



PRO.D.I.G.Y

2022-1-PL01-KA220-VET-000087639

Promoting Disability Inclusion
in emergency response
in the World of Work

Catalogue of requirements



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Emergency Preparedness Self - assesment tool		Lead parnter: SIGMA
Features		
1.	User-Friendly Interface	help buttons, easily navigate and complete the self-assessment without extensive training. It would be nice to: - see the progress on the top of the page (how many questions are left or how much % of the assessment you did), - have some headings with names of areas/key factors, etc.
2.	Accessible to all employees	trough devices (PC, phone)
3.	Clear and easily set instructions	also how often is recommended to asses company's situation
4.	Range of assesment criteria	in a scope for all the assesing areas; include sections for evaluating the comprehensiveness of emergency plans, covering areas such as evacuation procedures, communication strategies, and coordination with external emergency services.
5.	Disabled poeple potential risks assesment questions	
6.	Possibility of customization	to the size and type of company; provide flexibility in the tool to accommodate the specific needs, size, and nature of SMEs, recognizing that their emergency planning requirements may differ from larger organizations.
7.	Objective scoring system	to evaluate how the company does well in inclusion of disabled people to their emergency plans
8.	Immediate feedback	immediate feedback after assessment; some features of the feedback/report: - it should have easy to understand and transfer rating system, e.g. 0-50 or 0-100 points, - the report should cover some predefined key success factors, and each of them might have an overview, maturity level and recommendations.
9.	Highligt areas of improvement	
10.	Follow the progress	to monitor company's improvements
11.	Data security and privacy	to ensure that user's data will be used in relation with privacy regulations
12.	Following the law and regulations for disable people	
13.	Possibility to repeat to use the tool	
15.	Enable the tool for updates	

Exaple of possible questions for self - assesemnt tool (from "State Analysis Report")	
1.	Is there an employee in your company whose work focuses on emergency preparedness (f.e. crises manager, health and safety manager, security staff of the first response)?
2.	Do your emergency preparedness materials contain a solution how to evacuate disabled people who work in the company or may visit the company at the time when emergency situation will occur?
3.	Do you have a without barrier escape routes for disabled people in case of emergency situation?
4.	Is the workplace of your disabled employee/employees constructed in relation to maximize the safety for evacuation or stay during emergency events which may happen in your company/area?
5.	Do you know your state regulations/laws according to the emergency preparedness?
6.	Do your state regulations/laws settle any special requirements for emergency preparedness of people with disabilities (your employees or visitors in your company)?
7.	Does your company offer emergency preparedness related training to its employees with disabilities?
8.	Does your company offer emergency preparedness related training with focus on people with disabilities to all the employees?
9.	Do you have enough information to create accessible and from the point of view of emergency preparedness a safe working place for disabled person?
10.	Do you have enough information about how to create emergency safe company environment (f.e. escape routes, without barrier entrances, common spaces) in your company for any person with disability who either works or may visit your company?



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Emergency Preparedness Syllabus		Lead parnter: SIGMA
Features		
1.	Course overview	title, brief introduction, target audience, expected time which will the course také
2.	Learning objectives	learning outcomes and goals; what the participant should know at the end of the course
3.	Course content description	a detailed outline of the course (modules, topics, subtopics)
4.	Teacher's/trainners instructions	how to use this syllabus and training course
5.	Information about evaluation of the course	it would be good to use the same method (f.e 0 - 100 %) as in the assessment tool
6.	Information about how to go through the course	as individual or in a group?
7.	Resources and further information	links to relevant websites or other resourses
Possible syllabus content features		
1.	Introduction of emergency preparedness	terminology, importance of having effective emergency plans in the workplace
2.	Description of different Emergencies	various types of emergencies relevant to the industry or company, such as fires, natural disasters, medical emergencies
3.	Description of dissabilities and accessible planning	
4.	Specifics of involvement of disabled people to emergency planning	special devices, special needs, etc .
5.	Overview of assistive technologies for disabled people	
6.	Laws and regulations	
7.	Team work	importance of collaboration and teamwork in implementing emergency plans
8.	Virtual Reality in Emergency Training	introduce the concept of VR and how can be used in emergency preparedness and training
9.	Benefits of VR training	how can we benefit in emergency preparedness and training
10.	Integration of VR with Emergency Plans	how can VR training can be integrated into existing emergency plans
11.	Involving disabled people specifics in VR plans	the most common disabled specifics (devices) which should be integrated in the VR plans



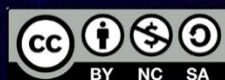
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Emergency Preparedness Training course		Lead partner: SAN
Features		
1.	Clear learning objectives	define the specific learning outcomes and objectives
2.	Structured curriculum	what covers essential aspects of emergency preparedness
3.	Accessible learning materials (?)	various accessible formats such as large print, digital text, audio, and captioned videos to cater to different disabilities (visual, hearing, etc.
4.	Personal learning journey	
5.	Universal design principles	to ensure that the training is accessible to all
6.	VR/AR simulations	to simulate realistic situation and to get practical experience
7.	Inclusive Virtual Reality (VR) scenarios	which consider the needs of disabled participants, including mobility, visual, hearing impairments
8.	Flexible VR training scenarios	to adapt the scenarios according to company's needs, company's type and potential emergencies
9.	Assistive technologies description and practical training	to know about them and to have an idea how to use them during emergencies
10.	Assistive technologies integration	for disabled individuals, ensuring they can fully engage with the content
11.	Interactive learning	videos, games, quizzes, interactive modules, role-playing exercises, gamification which can be used f.e. for assessment if the user understands the content
12.	Experts instructions	pre-recorded sessions, to provide guidance, answer questions,
13.	Case studies and real life examples	illustrate effective emergency response strategies and the successful implementation
14.	Practical skills development	first aid, proper use of emergency equipment, and effective communication during emergencies
15.	Role-Specific Training	specific responsibilities and requirements of each role during an emergency
16.	Accessible platform	
17.	Recommendation for instructors	how to practise emergency training in the company
18.	Real-life situations	to describe, record a video about - to give a real example
19.	Certificate at the end	
20.	Reference to the laws and regulations for the topic	emergencies and inclusion of disabled people to emergency plans/situations
21.	Accessible resources	



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Interactive AR/VR pilot exercises		Lead parnter: Realiscape
Features		
1.	Realistic emergency scenarios	with challenges that disabled people might face during an emergency
2.	Realistic "company" environment	
3.	Accessibility	exercises should be designed to be accessible and adaptable to various disabilities,
4.	Interactive elements	clickable objects, movable items, assistive devices, simulated emergency equipment, allowing participants to interact and respond to the virtual environment
5.	Scenarios which are possible to adapt	to company size, type, number and types of disable people
6.	Multiple sensory scenarios	designed exercises should have possible visual, auditory, sensory (f.e. vibration) feedback
7.	Multiple learning journey	to put decision points in to the practise, where the user has to decide and collect different experience according to their decision
8.	Clear instructions at the beginning	
9.	Assesment	assessments and quizzes to evaluate participants' knowledge and understanding of emergency procedures
10.	Immediate feedback	provide immediate feedback to motivate the person to continue
11.	Possibility of guided journey	offer guided training (voice instructions, visual support) to AR/VR participants to go through the exercises
12.	Multi-user cooperation	to enable participants to work as a team within the AR/VR environment and practice effective communication and teamwork during emergencies
13.	Integration of safety equipment and assistive devices	allowing participants to interact and become familiar with their usage in a safe VR environement
14.	Time limited challenges	
15.	Invdividual and group excercises	
16.	Guidance/help/support	



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