



**PRO.D.I.G.Y**

Promoting Disability Inclusion  
in emergency response  
in the World of Work

2022-1-PL01-KA220-VET-000087639

# Comparative Report from Pilot Testing of the Emergency Preparedness Framework



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<b>About PRO.D.I.G.Y</b>	
Action type	KA220-VET Cooperation partnerships in vocational education and training
Priority	HORIZONTAL: Addressing digital transformation through development of digital readiness, resilience and capacity VET: Increasing the flexibility of opportunities in vocational education and training
<p>The general objective of the PRO.D.I.G.Y project is to promote the use and adoption of AR/VR solutions to assist disabled people, first responders and companies during workplace emergencies to increase the safety of people with disabilities. Acquired Emergency Preparedness Training would offer people and companies ways to prepare and be protected during unexpected workplace emergencies.</p> <p>Further to the general objective, there are five strongly related specific objectives that intend to:</p> <ul style="list-style-type: none"> <li>▪ Assist companies in assessing their level of disability inclusion in their emergency response plans</li> <li>▪ Develop a methodological framework to support target group in achieving disability inclusion in their emergency response plans</li> <li>▪ Provide companies with all necessary tools to promote disability inclusion in their emergency response plans and appropriately train employees with disabilities in emergencies situations</li> <li>▪ Equip individuals (company employees, disabled people, first responders) with necessary knowledge on disability inclusion and training in emergencies</li> <li>▪ Raise awareness regarding the necessity of disability inclusion and training in emergency situations.</li> </ul> <p>The concrete results that will be produced and delivered by the projects' activities are the following:</p> <ul style="list-style-type: none"> <li>▪ A Workplace Emergency Preparedness Methodology, a methodological step-by-step framework to promote workplace emergency planning with disability inclusion.</li> <li>▪ A Workplace Emergency Preparedness Self-Assessment Tool, a self-assessment tool to help companies to identify gaps in their workplace emergency planning and training (including training disabled people).</li> <li>▪ A Workplace Emergency Preparedness Training Course, an educational package with interactive material including videos, gamification, quizzes, AR/VR tools etc.</li> <li>▪ The PRO.D.I.G.Y Online Training Platform, an online interactive platform that will host all the produced results.</li> </ul> <p>The PRO.D.I.G.Y project will provide individuals and companies, a user-friendly and interactive online platform that would allow users to utilize its innovative material based on a robust methodology and supported by an online educational package. The synopsis of the PRO.D.I.G.Y project objectives is that through its results, it will leverage the ability of target group to respond effectively during emergency situations, thus reducing the probability and impact on the safety of employees, especially employees with disabilities. One of the main objectives of the project is to present to target group personnel a guided pathway to educate themselves quickly and effectively on emergency preparedness, enhancing their skills and their contribution to the welfare of their organisation and its people.</p>	

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## Executive Summary

The Emergency Preparedness Framework training and testing aim to promote the use and adoption of solutions to assist disabled people, first responders and other employees during workplace emergencies and increase the safety of people with disabilities in SMEs.

PRO.D.I.G.Y projects intends to prepare a state-of-the-art, easy to implement, easy to use, easy to adopt awareness, training, and exercising environment and tool that will assist SMEs in optimizing their emergency planning to be utilized by people of all disabilities and prepare people of disabilities for emergency scenarios. The project aims to offer an comprehensive Emergency Preparedness Methodology to assist companies in drawing efficient and inclusive Emergency Plans.

Testing of the Emergency Preparedness Framework by SMEs will lead PRO.D.I.G.Y team to the finalisation of the Framework – based on engagement of selected SMEs, PRO.D.I.G.Y team will verify and optimize the efficiency, feasibility, effectiveness, user-friendliness, usefulness and quality of the Emergency Preparedness Framework in order to meet the specific needs of the target group.

## 1 Description of the pilot testing trainings

<b>Dates</b>	The pilot testing trainings were implemented between 13 <sup>th</sup> November and 7 <sup>th</sup> December 2023.
<b>Location</b>	<p>They were mainly carried out in the face2face formula in:</p> <ul style="list-style-type: none"> <li>• Limassol, Cyprus</li> <li>• Opava, Czech Republic</li> <li>• San Cataldo, Italy</li> <li>• Bielsko-Biała, Poland</li> </ul> <p>Greek partners implemented it online via Microsoft Teams.</p>
<b>Name of the company / SME</b>	<ul style="list-style-type: none"> <li>• IPN Cyprus (Cyprus)</li> <li>• Isotra a.s (Czech Republic)</li> <li>• KAPAWEB (Greece)</li> <li>• Luxury Box srl (Italy)</li> <li>• Evented (Poland)</li> </ul>
<b>Names of participants and their occupation / position within the company</b>	<ul style="list-style-type: none"> <li>• Peter Kyriakou – Sales Executive (Cyprus)</li> <li>• Erich Stavař – manager and Jakub Franer – emergency manager (Czech Republic)</li> <li>• Konstantinos Katoudis – CEO and Nikolaos Magoulis – Software Developer (Greece)</li> <li>• Salvatore Dolcemascolo – Owner and Giuseppe Giunta – Employee (Italy)</li> <li>• Joanna Markieton – CEO and Grzegorz Ścieżka – Manager (Poland)</li> </ul> <p>All together 9 testers from 5 countries participated in the pilot testing phase.</p>
<b>Description of activities</b>	<p>The pilot training and testing in each country looked as disrobed below:</p> <p>In Czech Republic the Framework document (translated to Czech language) was sent to the external evaluators with instructions to go through it. Then a face2face meeting with manager and emergency manager where the Framework was read through was held. Concentration was focused mainly on parts connected with actualisation of emergency plans, because company has already got their emergency plans. After going through the document several questions connected to emergency preparedness and training were discussed. After the face2face meeting, external testers were asked to fill the questionnaire. In case of any further questions, they were offered possibility of another meeting or online call.</p> <p>In both Cyprus and Italy meetings were held on-site at SMEs offices. They presented the PRODIGY project in general, and next there was a presentation of PRODIGY Framework and Toolbox documents after which participants had a time for self-study. At the end the open discussion and possibility to ask questions was reserved.</p> <p>In Greece the process was quite demanding as it took several hours to train the pilot examiners after the methodology and its structure were presented and explained to them. Although the meeting was held online, it went smoothly without any difficulty. They focused mainly on the main methodology, while a brief overview of the toolkit was also made.</p> <p>In Poland the Framework and the Toolbox were briefly presented during F2F meeting. Then, the participants received the documents in online form, together with the questionnaire. No</p>

	obstacles occurred.
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## 2 Results of the piloting

This report presents the results of the evaluation of the Emergency Preparedness Framework for people with disabilities in the workplace. At the end of the piloting sessions in each partner country an online questionnaire was distributed to the participants. Most questions in the survey use a five-point scale to measure the responses of employees who participated in the implementation of the pilot testing. The scale ranged from 1 (strongly disagree) to 5 (strongly agree). Below you can find a comparative summary of the findings including some figures and suggestions for improvement.

### 2.1 Section A: Expectations

The testers had different expectations and opinions regarding the benefits of using the Emergency Preparedness Framework Document and Toolbox. Most of them agreed that it would help them learn about efficient and inclusive emergency plans, improve communication and coordination among various stakeholders during emergencies, and raise awareness and understanding among employees about the challenges and needs of individuals with disabilities. They had mixed views on whether it would help them set up or update an Emergency Preparedness Plan in their company. All of them declared it would empower individuals with disabilities during emergencies.

