

Workplace Emergency Response Plan

Bronte College will follow the below mentioned process to comply with the Accessibility Standard of Employment.

1. Review Emergency Procedures/Information

Review our evacuation plans, fire safety plans, emergency maps, alarm systems, fire exits, firefighter elevators, designated waiting areas and other emergency information, systems and/or features. Assess how do staff learn about an emergency and what are they expected to do?

2. Determine who needs help

Invite employees to notify confidentially about their accessibility needs during an emergency. Send out a memo or ask during Orientation.

3. Prepare and provide Emergency Information

Once we know which staff members(s) need help, we shall identify what kind of help or assistance is required by handing out detailed questionnaire to the staff members. We shall provide information in an accessible format, if required.

4. Provide Individualized Emergency Response information

The information collected in Step 3 will be used to create Individualized Emergency response plan. At this point, we will also ask staff members who require assistance for permission to share information with individuals who agree to help.

5. Follow up

Bronte College shall review the information/plan if the employee moves to a

different location, or whenever the employee's accommodation needs, or Bronte's emergency policies and procedures are reviewed. The plan will be updated accordingly.

