



## Employee Request for Individual Emergency Response Plan

The information collected is confidential and will only be shared with your consent and will be used to identify the type of assistance you may need in an emergency situation.

This form is to be completed by employees or Governing Council, Learning Council and Council of Elders members. Please refer to UCN policy *AD-02-04 Individual Emergency Response Plan* which outlines the process in place at UCN for ensuring each individual with a disability who requires assistance in an emergency has an Individual Emergency Response plan in place.

### Employee Information:

Last Name:	First Name:	UCN Employee Number:
Position Title:	Department:	Immediate Supervisor:
Phone:	UCN E-mail:	Date:

### Emergency Contact Information:

Name:	Phone:	E-mail:
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Requests for an Individual Emergency Response Plan are supported by an individual's Accommodation Plan. Do you have an Individual Accommodation Plan in place?

- Yes, UCN has my Individual Accommodation Plan on file
- No, but my Request for Accommodation form is attached to this request
- No, but I will complete the Request for Accommodation form and mail or fax to HR
- No, my request for an Individual Emergency Response Plan will not be supported by an Accommodation Plan

### Your Work Location

Regular Work Location: \_\_\_\_\_

Do you work/study in different places on a regular basis?  Yes  No

If yes, list the addresses and specific room locations.

\_\_\_\_\_

\_\_\_\_\_

Reach Us At: [employmentaccess@ucn.ca](mailto:employmentaccess@ucn.ca)



**Things to consider in a potential emergency situation:**

This section highlights key aspects of UCN’s Emergency Action plan.

1. In an **emergency evacuation** situation, everyone is asked to exit the building until we have been given the clear from emergency responders that it is safe to return. Please indicate if you may face any challenges or barriers with any of the following:

Emergency Evacuation	Barriers	Details of Barriers
Hearing the alarm	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Reading egress maps	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Exiting the building	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Listening or reading an Alertus message	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Reporting to a designated muster point	<input type="checkbox"/> Yes <input type="checkbox"/> No	

2. The term, **Shelter-in-Place** means to seek immediate shelter and remain there during an emergency rather than evacuate the area and is only used when an evacuation is not safe. A shelter-in-place response may require an individual to remain where they are, or move to a safer location. Please indicate if you may face any challenges or barriers with any of the following:

Shelter in Place	Barriers	Details of Barriers
Moving to a room with no windows	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Closing windows or doors if you cannot move	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Move to the basement of a building	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Move to an interior stair well	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Lock doors, cover windows, turn off lights	<input type="checkbox"/> Yes <input type="checkbox"/> No	

3. A **Lock-Down** occurs where there is an immediate threat of violence in or around UCN campus or grounds. A lockdown minimizes access and visibility and shelters students, employees and visitors in secure locations. Please indicate if you may face any challenges or barriers with any of the following:

Lock Down	Barriers	Details of Barriers
Lock and barricade doors	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cover windows, turn off lights	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Remain there until advised it is safe to leave	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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