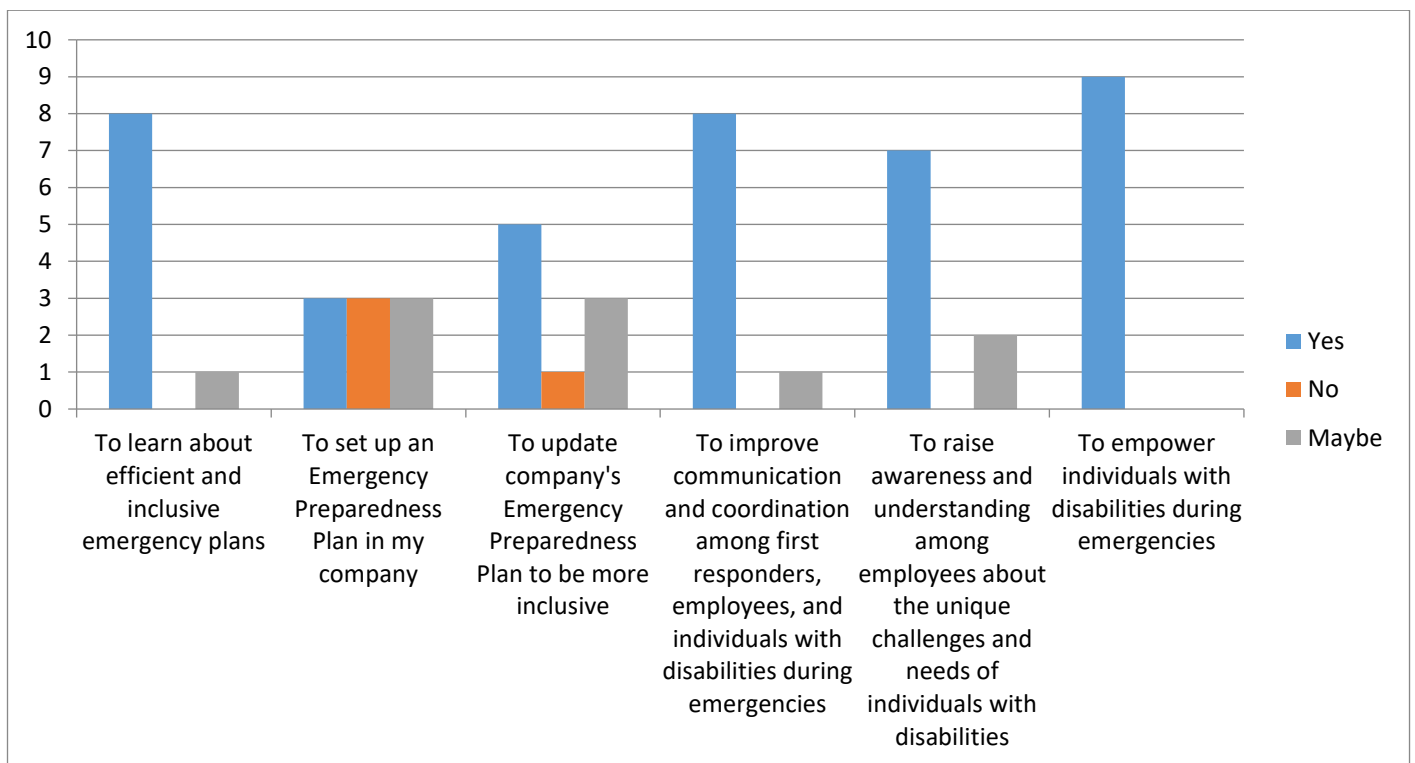


Figure 1: Expectations regarding the benefits of using the Emergency Preparedness Framework Document and Toolbox

Two additional expectations regarding the benefits of using tested documents appeared, and they were:

- to get a better understanding of our fellow disabled colleagues and the challenges they have to deal with on a day to day basis,

- to streamline access to people with disabilities in the event of emergencies.

## 2.2 Section B: Efficiency and Effectiveness

In section B participants assessed the efficiency and effectiveness of the Emergency Preparedness Framework. Efficiency refers to how well the Framework uses resources to achieve its intended outcomes, while effectiveness refers to how well the Framework meets its objectives and addresses the needs of its target population.

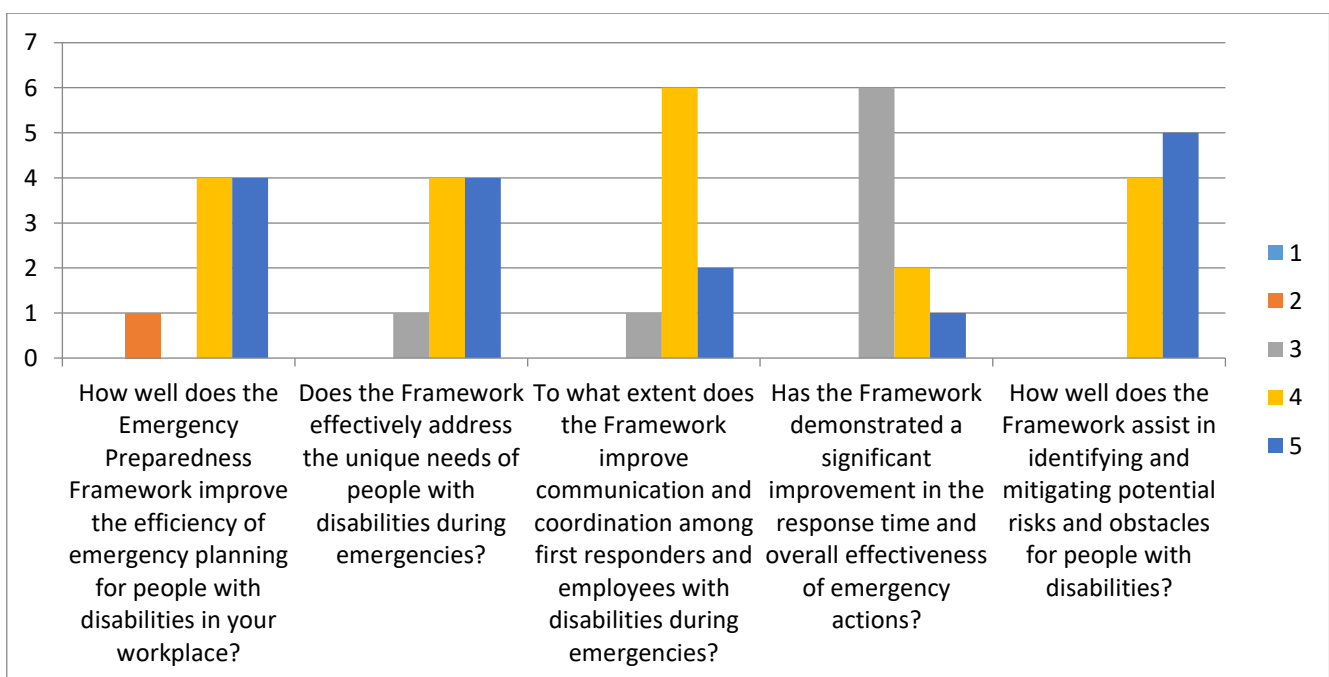
The evaluation found that the Framework may improve the efficiency of emergency planning for people with disabilities in the workplace. Majority of respondents (8) rather agreed or strongly agreed that it can help to streamline emergency procedures, and optimize use of time and resources. One out of 9 testers disagreed with it.

The piloting also found that the Framework effectively addresses the unique needs of people with disabilities during emergencies. The respondents (8) rather agreed or strongly agreed that the Framework enhanced their awareness and understanding of the challenges and barriers faced by people with disabilities, as well as their rights and responsibilities during emergencies. One responder stayed neutral regarding this topic.

Furthermore, the testing found that the Framework may improve communication and coordination among first responders and employees with disabilities during emergencies. Most respondents (6) rather agreed that the Framework can help to facilitate information sharing and collaboration among different stakeholders. Framework may also help to establish clear roles and responsibilities, as well as protocols and procedures for emergency situations.

The respondents (6) neither agreed nor disagreed that the Framework may increase their preparedness and confidence to deal with emergencies, as well as demonstrate a significant improvement in the response time and overall effectiveness of emergency actions. Only 3 testers rather agreed or strongly agreed with that statement.

Finally, the evaluation found that the Framework can assist in identifying and mitigating potential risks and obstacles for people with disabilities. All respondents rather agreed or strongly agreed that the Framework can help to conduct risk assessments and identify potential hazards and vulnerabilities in the workplace.



