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|  Region of Waterloo | HUMAN RESOURCES POLICIES | Section # | Policy # |
| | | I | 39 |
| | | Approval Date: Dec 2011 | Revision Date: |
| Title: | EMERGENCY WORKPLACE RESPONSE INFORMATION FOR EMPLOYEES WITH DISABILITIES | | |
| Applies to: | All Employees | | |

POLICY STATEMENT:

The Region of Waterloo will make all reasonable efforts to provide individualized workplace emergency response information to employees who have a disability, if the Region is aware of the need for this information and individualized information is necessary. The goal of such information will be to enable employees to safely and appropriately respond in emergencies.

RESPONSIBILITIES:

The Region of Waterloo is responsible for:

- The periodic review of its general emergency response policies.

Management is responsible for:

- Providing individualized workplace emergency response information to their employee as soon as possible after they become aware of the need for this information.
- Developing plans for employees requiring assistance which will include as a minimum:
 - Identification of both primary and secondary evacuation exits.
 - Procedures for notifying the employee in the event of an emergency in a manner that takes into account their disability.
 - Procedures for getting the employee to the evacuation exits.
 - Procedures to notify floor wardens and the Chief Fire Warden of the individual and their location in the building.
- With the employee’s consent, providing the workplace emergency response information to the person or persons designated by the employer to provide assistance to the employee.
- Reviewing the employee’s individualized workplace emergency response plan if the employee’s emergency response needs change.
- Consulting with Human Resources as required.

Employees are responsible for:

- Notifying their supervisor of their need for individualized workplace emergency response

information as soon as it becomes apparent. This applies equally to employees who permanently require assistance and those who may have a temporary need.

- Notifying their new supervisor of their need for individualized workplace emergency response information if their supervisor changes or the employee moves to a different position or location within the organization.
- Notifying their supervisor if their emergency response needs change.
- Consenting to having their emergency workplace response information shared with a designated person or persons who can provide assistance to the employee. This would apply if the employee requires assistance accessing emergency information.

SEE ALSO:

- [Accommodation of Special Needs Policy \(III-17\)](#)
- [Individual Emergency Workplace Response Plan Form \(HR 91\)](#)
- Building Fire Plan (if applicable)

FOR FURTHER INFORMATION, PLEASE CONTACT:

- Director, Employee Relations