

**Administrative Policy 001 –
Employee Emergency Response
Information Policy**

Date Issued: August 9, 2013

Date Updated: April 1, 2024

1. Purpose

- 1) With employee consent, develop individualized emergency response information to assist staff with disabilities during an emergency situation.
- 2) Create a database for individualized emergency response information and protocol for the employee with a disability.

2. Application

This policy applies to all LECA employees.

3. Requirements

Managers shall review each employee's emergency response information when:

- An employee changes work locations (secondments, permanent hires from other OPS offices)
- There is a review of the employee's overall accommodation needs:
 - During a PDP review
 - For a new hire
 - When an employee has returned to work from a health/disability related absence
- There is a review of the agency's general emergency response policies

This information should be kept with the employee's file and in a database