**Figure 2: Efficiency and effectiveness of the Emergency Preparedness Framework**

Participants provided some suggestions for improvement of the Emergency Preparedness Framework in terms of efficiency and effectiveness:

- The Framework should be specifically addressed only to Emergency responsables instead of to all the company staff.
- Adding some statistics data.
- Adding more practical content (e.g. questions which emergency management should follow).

Moreover, two of the testers declared:

- *“The framework contains a number of inspirational procedures on what to analyse and how to better integrate people with disabilities into existing emergency plans”.*
- *“The document provides inspirational guidance on what could be done for people with disabilities as part of emergency planning”.*

### **2.3 Section C: Feasibility and Applicability**

Just over half of the respondents (5) declared they rather believe that implementing the Emergency Preparedness Framework is feasible for their company, with two other strongly believing in that. Part of the responders (2) said that implementing the Framework may not be feasible for their workplace.

Exactly the same situation regards testers' opinions on how applicable the Framework is to their specific workplace, with majority of them (7) rating it by 4 or 5 on the scale. This suggests that the Framework may need some customization or adaptation to suit different contexts and scenarios.

Moreover, slightly more than half of the participants (5) did not have a clear view on whether the Framework considers the financial and resource limitations typically faced by small and medium-sized enterprises (SMEs). At the same time 4 of responders rather agreed that the Framework considers these limitations. This indicates that the Framework may need to provide more guidance or support on how to overcome these challenges and implement the Framework effectively and efficiently.

The testers mostly rather agreed (5) or strongly agreed (3) that the Framework is adaptable to different types of disabilities and individual needs, with one person rather disagreeing with that. This shows that the Framework is inclusive and flexible enough to accommodate diverse needs and preferences of people with disabilities.

The participants had mixed opinions on whether the Framework take into account the local regulations and requirements related to emergency preparedness for people with disabilities. Some of them (3) rather disagreed or strongly disagreed, while the others (6) rather agreed or strongly agreed. This demonstrates that the Framework may not be enough compliant and aligned with the legal and ethical standards of emergency preparedness for people with disabilities.

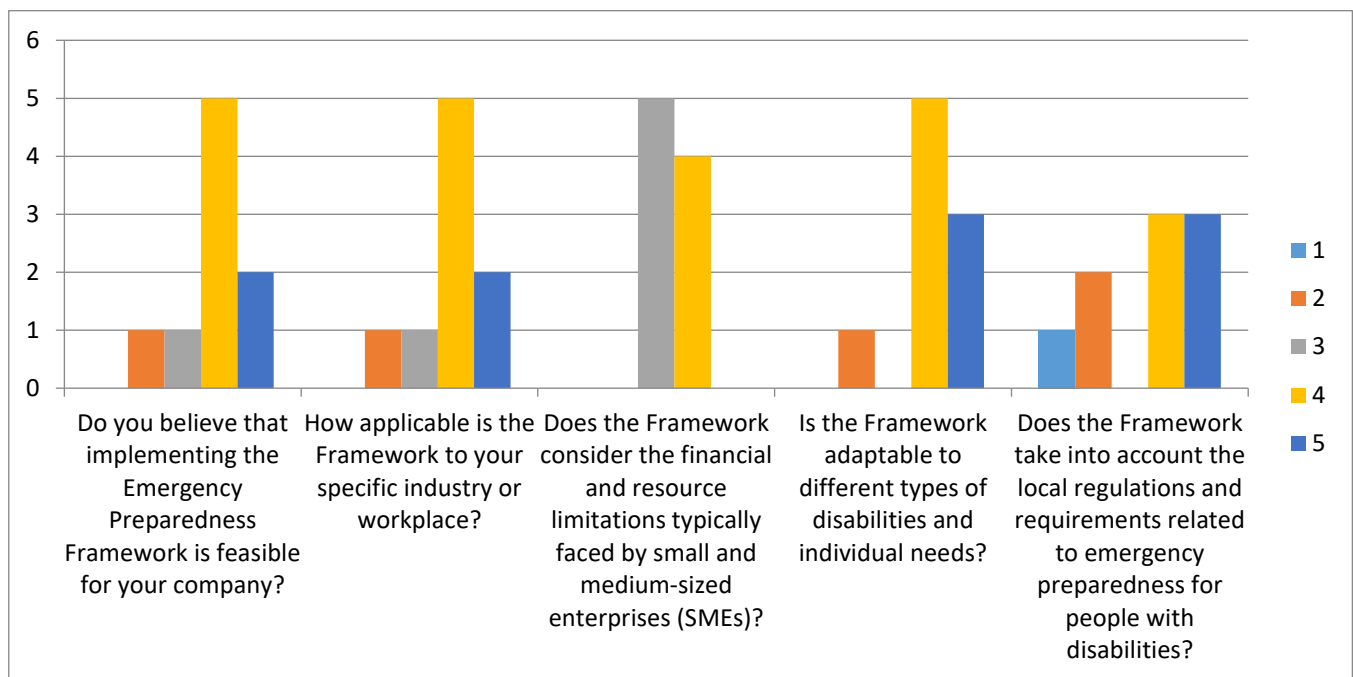


Figure 3: Feasibility and applicability of the Emergency Preparedness Framework

Participants provided some suggestions for improvement of the Emergency Preparedness Framework in terms of feasibility and applicability:

- Document should take into account financial limits of SMEs and costs for implementing the Emergency Preparedness Framework.
- Division of activities into categories – without the need to use additional financial resources, and with the need of their use.
- The document should contain proposals (tips) for low-cost solutions and specific guidance regarding financial support.

Moreover, some of the responders commented:

- *“The document is created in general. Each company needs to work on its specific environment and possible threats independently”.*
- *“Thanks to its general level, the framework is possibly applicable in any company. It doesn't address the local requirements, but can serve as a good start.”*
- *“Cyprus needs on a top down level better regulations to incorporate disability friendly schemes before SME will start to notice lack of concern in general. In real estate I see some significant changes in terms of how new structures and developments can get approved, in terms of things such as disabled parking and WC provisions on ground floor. Not so sure in other industries how proactive they are”.*

## 2.4 Section D: User-Friendliness

This section had one of the lowest rates. The testers showed varied views on the ease of navigation and use of the Emergency Preparedness Framework. Some participants (4) considered the Framework quite hard to navigate and use, while others (5) found them more user-friendly.

The majority of testers (8) rated the clarity and user-friendliness of the instructions and guidelines within the Framework with a score of 4 or 5, suggesting that they were satisfied with the quality and comprehensibility of the information provided. Only one person gave it the lowest possible rate.

The participants gave the highest score to the accessibility of the Framework to individuals with varying levels of technical expertise and knowledge, implying that they found the Framework adaptable and inclusive to different users' needs and backgrounds. Most of them (8) rather agreed or strongly agreed, while one responder rather disagreed.

The testers also rated the user-friendliness of the Framework in terms of length and effort needed to implement it in practice with more people (7) agreeing than disagreeing, indicating that they considered the Framework feasible and manageable for practical use. Only one participant strongly disagreed with this statement.

The responders assessed the user-friendliness of the templates, tools and resources provided by the Framework for creating or updating emergency plans a bit lower, suggesting that they found them moderately useful and helpful, but perhaps not sufficient or comprehensive enough for their purposes. They perceive the document as long and needing an effort to implement in practice, but templates, tools and resources provided may help to achieve it. Two out of 9 testers did not have a clear view on this topic and one strongly disagreed.

