

 University College of the North	# Pages: Page 1 of 2	Policy Number: AD-02-04
	Approved by: President's Council	
Policies & Procedures Manual		
Section: ADMINISTRATION - ACCESSIBILITY	Effective Date: March 8, 2021	
Title: INDIVIDUAL EMERGENCY RESPONSE PLAN	Replaces: New	

POLICY STATEMENT

University College of the North (UCN) is committed to inclusion, to building and maintaining a diverse organization, and respecting all people's abilities. UCN is also committed to ensuring the health and safety of persons with disabilities.

PURPOSE OF POLICY

The purpose of this policy is to ensure that the UCN community is aware of health and safety requirements for the UCN Community as per the Accessible Standard for Employment under The Accessibility for Manitobans Act (AMA) (<http://www.accessibilitymb.ca/>). The purpose of this policy is to provide information about the process for ensuring each individual with a disability who requires assistance in an emergency has an Individual Emergency Response plan in place.

PROCEDURES

1. This policy applies to all employees, students, members of the Governing Council, Learning Council and the Council of Elders and members of organizations utilizing space at one of UCN's campus locations.
2. An Individual Emergency Response Plan addresses barriers that could impede the health and safety for employees, students and others within the UCN community who identify a disability which requires accommodation. Individuals who face barriers are the experts as to how best to identify and address barriers during an emergency.
 - a) Human Resources (HR) or designate and the Workplace Health and Safety Manager or designate will work with employees and members of the Governing Council, Learning Council and the Council of Elders who identify a disability and request an Individual Emergency Response Plan.
 - b) The Dean of Students/Student Accessibility Services (SAS) or designate and the Workplace Health and Safety Manager or designate will work with students who identify a disability and request an Individual Emergency Response Plan.
3. Employees, students and Council members will be made aware of the availability of the Individual Emergency Response Plan during the relevant accommodation process.
4. The individual requesting an Individual Emergency Response Plan will be asked to provide specific information in relation to their disability to develop and establish an Individual Emergency Response Plan (Form: **Request for Individual Emergency Response Plan**).

5. The length of time to develop the Individual Emergency Response Plan is dependent on the individual's requirements and the complexity of the situation.
6. Individual Emergency Response Plans will be reviewed on an annual basis, or within a shorter time-frame if information comes forward which necessitates a review. Individuals who have an Individual Emergency Response Plan in place are responsible for informing HR or designate in the case of employees or Council members or the Dean of Students/SAS or designate in the case of students, if there are changes to any factors which may impact their Emergency Response Plan.
7. UCN is committed to protecting the privacy of all individuals. All information will be governed by privacy legislation, including the Freedom of Information and Protection of Privacy Act (FIPPA) and the Personal Health Information Act (PHIA).