals.

<b>ADA QUICK-CHECK SURVEY</b>			
<b>A. Parking Spaces</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Is the minimum number of accessible parking spaces provided, based on the total number of available parking spaces? (See Diagram A)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Is each accessible parking space clearly marked with the symbol of accessibility? (See Diagram B)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Does each accessible parking space have an adjacent access aisle (blue striping)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Are the accessible parking spaces along the shortest accessible route to the accessible entrance?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Does each access aisle connect (i.e., no curb or other obstacle) to an accessible route from the parking area to the accessible entrance?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Is there at least one van-accessible space provided? (See Diagram C)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Is there a sign indicating the vertical clearance dimensions for van access in garage or parking structure?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<b>B. Sidewalks and Walkways</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.	Is there a sidewalk connecting the parking area and any drop off/public transportation area to the walkway leading to the building?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	Is an accessible route provided from public sidewalks to the accessible entrance?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	Where an accessible route crosses a curb, is a curb ramp provided?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	Are all sidewalks and walkways to the entrance free of any objects or obstructions, not interrupted by steps or by abrupt changes in level exceeding 1/2"? (i.e. damaged sidewalk, debris, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	Are the undersides of exterior stairs enclosed or protected with a cane-detectable barrier so that people who are blind or have low vision will not hit their heads on the underside? (See Diagram D)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	Are there any protruding objects that hang over the pedestrian routes low enough for a person to run into? (i.e. low hanging tree branch, 80" minimum height)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>C. Entering The Building</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.	Can the door to the entrance be opened with one hand without tight grasping, pinching, or twisting of the wrist? (See Diagram E)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	If the door is not automatic or power-operated, is there clearance provided on the latch, pull side of the door, so that a person using a wheelchair could maneuver?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>D. Accessible Routes To All Service/Activity Areas</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.	Is there a route without steps from the accessible entrance to the following locations? a. Meeting Area b. Eating Area (i.e. outdoor events or banquets) c. Accessible Restrooms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	Is there an accessible route that connects the entrance to all program, services or activities areas?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	If an elevator or lift provides the only accessible route, is there a source of backup power to operate the device for an extended period of time?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4a.	Is the accessible route free of steps and abrupt level changes?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4b.	If the accessible route changes levels, does it do so using a ramp, lift or elevator?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Is an elevator provided to each of the levels on which each program, services or activities is located?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5a. Does the floor area of the elevator car have enough space to enter and reach the controls for a person using a wheelchair?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5b. Are raised letters and Braille characters used to identify each control?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5c. Can the elevator or wheelchair lift be called and operated automatically without using a special key or having to turn on the elevator from a remote location?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5d. Is the elevator equipped with audible tones, bells or verbal annunciators to announce each floor?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. If the accessible route requires passing through a doorway, is it at least 36" wide, opened easily, and equipped with a lever handle)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6a. If not easy to open, can it be propped open?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>E. Restrooms</b>			
1. Does the restroom entrance sign have a universal access symbol on the door? (See Diagram F)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1a. Is there a raised and brailled sign located on latch side of door?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Is the door 36" minimum width when door is at 90 degrees?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. If there is a raised threshold, is it no higher than ¼ inch at the door and beveled on both sides?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Can the sinks and toilet flushing mechanisms, and other hardware be used with one hand without tight grasping, pinching, or twisting of the wrist?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4a. Is there enough space (19") under at least one of the bathroom sinks so that a person using a wheelchair can fit close enough to use it?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4b. Are all built-in dispensers, receptacles, or equipment mounted so the front does not extend more than 4 inches from the wall or below 27 inches above the floor?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Are the drain and hot water pipes for the sinks insulated or configured to protect against contact?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. If mirrors are provided, are the bottom edges of the mirror no higher than 40"?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Is at least one restroom stall designated with appropriate signage as wheelchair accessible?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7a. Are there at least 42" long horizontal grab bars mounted on the side wall, 33-36" above and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