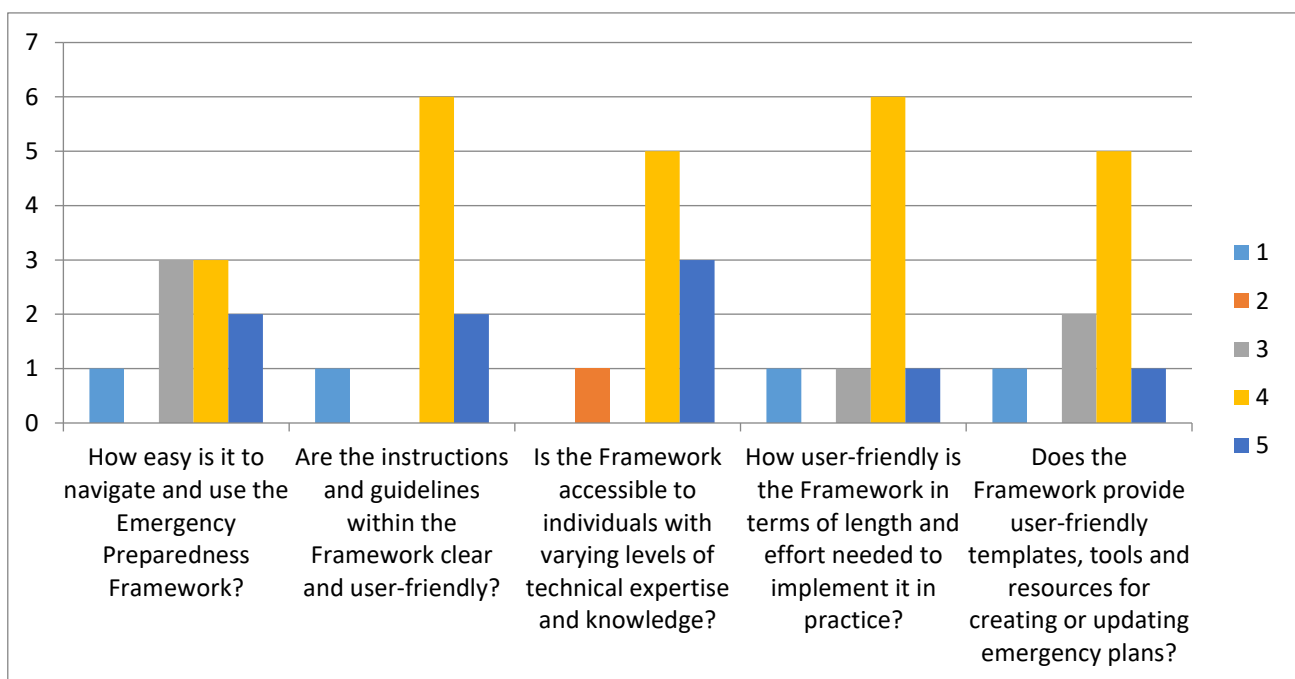


Figure 4: User-friendliness of the Emergency Preparedness Framework

Participants provided some suggestions for improvement of the Emergency Preparedness Framework in terms of user-friendliness:

- Adding a dictionary of basic terms.
- Making the document more “visual” by adding some icons or graphic symbols.
- Shortening the introduction part and reducing the size of the Framework (briefer and more streamlined).
- Adding user-friendly aspects to simplify orientation in the document:
  - table of content and hyperlinks,
  - instructions how to use the Framework effectively and how to work with them,

- o visual examples rather than blocks of text.

## 2.5 Section E: Comprehensibility

In opinion of all testers the Emergency Preparedness Framework comprehensively covers the key aspects of emergency planning for people with disabilities. They either rather agreed (7) or strongly agreed (2) with that statement.

On the other hand, the participants had mixed opinions regarding the ease of understanding, suggesting that it is not suitable for both technical and non-technical users. The document may be hard to understand for some people, due to complicated language and terminology.

The responders gave a positive feedback on the Framework's inclusiveness, as it addresses different types of disabilities, including sensory, mobility, and cognitive impairments. They rather agreed (6) or strongly agreed (3) that the document does it well.

Furthermore, the testers had varied views on the Framework's language and terminology, with some of them (6) finding it quite easily comprehensible for a diverse audience and others (3) finding it less so. This may indicate a need for further refinement or clarification regarding terms or concepts.

Last, the participants rated the Framework's supplementary resources or guidance which enhance its comprehension and usability. More than a half of responders (6) rather agreed that it offers resources for better comprehension, and 1 strongly agreed, while only 2 people neither agreed nor disagreed with it.

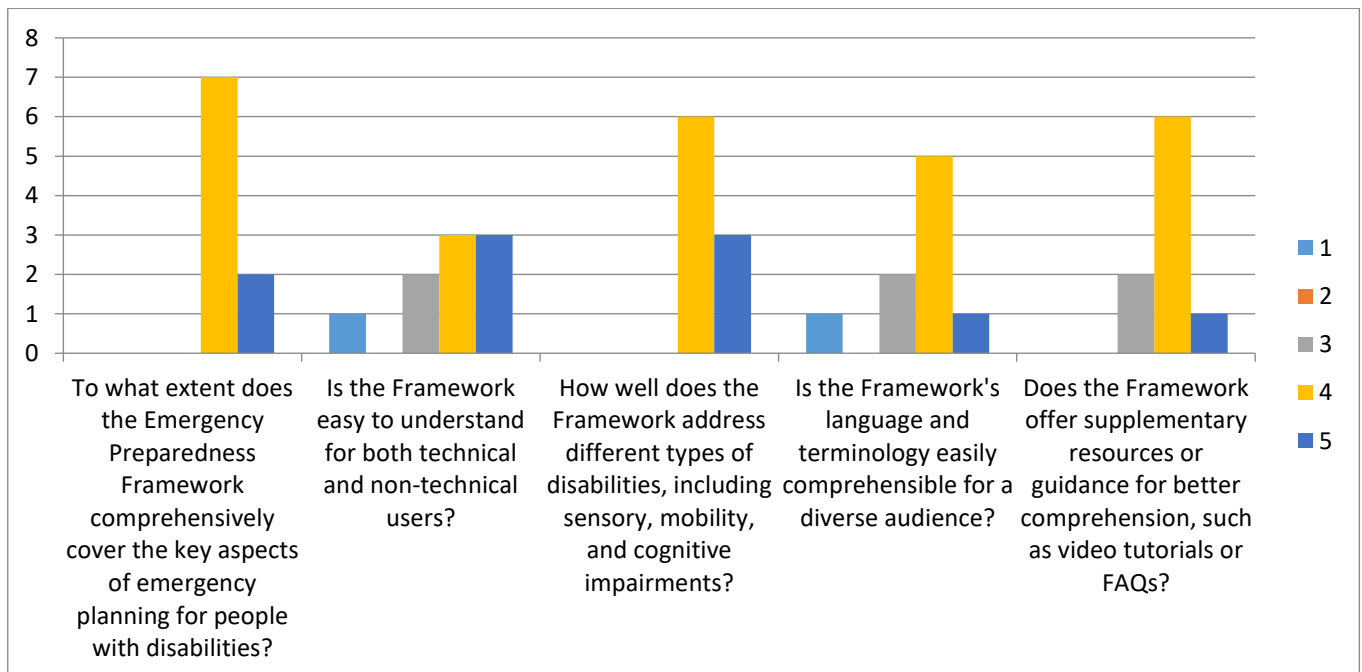


Figure 5: Comprehensibility of the Emergency Preparedness Framework

Participants provided some suggestions for improvement of the Emergency Preparedness Framework in terms of comprehensibility:

- The dictionary may help to understand some often used definitions in the same way by all of the users.
- Adding additional multimedia material.

- Unifying terminology of emergency situations.
- Adding video tutorials, pictures and/or FAQs.
- Providing underline explanations of often used definitions.
- *“Streamline it. It can still be comprehensive if you trim the fat and stick to the main point of emergency procedures for each and every potential threat. too much info will fly mostly over people’s heads”.*

## 2.6 Section F: Usefulness and Practicability

The testers rated the Emergency Preparedness Framework quite well in terms of its usefulness and practicability, indicating that it may prove to be a useful tool in enhancing the safety of people with disabilities. It was recognized as an effective instrument for improving the safety of individuals in their workplace during emergencies with 3 responders strongly agreeing and 5 rather agreeing. Only one person strongly disagreed that it could enhance the safety of people with disabilities.

The Framework was considered as rather helpful (5) in improving company's emergency planning for people with disabilities. Two responders strongly agreed it can play a pivotal role in refining a company's emergency strategies tailored to the needs of people with disabilities, while other 2 neither agreed nor disagreed that the Framework may help in optimizing emergency planning.

