

	Revised by: Elizabeth Cook	Approved By: Erwin Reidl
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## Emergency Response for Persons with Disabilities

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Formatop is dedicated to ensuring the health and safety of all our employees, volunteers, visitors, customers, and guests. As such, we will provide our emergency response plan in a format that takes into consideration individual needs, upon request.

It is critical that all of our employees, volunteers, visitors, customers, and guests know and understand our emergency response plan, if the information provided to you is unclear or is in a format that prevents you from fully knowing and understanding our process, please contact the following person as soon as possible:

Elizabeth Cook, CHRP  
Human Resources Manager  
519-748-4928 ext. 230  
[elizabeth@formatop.com](mailto:elizabeth@formatop.com)  
1548 Strasburg Rd.

Elizabeth Cook will work with the individual, as soon as practicable, to identify solutions and options that take into consideration their needs. Alternative options include:

### **Emergency Response Procedure for People with Visual Impairment:**

- Announce the type of emergency
- Offer your arm for guidance to lead them. Do not push or pull them
- Tell the person where you are going. Alert them of obstacles you encounter
- When you reach safety, ask if further help is needed

### **Emergency Response Procedures for People with Hearing Limitations:**

- Turn lights on/off to gain person's attention, or
- Indicate directions with gestures, or
- Write a note with evacuation directions

### **Emergency Response Procedures for People using Assistive Devices:**

- Evacuate these individuals as injured persons
- Assist and accompany them to the evacuation assemble area if possible, or
- Use a sturdy chair (or one with wheels) to move the person, or
- Help carry the individual to safety

### **Emergency Response Procedures for People Using Wheelchairs:**

- Non-ambulatory persons' needs and preferences vary
- Individuals at ground floor locations may exit without help

- Some non-ambulatory persons have respiratory complications. Remove them from smoke and vapors immediately.
- Wheelchair users with electrical respirators get priority assistance
- Consult with person to determine best carry option
- Reunite person with the chair as soon as it is safe to do so.

**Be aware that people with “hidden” disabilities (arthritis, cardiac conditions, back problems, learning disabilities) may also need individual assistance. Ask them, “How can I help you?”**

**Setting up Individualized Emergency Response Plan for Employees with Disabilities:**

- Upon disclosure of a disability, employees are required to fill out *1.HR.FRM.0017 Employee Emergency Response Accommodation Assessment* to better identify barriers that could arise in an emergency situation
- Once the assessment is submitted, Formatop will use that information to create an *Individualized Emergency Response Plan (1.HR.FRM.0018)*
- Emergency help for disabled employees will be pre-assigned before an emergency occurs.

**This information will be reviewed when:**

- When the employee moves to a different location in the organization
- When the employee’s overall accommodation needs or plans are reviewed
- When your organization reviews its general emergency policy

**Forms and Repots**

1.HR.FRM.0017 Employee Emergency Response Accommodation Assessment

1.HR.FRM.0018 Individualized Emergency Response Plan

**Reference Material**

Accessibility for Ontarians with Disabilities Act, 2005

The Ontario Human Rights Code

Integrated Accessibility Standards Regulation

1.HR.POL.0001 Accommodation Policy

If you have any questions regarding **Formatop’s Emergency Response for Persons with Disabilities**, please contact Human Resources:

**Elizabeth Cook, CHRP**

**Human Resources Manager**

**(519) 748-4928 x 230**

**[elizabeth@formatop.com](mailto:elizabeth@formatop.com)**