



# ACCESSIBILITY WORKBOOK

WORLDKIND  
DESIGN ~ JOURNEY ~ LEARN





# ASSESSING CURRENT ACCOMMODATIONS

## WHAT AM I USED TO HAVING?

- Carers and personal assistants
- Service animals
- Medication
- Assistive technology
- Equipment
- Delivery services
- Online support
- Alert devices
- Academic accommodations
- Parts of your daily routine that support you
- Special dietary foods
- Anything else?

## MY NOTES



**Remember to assemble your Empowerment Team!**  
Use your notes to discuss your needs with advisors.

IMPORTANT  
QUESTIONS

**How universal  
is accessibility  
in your host  
country?**

**What can  
disabled  
travelers  
expect there?**

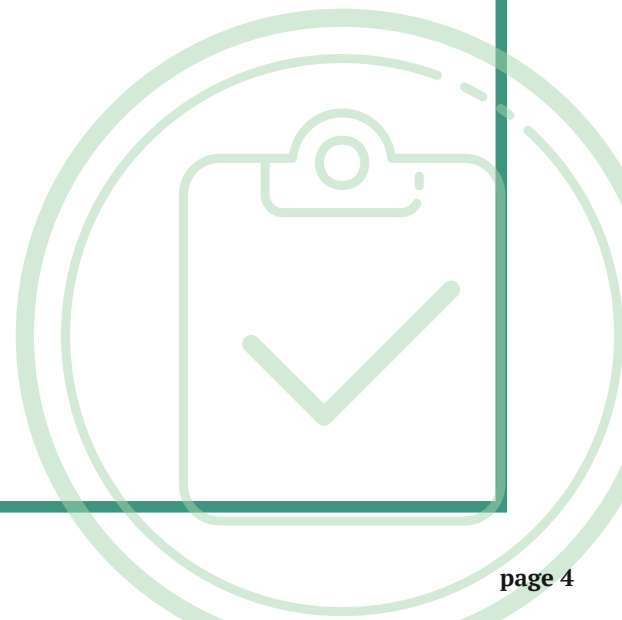
**What other  
challenges  
may I need to  
be aware of?**

## MY NOTES



# SPECIAL PERMISSIONS

## DOCUMENTATION I MAY NEED



# CULTURE AND ACCOMMODATION

## IMPORTANT QUESTIONS

**What cultural norms specific to my host country might require extra adaptation to my routines?**

**How might people there respond to my disability?**

**What words or phrases do I need to know to communicate my needs? (more space on next page)**

## MY NOTES

# KEY VOCABULARY





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# ACADEMIC ACCOMMODATIONS

**Contacts**

**ACCESS TO CLASS**

**MATERIALS**

**IN CLASS**

**EXAMS & TESTS**



# AIR TRAVEL CHECKLIST

## Advance Planning

- ☐ Get contacts for airline/airport special assistance
- ☐ Check requirements for service animal
- ☐ Register needs with airline
- ☐ Pre-book wheelchair hold transportation and check battery limits
- ☐ Register any equipment/oxygen needs
- ☐ Prepare documentation for security and customs
- ☐ Request window/aisle/bulkhead seat if needed
- ☐ Arrange companion travel if needed
- ☐ Prepare assistive tech for navigating the airport and for sensory needs onboard the aircraft

## Airport Accommodations

- ☐ Require own wheelchair to the gate, then checked
- ☐ Wheelchair for long distance through the airport
- ☐ Priority at security and boarding
- ☐ Lift to aircraft door (no stairs)
- ☐ Assistance moving between door and seat
- ☐ Request quiet waiting area
- ☐ Assistance for transferring between flights
- ☐ Service dog toileting/food/water needs

## Needs on Board

- ☐ Help to the bathroom (flight attendants cannot help IN the bathroom)
- ☐ Aisle wheelchair for boarding/flight - 48hrs notice almost always required
- ☐ Special meal for dietary requirements
- ☐ Notify airline of allergies (animal, nuts, etc.) in advance

## Onward Transport Options

- ☐ Arrange meet & greet for transfer
- ☐ Pre-book accessible taxi
- ☐ Check access to public transport
- ☐ Check access onto bus/train
- ☐ Pre-book assistance

## Notes



# ACCOMMODATION DOSSIER

Category	Possible Requirements	Notes
1 Physical Access	Access to building/reception	
	Hearing loop at reception	
	Service animals permitted	
	Hand rails for stairs	
	Elevator (or level access); tactile buttons	
	Door width (external doors)	
	Door width (elevator doors)	
	Corridor width and floor surface	
2 Bedroom	Door width (room doors)	
	Bed height	
	Space around furniture	
	Floor surface	
	Clothes hanging/storage height	
	Peephole height	
3 Bathroom	Toilet requirements	
	Space around toilet	
	Fixed or adjustable bars	
	Bath or shower requirements	
	Lever taps	
	Sink height	
4 Amenities	Lighting and temp control height	
	In-room alarm cord	
	Fridge for medication/special food	
	Equipment charging when lights off	
5 Sensory	Allergies and dietary needs	
	Lighting	
	Fridge for medication/special food	
	Equipment charging when lights off	
	Visual alarm/accessible phone	
	Quiet room/outlook	