The participants rather agreed (6) or strongly agreed (2) that the Framework was both useful and practical for people who are in charge of emergency planning and for using it in their company. They also thought it can become an important document, offering a valuable resource for those responsible for emergency planning. Only 1 responder stayed neutral regarding this topic.

The testers appreciated how the Framework could facilitate better awareness, training, and exercises related to emergency preparedness for people with disabilities in their company. Undoubtedly, this document aids in enhancing better understanding and recognition of those with disabilities with which 4 people strongly agreed and 5 rather agreed.

Finally, the responders were especially enthusiastic about how the Framework could contribute to a more inclusive and supportive environment for people with disabilities in their workplace. It may play a key role in fostering such work environment according to all participants.

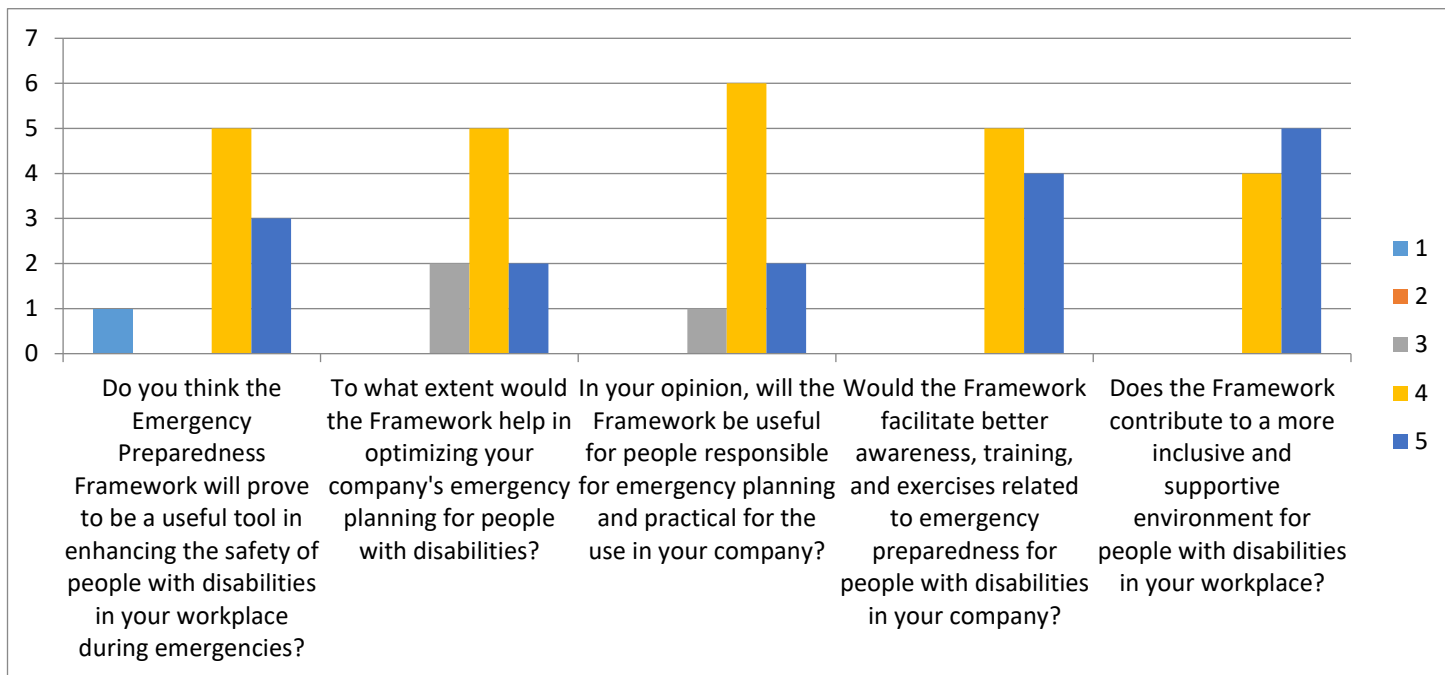


Figure 6: Usefulness and practicability of the Emergency Preparedness Framework

Participants provided some suggestions for improvement of the Emergency Preparedness Framework in terms of usefulness and practicability:

- Infographic print outs that can be put in common spaces would probably increase usefulness and practicability as well as raise awareness.
- Having it as practical as possible.
- Adding elements that simplify orientation and allow quick orientation in the document.

Moreover, some of the responders commented:

- *“The practicability depends on company status; the Framework can be transferred to different contexts”.*
- *“The framework is a welcome inspiration”.*

## 2.7 Section G: Overall Assessment

In general, participants had mixed opinions of the Emergency Preparedness Framework Document and Toolkit depending on the feature or characteristic assessed.

The testers were mainly impressed by comprehensibility of the Framework. They appreciated the consistency, resources or guidance of the documents. They also highly scored efficiency and effectiveness, which means they considered the Framework as reliable tool for emergency planning and response, helping to conduct risk assessments and identify potential hazards at the same time effectively addressing the unique needs of people with disabilities during emergencies. The participants suggested some areas for improvement or enhancement for the Framework in its usefulness and practicability, which resulted in a bit lower score. Moreover, they also pointed out some challenges and limitations in implementing the Framework in their context, which lowered their rate for feasibility and applicability. User-friendliness and readability was the characteristic on which the testers had most

varied views. Some of them found the documents very easy to use, navigate, and understand, while others had quite a few suggestions referred to it.

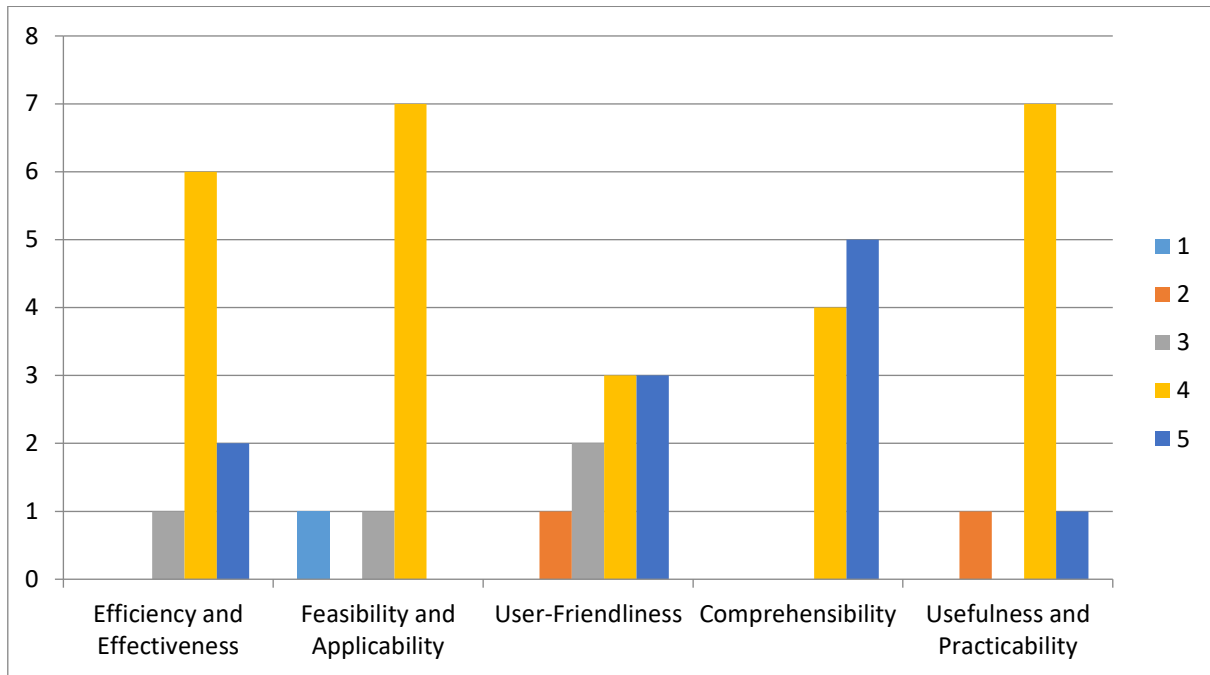


Figure 7: Overall Assessment of the Emergency Preparedness Framework (part 1/4)

The participants appreciated the Framework’s relevance to needs of people with disabilities. They admitted it considers proper context, challenges and is applicable to different types of disabilities, including sensory, mobility, and cognitive impairments. The testers also agreed that the information provided in the Framework is of good quality. They valued its comprehensibility, variety and scope. Most of the responders considered the information provided in the Framework as enough to update their company's Emergency Preparedness Plan to be more inclusive. It was sufficient, well-described and enabled them to adjust company's strategy. However, for some participants the information provided in the Framework was not enough to set up an Emergency Preparedness Plan in their company. They would need more explanations, examples and instructions to do it right. Last, the testers were not fully convenient whether the Framework is relevant to their company's needs or not.

