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CALIFORNIA

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MAYOR

**Date:** February 7, 2007

**To:** LA's Workforce Development System

**From:** Manny Chavez, Director  
Workforce Development Division

**Subject:** **Information Bulletin No.:** 07-25  
**Review of Center Accessibility & Emergency Evacuation Plans**

**Effective Date:**

This bulletin is effective upon date of issue

**Purpose:**

Based on the individual center technical assistance surveys completed in November 2006, it was determined that a first step in the provision of disability-related technical assistance for this year will include a review of each center's Accessibility Plan and Emergency Evacuation Plan. Therefore, the Community Development Department (CDD) is requesting that each center send its Accessibility Plan (both physical and programmatic) and Emergency Evacuation Plan to Susan Quigley by **Friday, February 16, 2007**.

CDD is aware that not all centers have an Accessibility or Emergency Evacuation Plan and/or that the center plans may not be up-to-date. Review of these plans will help determine the level of technical assistance that will be needed in this fiscal year.

If your center does not currently have either report, please contact Lisa Jordan, Human Solutions LLC at [lisa@humansolutions.org](mailto:lisa@humansolutions.org) or (714) 826-7886 for immediate assistance.

Disability Coordinators will be trained, through Legacy III Certification, to develop and update center accessibility and emergency plans in future years.

**WDD Contact:**

Please contact Susan Quigley at (213) 744-7183 or [susan.quigley@lacity.org](mailto:susan.quigley@lacity.org) for any questions or comments.

MC:JPO:SAQ

