

CANADIAN MENTAL HEALTH ASSOCIATION, MUSKOKA-PARYR SOUND BRANCH

AGENCY: POLICIES AND PROCEDURES

APPROVED BY: D. Brown-Demarco

NUMBER: IX-60
DATE: Sept 2016
SUBJECT: Emergencies

POLICY

CMHA will ensure that employees with a disability are provided with workplace specific emergency response information as soon as is reasonable after it is determined that the employee has a disability.

CMHA is committed to providing the customers and clients with publicly available emergency information in an accessible way upon request.

PROCEDURE

Emergency Procedures for Staff with Disabilities

1. Supervisors shall identify employees with disabilities whose disability may impact their ability to act quickly in a workplace emergency situation (i.e. individual in wheelchair exiting during a fire).
2. Employees identified as having a disability shall be provided with workplace specific information regarding emergency response (i.e. fire, violent consumer etc).
3. If the employee provides consent, the Agency will provide information to another employee designated by the Agency to provide assistance to the employee with a disability.
4. Review of the employee specific information must be done
 - when the employee moves to a different location,
 - when the employee's overall accommodation needs are reviewed,
 - when the Agency reviews its general emergency response policies.

Accessible Emergency Information

CMHA will provide employees with disabilities with individualized emergency response information when necessary. See Policy IX-20 Support and Services for People with Disabilities.