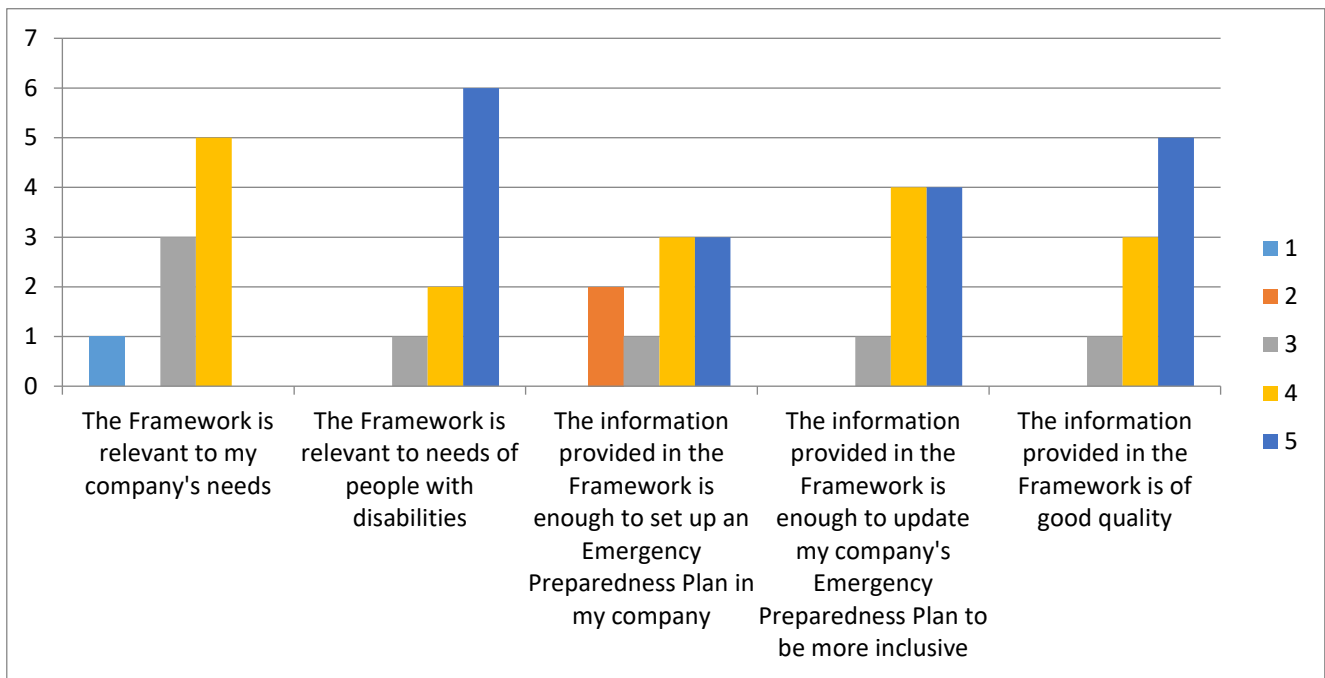


Figure 8: Overall Assessment of the Emergency Preparedness Framework (part 2/4)

The responders were mostly satisfied with the comprehensiveness and completeness of the information provided. They admitted that the document covered main information they needed to know about emergency preparedness and did not miss anything important. Almost unanimously the testers assessed the Framework’s design as rather satisfying. They quite liked the layout, colours, and images. The participants had very mixed opinions on both structure of the Emergency Preparedness Framework and its ease to use or navigate. Some of them found the steps and text not clear enough or not well-divided and structured. Also, part of the responders found the documents not so easy to use. They did not like how the Framework navigated, how the orientation in the document is made, and suggested it should be simplified.

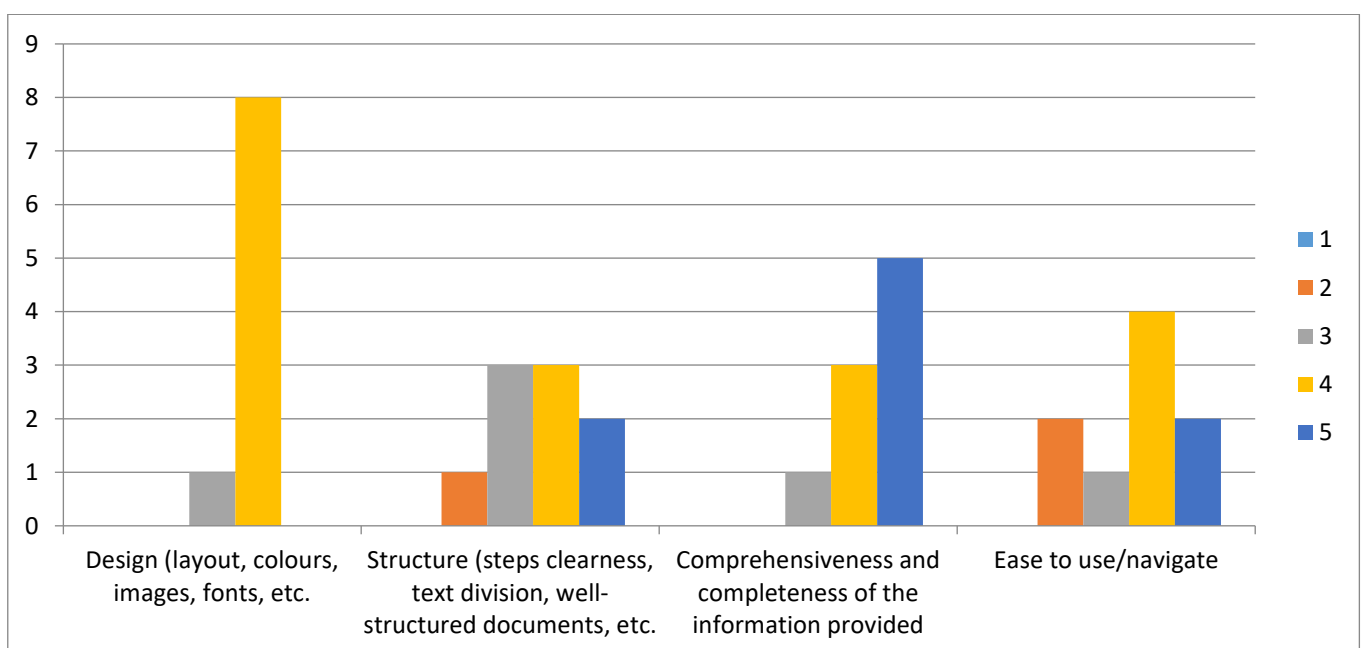


Figure 9: Overall Assessment of the Emergency Preparedness Framework (part 3/4)

The testers praised the most relevance of description to the concepts described. They agreed that the information provided matches the headings and ideas they describe. They did not find much mismatch or confusion between what was written and what was labelled in the documents. Majority of the participants also rated the accessibility of the documents rather highly. They admitted that the font size was good, and the main conclusions were emphasized. The responder’s opinion regarding engagement and length of the Framework varied a lot. They rated it from very dissatisfying to very satisfying. Some of them enjoyed reading the documents while others said the Framework was not interesting and concise enough. Finally, to most of the testers the Framework provided practical tools, guidance and support to ensure that their company’s emergency plans were inclusive, accessible, and tailored to people’s specific needs.

