



CORE PROGRAM: ADMINISTRATION  
APPROVED BY: DIANE BROWN DEMARCO

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NUMBER: AD-B-006  
DATE: APRIL 2021  
SUBJECT: AODA - EMERGENCIES

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## POLICY STATEMENT

CMHAMPS 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.

CMHAMPS is committed to providing clients with publicly available emergency information in an accessible way upon request.

## PROCEDURE

### 1. Emergency Procedures for Staff with Disabilities

- 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).
- Employees identified as having a disability shall be provided with workplace specific information regarding emergency response (i.e. fire, violent client, etc.).
- 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.
- 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.

### 2. Accessible Emergency Information

- CMHA will provide employees with disabilities individualized emergency response information when necessary. See Policy AD-B-002 Support and Services for People with Disabilities.

## LINKAGES

Revision	Date of Approval	Description of Change
	September 2016	
2	April 27, 2021	Formatting and updating