parallel to floor?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7b. Is a second horizontal grab bar mounted on the back wall above the floor?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7c. Is the accessible stall located at the end of the row of toilet stalls? If not, does the door open out?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. If a coat hook is provided, is it mounted at a 48" maximum height?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>F. Drinking Fountain (if applicable)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	
1. If the drinking fountain is a wall-mounted unit, is there clear floor space in front and under the fountain so that a person using a wheelchair can get close to the spout and controls?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. If the drinking fountain is a floor-mounted unit, is there clear floor space for a side approach so that a person using a wheelchair can get close to the spout and controls even though the fountain has no space under it?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Is the top of the spout no higher than 36 inches above the floor and at the front of the fountain?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Does the water rise at least 4 inches high when force is applied to the controls of the fountain?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Are the controls on or near the front of the unit and do they operate with one hand without tight grasping, pinching, or twisting of the wrist?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Is the bottom of the apron of the fountain above the floor so that it provides the space needed for a wheelchair to pull up under it, but does not protrude more than 4" from the wall, so it is not a hazard to people who are blind or have low vision and use a cane to detect hazards?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Diagram A

Number of Accessible Parking Spaces			
Total Parking (Lot or garage)	Total Minimum Number of Accessible Spaces (includes accessible & van)	Accessible Spaces	Van Parking Spaces
1 to 25	1	0	1
26 to 50	2	1	1
51 to 75	3	2	1
76 to 100	4	3	1
101 to 150	5	4	1
151 to 200	6	5	1
201 to 300	7	6	1
301 to 400	8	7	1
401 to 500	9	7	2
501 to 999	2 percent of total spaces	1 of 6	1 of 6
Over 1,000	20 spaces plus 1 space for every 100 spaces, or fraction thereof, over 1,000	1 of 6	1 of 6

Diagram B



Diagram C



Diagram D



Diagram E




Diagram F



1.00 x 8.50 in



## Attachment B Sign Language Interpreter Request Form

	<b>SIGN LANGUAGE INTERPRETER REQUEST FORM</b>
PLEASE FAX TO: City of Los Angeles Department on Disability Disability Access and Services Division (213) 202-2715 FAX  For any questions, please contact DOD at (213) 202-2764 Voice or (213) 202-2755 TTY.	
APPOINTMENT DATE:	TIME: <input type="checkbox"/> AM <input type="checkbox"/> PM TO: <input type="checkbox"/> AM <input type="checkbox"/> PM
REQUESTED BY:	PHONE:
DEPARTMENT:	BUREAU:
LOCATION OF EVENT:	
ADDRESS:	ROOM: CITY: STATE: ZIP:
CROSS STREET:	PARKING:
CONTACT PERSON:	PHONE:
PROGRAM PARTICIPANT:	
TYPE OF INTERPRETING REQUIRED: SITUATION: _____	
<input type="checkbox"/> ONE-ON-ONE <input type="checkbox"/> STAGE OR PLATFORM <input type="checkbox"/> SIGN TO VOICE <input type="checkbox"/> SMALL GROUP <input type="checkbox"/> LARGE GROUP	
SPECIAL INSTRUCTIONS: _____	
(FOR DEPARTMENT ON DISABILITY USE ONLY)	
TOTAL \$: _____	
_____ INTERPRETER(S) X _____ HOURS = _____ TOTAL HOURS X _____ PER HOUR <small>(2 HOUR MINIMUM)</small>	
<input type="checkbox"/> CRC SLI	NAME(S) _____
<input type="checkbox"/> LIFESIGN	NAME(S) _____
<input type="checkbox"/> WIN	NAME(S) _____
COMMENTS: _____	
NAME OF PROGRAM/ACCOUNT FUND: <u>XXX 504/ADA</u> <u>OTHER</u> DEPARTMENT: <u>on Disability</u> DIVISION/BUREAU: <u>Disability Access and Services</u> ADDRESS: <u>201 N. Figueroa Street</u> SUITE: <u>100</u> CITY: <u>Los Angeles</u> STATE: <u>CA</u> ZIP: <u>90012</u> ATTENTION: <u>Angela Kaufman</u>	
AUTHORIZED BY: _____	DATE: _____
OFFICE APPROVAL: _____	DATE: _____