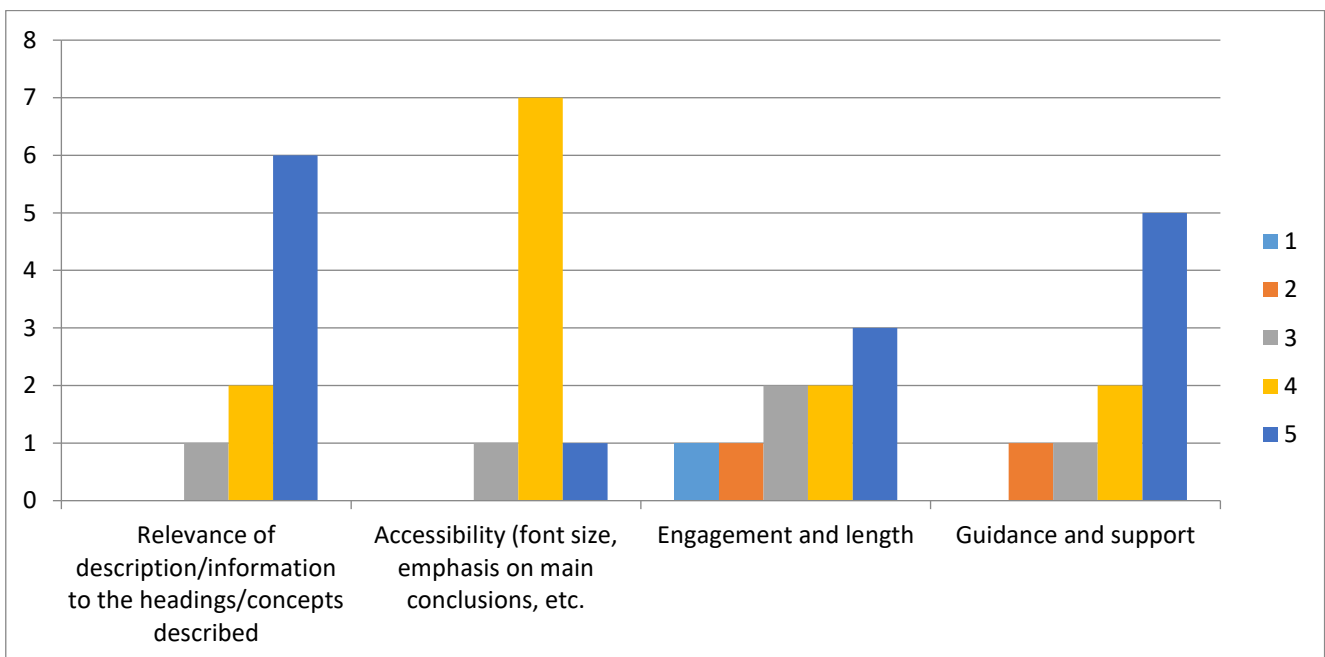
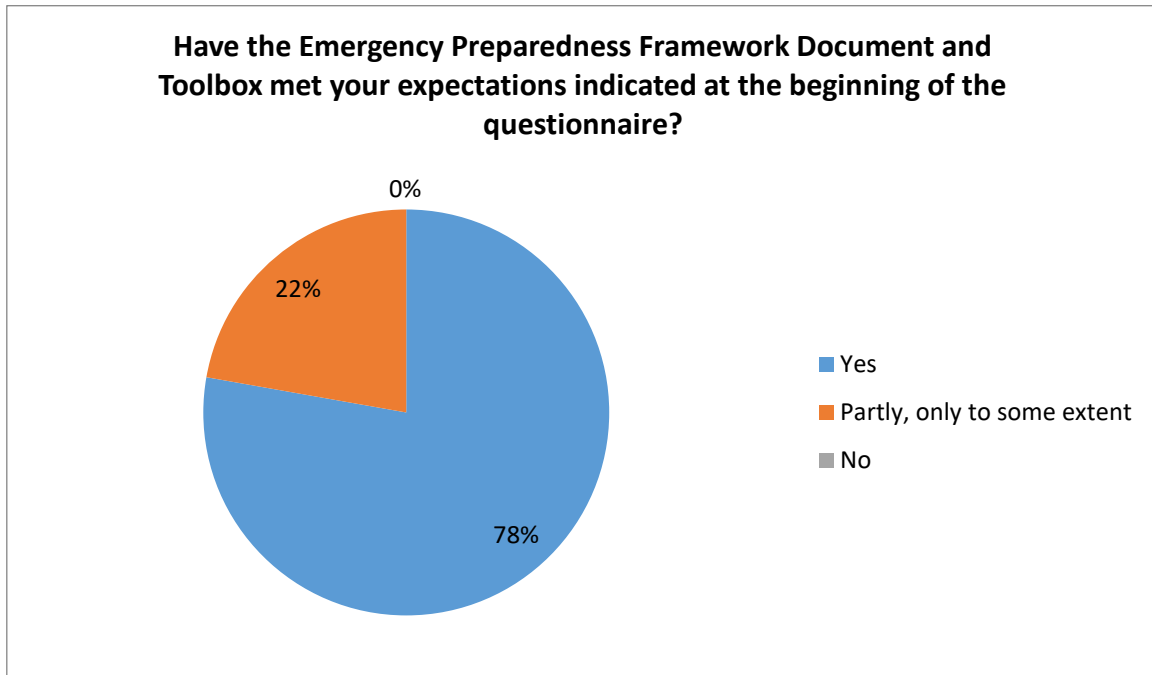


Figure 10: Overall Assessment of the Emergency Preparedness Framework (part 4/4)

Overall, most of the responders found the Framework to be beneficial and applicable for their emergency preparedness needs, but also recognized some room for further development. Most of the suggestions referred to its user-friendliness, structure and readability. Moreover, it would be well-received to add video tutorials and pictures, more structured conclusions, and simplify the navigation.

Most of the participants (7) confirmed that the Emergency Preparedness Framework Document and Toolbox met their expectations indicated at the beginning of the questionnaire. For other 2 persons the expectations were partly met, only to some extent.



**Figure 11: Meeting expectation regarding the Emergency Preparedness Framework from the beginning of the questionnaire**

In responder’s opinion the most important and useful chapters / topics of the Framework were:

- the instructions how to set up the emergency preparedness plan,
- detailed descriptions of each step,
- methodology workflow,
- design of an Emergency Preparedness Plan,
- barriers and opportunities.

Additionally, some of the testers stated that they liked all of the topics. On the second hand, part of them declared that the only chapter they did not like was the introduction. They suggested to shorten it and make it more practical. They would expect that there should be information on how to work with the framework and some graphic symbols that would make it easier to orient in the document.

Vast majority of the responders (8) declared that they would recommend using the Emergency Preparedness Framework Document and Toolbox in their companies. One person would not recommend the documents to other co-workers.

