

## 1 Employee Emergency Response Information Policy

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**Purpose:** 1) With employee consent, develop individualized emergency response information to assist staff with disabilities during an emergency situation.

2) Create a database for individualized emergency response information and protocol for the employee with a disability.

**Application:** This policy applies to all OIPRD employees.

**Requirements:** Managers shall review each employee's emergency response information when:

- An employee changes work locations (secondments, permanent hires from other OPS offices)
- There is a review of the employee's overall accommodation needs:
  - During a PDP review
  - For a new hire
  - When an employee has returned to work from a health/disability related absence
- There is a review of the agency's general emergency response policies

This information should be kept with the employee's file and in a database