DOD/SLI (Rev 08/09)

## **Attachment C - Press Conference Media Outreach Guidance**

1. Press Conference Bulletins should include language that a sign language interpreter will be present at briefings
2. PIOs should strongly request that the interpreter be in camera frame at all times.
3. Interpreters should not be obstructed (covered up by B-roll, maps, people standing in front of interpreter from the camera angle, etc.).
4. Media is obligated by Federal law governed by the Federal Communications Commission<sup>2</sup> to ensure that all verbal information is captioned and that all visual information is provided verbally.
5. Camera Operator should know how to ensure that the interpreter is properly in frame



---

<sup>2</sup> <http://transition.fcc.gov/cgb/consumerfacts/emergencyvideo.pdf>

## Attachment D

### Information Regarding Sign Language Interpreters at Press Conferences and Public Events

1. As soon as a press conference or public event is being considered, notify the Department on Disability immediately and email or fax a Sign Language Interpreter Request Form (Attachment B). *If this is during an emergency or mass casualty incident, please call the mobile numbers below to arrange services immediately.*
  - a. Department on Disability Primary Line (213)-202-2764 (213) 202-2715 fax
  - b. Angela Kaufman ([angela.kaufman@lacity.org](mailto:angela.kaufman@lacity.org) or 213-202-2752)
  - c. Richard Pope ([Richard.pope@lacity.org](mailto:Richard.pope@lacity.org))
  
2. DOD (and Interpreter) will need to know:
  - a. Location of the Press Conference
  - b. How to access to the location, especially if a security perimeter has been established.
  - c. Type of Press Conference (Disaster, Emergency or Routine)
  - d. On-Site Point of Contact (name and phone number)
  - e. Arrival Instructions
    - i. Pre-credentialing
    - ii. Parking (If escort services are required due to security perimeter or type of event, this should be coordinated with LAPD and/or LAFD to ensure the interpreter ingress, egress and personal safety.)
  - f. Dress Code
  - g. Potential need for Personal Protective Equipment, if necessary

Please be aware that depending on the nature of the emergency, location, and availability, DOD may decide to send more than one interpreter, this may also include Certified Deaf Interpreters.
  
3. As soon as possible (but at the latest upon arrival), ensure that Interpreter has the following information:
  - a. Names, Agency and Title of anyone who will be speaking or introduced
  - b. Copies of any printed speech or comments
  - c. Access to any briefing meetings for those who will be involved in the press conference or event
  - d. Current status of the situation- areas affected, number of injured and/or dead, what the public will be told to do and not to do, any names of suspects, victims/survivors, deceased that may be provided and the correct spelling.
  
4. Interpreter should stand to the immediate left or right of the podium. There should not be other individuals between the Interpreter and the podium.

5. If there is a teleprompter, Interpreter should have viewing access to the same monitor as the speaker.
6. Audio speakers should be positioned behind the interpreter (or have a feed directly to the interpreter via an assistive listening device system).
7. Lighting should be reviewed to be sure that it does not impede the interpreter or the interpretation of information.
8. Any individuals standing behind the interpreter should be notified to refrain from any sudden or distracting movements.
9. Ensure check-out procedures are confirmed for interpreter.
  - a. Keep in mind that in the event of an on-going or multi-hour incident, it may be wise to keep the interpreter(s) on site to ensure availability. This potential need should be discussed with DOD when initially requesting services.
10. Following the press conference or event, the Department which requested the service must provide DOD with the following information:
  - a. Interpreter name and their contact information (i.e. agency which sent them)
  - b. Interpreter arrival and departure time.
  - c. Whether Interpreter(s) may require follow-up call from DOD (due to specific concerns or if it was emotionally charged information).