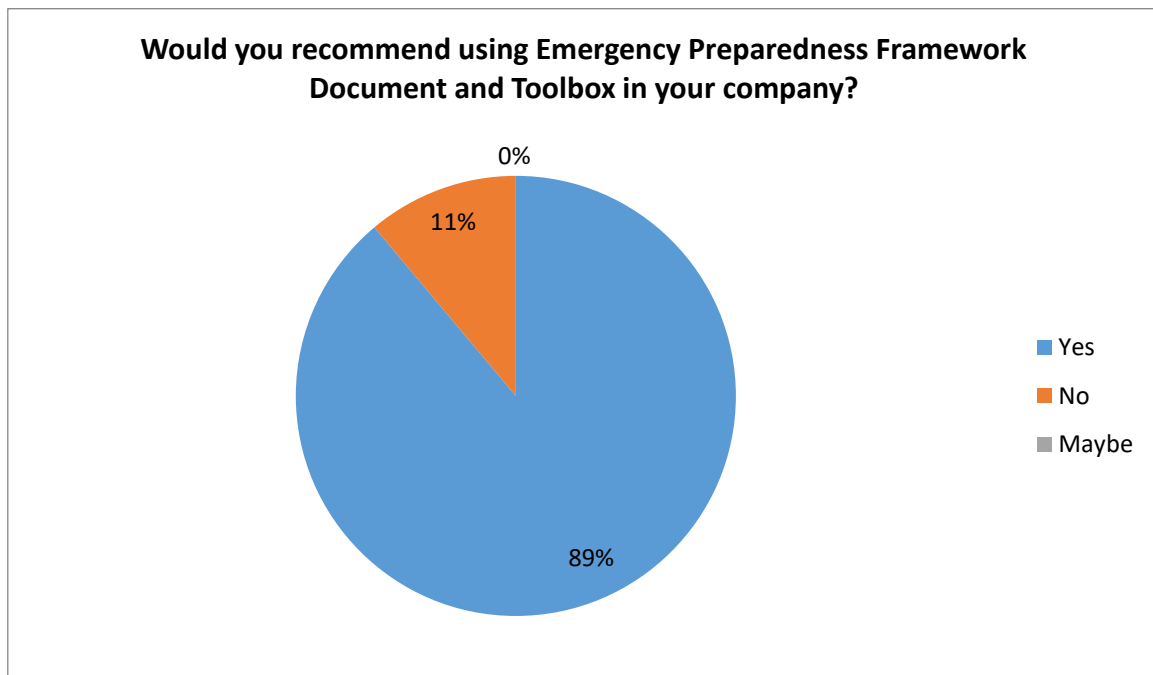


Figure 12: Recommendation of using the Emergency Preparedness Framework in tester’s company

To sum up, the participants thanked the project consortium for working on the documents. Most of them did not have any further suggestions or comments. There were 3 additional propositions:

- *“In general, document is clear. It will be easier for users to have the same understanding of the terms used”.*
- *“Should be presented on the website/ platform in easy to navigate way as the document itself is quite complicated”.*
- *“You should add more pictures and infographics”.*

## 3 Conclusion

### Section A: Expectations

The testers had different expectations regarding the benefits of using the Emergency Preparedness Framework Document and Toolbox. All of them declared it would empower people with disabilities during emergencies. They supposed the documents were a tool to support efficient and inclusive emergency plans for individuals with disabilities. They also found it useful for learning, communication, and awareness raising, but rather not for creating or updating an Emergency Preparedness Plan in their companies or for educating employees about disability issues.

### Section B: Efficiency and Effectiveness

The evaluation of efficiency and effectiveness of the Emergency Preparedness Framework suggests that the documents can streamline emergency procedures and optimize resource use, as evidenced by the majority of respondents. Furthermore, the Framework was considered effective in addressing the unique needs of people with disabilities, enhancing awareness among stakeholders, and facilitating better communication and coordination during emergencies. However, opinions on its ability to significantly improve preparedness, response time, and overall effectiveness of emergency actions were mixed. Despite these positive outcomes, participants suggested improvements, such as targeting the Framework specifically to emergency responsables, incorporating statistical data, and adding more practical content to further enhance its efficiency and effectiveness.

### Section C: Feasibility and Applicability

The evaluation on the feasibility and applicability of the Framework revealed mixed responses among participants. A slight majority believed in its feasibility for their companies, suggesting the Framework can be implemented effectively but may require customization for different workplace contexts. Concerns were raised regarding its consideration of the financial and resource constraints typical in small and medium-sized enterprises (SMEs), with responses indicating a need for the Framework to offer more guidance on overcoming these challenges. The Framework was seen as adaptable to various disabilities and individual needs, yet opinions varied on its compliance with local regulations and emergency preparedness standards. Suggestions for improvement included incorporating financial constraints of SMEs, categorizing activities by financial requirement, and providing low-cost solution tips and financial support guidance, aiming to enhance the Framework's practicality and ease of implementation.

### Section D: User-Friendliness

The assessment of the Emergency Preparedness Framework's user-friendliness presented mixed feedback, with varying opinions on its ease of navigation and overall usability. While some found it challenging to navigate, others appreciated its user-friendliness. The instructions and guidelines within the Framework were generally well-received for their clarity, with most testers rating them highly. The Framework was praised for its accessibility to individuals with different levels of technical expertise, suggesting it accommodates a broad range of users. Although the majority viewed the Framework's length and the effort required for implementation as manageable, some concerns were raised about the practicality and comprehensiveness of the provided templates, tools, and resources. Suggestions for improving user-friendliness included adding a glossary, incorporating visual elements, streamlining content, and enhancing navigational aids such as a table of contents and hyperlinks, aiming to make the document more accessible and easier to use.

### Section E: Comprehensibility

The Framework was unanimously recognized by testers for comprehensively covering key aspects of emergency planning for people with disabilities. However, its comprehensibility drew mixed reactions, particularly regarding its suitability for a diverse audience that includes both technical and non-technical users, with some finding its language and terminology complicated. Despite these challenges, the Framework was praised for its inclusiveness, effectively addressing various types of disabilities. Opinions varied on the ease of understanding the document's language and terminology, highlighting a potential need for clarification or simplification. The supplementary resources were generally viewed positively for aiding comprehension and usability. Suggestions for improvement focused on enhancing comprehensibility through the addition of a glossary, multimedia materials, unifying terminology, and concise content aimed at simplifying the document while maintaining its comprehensive coverage of emergency procedures for diverse threats.

### **Section F: Usefulness and Practicability**

The documents were positively evaluated for its usefulness and practicability, showing strong potential to enhance workplace safety for people with disabilities. Most testers agreed or strongly agreed on its effectiveness in improving emergency preparedness and safety measures tailored to the needs of individuals with disabilities, though one respondent disagreed regarding its ability to enhance safety. It was seen as beneficial for improving emergency strategies within companies and valuable for those responsible for emergency planning. The Framework also received good rates for its role in raising awareness and facilitating training and exercises specific to emergency preparedness for people with disabilities, with unanimous agreement on its contribution to creating a more inclusive workplace environment. Suggestions to increase its practicality included adding infographic printouts for common areas to raise awareness, making the document as practical as possible, and incorporating elements for easier navigation and quick orientation.

### **Section G: Overall Assessment**

The overall assessment of the Emergency Preparedness Framework Document and Toolkit by participants indicated mixed opinions based on various features, with particular appreciation for its comprehensibility and relevance to the needs of people with disabilities. While recognized as a reliable tool for emergency planning and addressing the unique needs of people with disabilities, some areas were highlighted for improvement, particularly in user-friendliness and practical applicability. The testers provided constructive feedback, suggesting enhancements to make the Framework more accessible and easier to navigate, and to offer more detailed instructions for those setting up an emergency preparedness plan. Despite some challenges in implementation, the majority found the Framework beneficial and would recommend its use in their companies. The feedback emphasised the importance of clear terminology, accessible presentation, and the inclusion of visual aids to improve orientation and comprehension. Overall, the Framework was recognized as a valuable resource, with suggestions for further development aimed at enhancing its effectiveness and user experience.

## 4 Evidence

### Cyprus



Czech Republic



Greece

**Step 1: Preliminary**  
Identification of the company sector to recognize emergency procedures for events will be identified

**Step 2: Assessment of the emergency preparedness plan**

**Step 3: Specific review**  
Process of assessment of emergency preparedness plan of the company

**Phase 2: Design of the emergency preparedness Plan**

**Step 4: Define the strategic development working group**

**Step 5: Determine the priority areas and their corresponding main goals**

**Step 6: Identify available existing mechanisms and resources for the emergency preparedness plan**

**Step 7: Create the strategy document**

**Step 8: Get specific goals within priority areas. Specific actions and responsible for each identified**

**Step 9: Assign specific resources**  
Implementation and response to the defined specific actions

**Step 10: Drawing the final strategy and the implementation plan**

**Step 11: Define how to measure and monitor the implementation plan**

**Phase 3: Implementation of the emergency preparedness plan**

**Figure 2: Methodology workflow for developing a new multiple emergency preparedness strategy plan**



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