

**MOOSE FACTORY ISLAND  
DISTRICT SCHOOL AREA BOARD**

<b>ADMINISTRATIVE PROCEDURE NO. 419</b>	
Effective	
Revision Date	

**ACCESSIBILITY STANDARDS:  
INDIVIDUALIZED EMERGENCY RESPONSE INFORMATION**

**PURPOSE**

This administrative procedure supports the compliance of Moose Factory Island District School Area Board with the *Accessibility for Ontarians with Disabilities Act, 2005* and the Integrated Accessibility Standards Regulation 191/11.

Moose Factory Island District School Area Board seeks to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal, and prevention of barriers to their full participation in the life of the school community. This obligation of the board includes provision of individualized workplace emergency response information for employees who have a disability.

**DEFINITION**

**Individualized Emergency Response Information:**

Individualized emergency response information is a way of addressing unique challenges that some employees have in emergency situations such as fire, power outages, severe weather, or security incidents. For example, an employee who has a hearing disability may not hear an alarm and may need to be notified by other means, such as a visual alarm with flashing lights. An employee with a visual disability may need help identifying the escape routes or obstructions to the escape routes. An employee with limited mobility may require assistance walking down stairs.

**PROCEDURES**

**1. Individualized Emergency Response Information**

1.1. The Moose Factory Island District School Area Board will ensure that individualized workplace emergency response information is provided to employees who have a disability, provided the disability is such that individualized information is necessary and the board has been made aware of the need for accommodation due to the disability.

1.2. The board will provide the necessary information as soon as practicable after becoming aware of the need for accommodation.

- 1.3. If an employee who receives individualized workplace emergency response information requires assistance, the board will, with the consent of the employee, provide such information to the person designated to provide assistance to the employee.
- 1.4. The Board will review individualized workplace emergency response information:
  - a) when the employee moves to a different location in the board;
  - b) when the employee's overall accommodation needs or plans are reviewed; and,
  - c) when the board reviews its general emergency response procedures.

## **2. Individual Accommodation Plans**

- 2.1. The Moose Factory Island District School Area Board will have in place a written process for the development of documented individual accommodation plans for employees with disabilities.
- 2.2. The board's written process will address:
  - a) how the employee requesting accommodation can participate in the development of the individual accommodation plan;
  - b) the means by which the employee is assessed on an individual basis;
  - c) how the board can request an evaluation by an outside medical or other expert, at the board's expense, to assist in determining if accommodation can be achieved and, if so, how it can be achieved;
  - d) how the employee can request to have a representative of his or her bargaining unit, or another workplace representative if the employee is not a member of a bargaining unit, participate in the development of the accommodation plan;
  - e) the steps taken to protect the privacy of the employee's personal information;
  - f) the frequency with which the individual accommodation plan will be reviewed and updated and how this will be done;
  - g) how the reasons for denying an individual accommodation plan will be provided to an employee, if accommodation is denied; and
  - h) how the board will ensure that the individual accommodation plan is provided in a format that takes into account the employee's accessibility needs due to the disability.
- 2.3. The board will provide individual accommodation plans that:
  - a) include, if requested, any information regarding accessible formats and accommodation supports provided;
  - b) include, if required, individualized workplace emergency response information; and,
  - c) identify any other accommodation to be provided.

**REFERENCE DOCUMENTS*****Legal References:***

*Ontario Human Rights Code*

*Ontarians with Disabilities Act, 2001 (ODA)*

*Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*

Ontario Regulation 429/07 Accessibility Standards for Customer Service

Integrated Accessibility Standards Regulation 191/11

*Employment Standards Act, 2000*

*Ontario Occupational Health and Safety Act*

*Workplace Safety and Insurance Act*

*Municipal Freedom of Information and Protection of Privacy Act*

***Board References:***

Board Policy GOV-01 Vision, Mission, and Values

Board Policy GOV-07 Learning and Working Environment: Equity and Inclusion

Administrative Procedure 151 Accessibility Standards and Practices

Administrative Procedure 152 Accessibility Standards: Training and Communication

Administrative Procedure 436 Accessibility Standards for Employment