

# Emergency Response Planning for Employees with Disabilities

<b>Purpose:</b>	<p>MCAN strives to provide a safe work environment for all employees, including any employees with disabilities.</p> <p>The purpose of this policy is to outline the responsibility and process of identifying employees who require assistance in the event of an emergency situation and developing a plan to ensure that all employees are able to evacuate a hazardous environment.</p>
<b>Policy:</b>	<p>All staff that are involved in assisting employees with disabilities during an emergency response are do so in a safe manner. Employees must ensure that the environment, equipment and tools used during an emergency response are safe and in good working condition.</p>
<b>Definitions</b>	<p><b>Employees requiring assistance:</b> employees with a permanent or temporary disability that may affect their ability to evacuate the building safely during an emergency. Examples of conditions that may affect safe evacuations may include, but are not limited to; inability to climb/descend stairs, inability to hear emergency alarms and/or see signs, emergency equipment and evacuation directions.</p> <p><b>Emergency Response Staff:</b> the employee assigned who will assist the employee requiring assistance during an evacuation.</p>
<b>Procedure</b>	<p>If there is an immediate threat on the floor that requires evacuation, the Emergency Response Staff assigned to the person requesting assistance will assist in the evacuation as planned. In the event that the assigned Emergency Response Staff is not available during the time of the incident, the person requiring assistance will identify themselves to the fire warden, manager or any other employee in the area so an Emergency Response Staff can be assigned and assist the employee.</p>
<b>Accountabilities:</b>	
<i>Employee Requiring Assistance Accountability</i>	<p>Employees requiring assistance are accountable for:</p> <ul style="list-style-type: none"><li>• Informing their manager if they require assistance in the event of an emergency situation.</li><li>• Work with their manager to determine an individualized plan that will achieve the results established by the company's and building's emergency procedures.</li><li>• Inform their manager when their condition changes, requiring more or less assistance.</li><li>• During an emergency that requires evacuation, communicate to employees if additional assistance with evacuation is required.</li><li>• Maintain communication with the assigned 'Emergency Response Staff'.</li></ul>
<i>Manager Accountability</i>	<p>Managers are accountable for:</p> <ul style="list-style-type: none"><li>• Ensuring that employees are trained and aware of the general emergency response plan for employees requiring assistance.</li><li>• Be aware of employees with permanent disabilities and/or those who require temporary assistance to evacuate in the event of an emergency.</li><li>• Notify Human Resources and other stakeholders, as required, in order to develop and communicate individual emergency response plans.</li><li>• Discuss with the person that requires assistance to determine the level of assistance required to evacuate a floor area in the event of an emergency and determine the need to create individualized emergency response plans.</li><li>• Assign an Emergency Response Staff to the employee requiring assistance.</li><li>• Ensure that fire wardens are aware of employees that require assistance and what measures are needed for that person to evacuate the building safely.</li></ul>
<i>Human Resources Accountability</i>	<p>Human Resources is accountable for:</p> <ul style="list-style-type: none"><li>• Identify permanent/temporary disabilities that may require special assistance during an evacuation.</li><li>• Review, update and communicate the emergency response policy for employee requiring assistance.</li><li>• As part of the return to work planning process, identify special functional limitations that would warrant an individualized emergency response plan.</li><li>• In collaboration with the manager and the employee, review any restrictions during the accommodation planning and determine how they would impact the employee's ability to evacuate.</li><li>• Document the Workplace Emergency Response Information and provide the information to the employee requiring assistance, the Emergency Response Staff and the Facilities department.</li><li>• Review and update the individualized emergency response plan when the employee's overall accommodations needs or return to work plans change.</li></ul>
<i>All Employees</i>	<p>All employees are accountable for:</p> <ul style="list-style-type: none"><li>• Assist those with special needs.</li><li>• If assigned to be an Emergency Response Staff, communicate to the employee that requires assistance if you will be away and unable to provide assistance, so an alternate Emergency Response Staff can be assigned.</li></ul>
<b>Contact for clarification or questions:</b>	<p>Any questions about this policy should be directed to Human Resources.</p>