**Section 200.1 Purposes**

a) This Americans with Disabilities Act (ADA) Grievance Procedure ("Procedure") is established.

b) In general, the ADA requires that each program, service and activity offered by the Office of the State Fire Marshal (Office), when viewed in its entirety, be readily accessible to and usable by qualified individuals with disabilities.

c) It is the intention of the Office to foster open communication with all individuals requesting readily accessible programs, services and activities. The Office encourages supervisors of programs, services and activities to respond to requests for modifications before they become grievances.