

Erie St. Clair Community Care Access Centre Centre d'accès aux soins communautaires d'Érié St-Clair

Policy and Procedure Manual	
Section: Health and Safety Management	HR.HSM.03.0011
Subject: Workplace Emergency Response for Employees Requiring Assistance During an Evacuation	Page 1 of 3
Effective Date: 16/05/2012	Cross Reference:
Date of Origin: 29/02/2012 Version Number: 1 Next Review: 16/05/2014 Frequency: Annually	Chief Executive Officer Approval: <i>Kuchta, Betty</i> Signature <u>16/05/2012</u> Date

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RATIONALE: These procedures and practices have been established to ensure Erie St. Clair Community Care Access Centre has appropriately addressed the needs of disabled persons in the event of an emergency and has fulfilled the requirements of the *Accessibility for Ontarians with Disabilities Act (AODA) Integrated Accessibility Standards- Employment Standards (Ontario Regulation, 191/11, s. 27)*.

SCOPE: All Erie St. Clair Community Care Access Centre (ESC CCAC) employees.

<p>POLICY:</p> <p>The health and safety of staff at the Erie St. Clair Community Care Access Centre (ESC CCAC) is a priority of the organization. In compliance with <i>Ontario Regulation 191/11, s.27 (1)</i>, the ESC CCAC shall provide evacuation assistance to individuals with limited ambulation as a result of an injury or disability.</p> <p>With this individual's self-disclosure and consent, the ESC CCAC shall assign staff and provide disclosure of any relevant information to enable a safe exit during an evacuation.</p> <p>Depending upon the accommodation need, a designated staff member may be a co-worker, manager or any employee involved with emergency response.</p> <p>The ESC CCAC shall develop and have in place a written process for individual accommodation plans for employees with disabilities.</p>

RESPONSIBILITIES:

- Each ESC CCAC employee requiring assistance during an evacuation and consenting to such help will be required to provide notification to Human Resources and work with a Human Resources Specialist in the development of a plan.

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- The Human Resources Specialist will be responsible for working with these individuals and their respective managers and will document the respective plans.

OUTCOMES/EVALUATION:

- The Human Resources Department will track and maintain a list of employees requiring ambulation assistance for each site. This list called "Persons In Need of Assistance" will be placed with the site specific Emergency Response Plan.

PROCEDURES:

I. General

1. All new employees will be required to read this procedure and are requested to advise Human Resources of a disability (or injury) that may require the Employer to provide assistance during an evacuation.
2. All employees participating in a plan with the Return to Work Team will also identify the need for assistance during an evacuation.
3. A Human Resources Specialist will work with the employee to develop and document the plan.

Note: If an employee chooses not to advise the ESC CCAC of their needs, they could be jeopardizing themselves and/or others unnecessarily during an evacuation.

4. A list of "Persons in Need of Assistance" is required by the Fire Department. This list will be handed to the external emergency responders immediately upon arrival at the building by the Emergency Response Coordinator or designate. The emergency responders will dispatch adequate personnel and/or equipment for this purpose and will call for back-up as necessary.

II. Developing and Documenting Emergency Response Plans

When the Human Resources Specialist becomes aware of an employee's request for an emergency response plan, the process shall be as follows:

1. The Human Resources Specialist shall meet with the employee to discuss and document the meeting, using the "Staff Requiring Evacuation Assistance Information" form.
2. The completed form will be kept in the employee's medical file and an "Evacuation Assistance Summary" form will be completed for insertion into the Emergency Evacuation Plan.
3. All Evacuation Zone Captains will be made aware of individuals requiring assistance, by the Human Resources Specialists when a request for assistance is made, so that the Evacuation Zone Captains may appoint other staff members to assist in the event that the designated staff member(s) are not available.

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4. The employee requiring assistance, may request the participation of a representative from their bargaining unit, if applicable, during the development of the accommodation plan.
5. After plans have been put into place, if the emergency is not near the employee's assigned district/area, it is possible that the individual may not be in danger and therefore not require evacuation. External emergency responders will make evacuation decisions upon arrival and briefing on the situation.
6. Under some circumstances, it may be impossible to help employees with ambulation difficulties to safety. In these situations, persons requiring assistance will be moved to the safest waiting area and the designated staff member(s) will inform the Emergency Response Coordinator and/or the Evacuation Zone Captains of location of the persons requiring assistance.
7. The information will then be shared with external emergency responders.

III. Review of Workplace Emergency Response Information

1. The Human Resources Specialist shall review the Evacuation Assistance Summary form:
 - a) when the employee moves to a different location in the organization;
 - b) when the employee's overall accommodation needs or plans are revised; and
 - c) when the employer revises emergency response policies.

IV. Review and Modification of Emergency Evacuation Procedures and Practices

1. These procedures and practices will be reviewed annually and in accordance with legislation.
2. No changes will be made to these procedures and practices without considering the effect on persons with disabilities. All required changes will be consistent with legislation.

RELEVANT DOCUMENTATION:

- HR 580 Staff Requiring Evacuation Assistance Information Form
- HR 581 Evacuation Assistance Summary
- Emergency Evacuation Plan

DEFINITION(S):

Persons in need of assistance— are defined as anyone, for any reason, who are not able to exit the building at a normal rate of travel, and who may hamper others in their exit of the building in an emergency situation.

REFERENCE/SOURCE:

1. *Accessibility for Ontarians with Disabilities Act (AODA) Integrated Accessibility Standards-Employment Standards (Ontario Regulation, 191/11, s. 27)*
2. NE CCAC Policy and Procedure: AODA- Workplace Emergency Response for Employees with Disability