



Anishinabek Family Care  
Human Resource Policy & Procedures Manual

Section 11 Accessibility for Ontarians with Disabilities	
Policy Title: <b>Workplace Emergency Response Information</b>	Approval Date: February 2020
Policy No: <b>11.11</b>	Review Date: February 2020

## POLICY

In any emergency or business interruption, Dilico has a responsibility to ensure the safety of its employees and to manage emergencies and business interruptions to minimize loss and inconvenience to all concerned.

Under the Accessibility for Ontarians with Disability Act (AODA), an employee who has a disability shall be provided with individualized workplace emergency response information if the disability is such that the individualized information is necessary and Dilico is aware of the need for accommodation due to the employee's disability. If an employee who receives individualized workplace emergency response information requires assistance, with the employee's consent, Dilico shall provide the workplace emergency response information to a person designated by Dilico to provide assistance to the employee.

## DEFINITION

Declared Emergency – an emergency declared under section 7.0.1 of the *Emergency Management and Civil Protection Act* and includes a quarantine declared by the Medical Officer of Health under the *Health Promotion and Protection Act*.

Emergency – includes any unforeseen occurrence, such as fire, power failures, bomb threats, armed attacks, toxic spills, natural disasters, accidents, injuries, or other business interruptions which result in a partial or total shutdown of business operations.



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**PROCEDURES**

1. Refer to Dilico’s Emergency Management Plan for full details of procedures to be followed during an emergency or declared emergency.
2. An employee who requires assistance and/or accommodation during an emergency will be provided with individualized workplace emergency response information.
3. An employee who has been provided with an individualized workplace emergency response information shall have that information reviewed:
  - When the employee moves to a different location in the agency;
  - When the employee’s overall accommodation needs or plans are reviewed; and
  - When Dilico reviews its general emergency response policies.

<b>RELATED FORMS AND POLICIES</b>
1. #11.01 Customer Service Standard
2. #11.02 Accessibility Plan
3. Emergency Management Plan