



Individualized Emergency Response Plans

In an Emergency...

Would you require assistance to evacuate the building?

The Accessibility for Ontarians with Disabilities Act (AODA) states that every employer shall provide individualized workplace emergency response information to **employees who have identified to the employer that they have a disability that requires accommodation.**

In order to fulfill our duty to accommodate, we must be made aware of any needed accommodations so that we can respond with an appropriate individualized emergency plan.

If you require an individualized workplace emergency response plan, please complete the Individualized Emergency Response Plan Consent Form.

Once documentation is received, Human Resources will be in contact with you, and in conjunction with your Manager, we will develop your individualized workplace emergency response plan.

All individualized workplace emergency response documentation is available in an accessible format on request. Please contact Human Resources at extension 2304 for assistance.

Emergency Response Plan Q&As

Q: What is an emergency response plan?

A: An emergency response plan addresses barriers that could impede safety for staff and faculty who identify a disability requiring accommodation. Human Resources and Management will work with staff to create individual plans.

Q: Why was the emergency response plan process created?

A: Huron-Perth Children's Aid Society is committed to ensuring the well-being of all staff and visitors in the event of an emergency. Creating emergency response plans for staff is one of many initiatives The Agency is undertaking in order to be fully accessible by 2025 as mandated by the Ontario government's Access for Ontarians Disability Act (AODA).

Q: How do I get an emergency response plan?

A: Current staff can contact Shelly Crovetto, Manager of Human Resources, by email at shellycrovetto@h-pcas.ca or at ext. 2304. Once an information worksheet is submitted a meeting will be arranged to draft the plan. Information about employee emergency plans will be made available during the orientation process for new staff. Where hiring processes aren't initiated through Human Resources, managers are responsible for sharing emergency plan information with their new employees. For employees who are returning to work, emergency response plans are incorporated into return to work plans on a case by case basis.

Q: Can students get an emergency response plan?

A: The emergency response plan process is designated for staff and visitors who will be in the building during a prescribed length of time. Human Resources will work with students to create an appropriate individualized accommodation plan.

Q: How long is the emergency response plan process?

A: The length of time to develop the emergency response plan is dependent on the individual and the complexity of the situation.

Q: Who will have access to an emergency response plan?

A: The personal information collected for emergency response plans will be used by Human Resources, to draft the emergency response plan. The plan will reside with Human Resources and be shared with the individual's supervisor. Further disclosure of the information will only occur with the individual's consent.

Q: How often will plans be reviewed?

A: Plans will be reviewed on a regular basis to ensure all of the information is still accurate.

Q: What happens if an individual's work location or other circumstances change?

A: Staff are responsible for informing their supervisor and Human Resources if their work location or circumstances change prior to the scheduled review date.