

# Individualized Employee Emergency Planning Procedures

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1. The Human Rights and Equity Office sends notifications to University of Guelph employees requesting persons with disabilities who require individualized emergency plans fill out online contact information. This request is made:
  - a. by email distributed to all employees, and
  - b. by email to supervisors, managers, directors, chairs and deans who are asked to identify anyone of whom they are aware that may require an individualized emergency plan.Examples of the emails and online form are located in Attachment 1.
2. A list of people who fill out the form is generated at the HREO. The list is sent confidentially to Campus Community Police and Fire Prevention Services.
3. A Fire Prevention Officer meets with each person on the list individually at their place of work. There, the Fire Prevention Officer familiarizes him/herself with the area and the individual disability-related planning issues.
4. The Fire Prevention Officer then develops an emergency plan with the individual and creates a written emergency plan (Template found in Attachment 2).
5. That plan is emailed to the individual and attached to the front of the Building's Fire Safety Plan.
6. When a fire alarm alerts Police dispatch, there is a guidance text that also is displayed on the screen that notifies the dispatcher to check the building fire safety plan for the individualized emergency plans for that building.
7. The dispatcher uses that fire safety plan to alert first responders of the individual, their location and their individualized plan.

# Attachment 1

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## Text for Emergency Planning Mass Communication Email

Dear UofG Employee,

Campus Community Police and Fire Prevention Services endeavour to ensure the physical safety of employees. Toward that end, individualized emergency evacuation plans for persons with disabilities may be required. We ask employees with disabilities requiring emergency information, instruction or assistance during an emergency evacuation, to use the following link to provide us with necessary contact information. This information is being collected by the Human Rights and Equity Office and will be provided to Campus Community Police and Fire Prevention, to aid them with emergency planning.

Link:

<http://www.uoguelph.ca/hre/Surveys/snow/Components/Authenticate/AuthenticatePage.cfm>

Employees who are not able to go online to register this information may contact the Human Rights and Equity Office at ext. 53000 for assistance.

Thank you.

## Online form requesting identification of people with disabilities who require individualized emergency plans:

<http://www.uoguelph.ca/hre/Surveys/snow/Components/Applications/ApplicationAddPage.cfm>

First Name, Last Name

In which department do you work?

### EMERGENCY PLANNING

Do you have a disability and require emergency information, instruction or assistance with emergency evacuation?

Yes

No

If you have indicated you require emergency information, instruction or assistance during an emergency evacuation, staff from Campus Community Police or Fire Prevention will be in touch with you. Please provide your on-campus extension or email address or if you prefer your cell phone or home phone number.

# Attachment 2

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## Emergency Evacuation Questionnaire for Persons with Disabilities

**Name:**

**Do you require special assistance in an emergency including any equipment, medication or device?**

**Please describe:**

### **Primary Campus Location**

Building:

Room:

Department:

### **How can we contact you?**

Telephone:

Cell:

Email:

TTY:

Other:

### **Emergency Contact Person**

Name:

Telephone:

Cell:

Email:

**Special Notes:**