

1. Purpose

The purpose of this guideline is to identify roles and responsibilities for completing a Personal Emergency Plan to meet the requirements of the Integrated Accessibility Standards (Ontario Regulation 191/11) of the Accessibility for Ontarians with Disabilities Act, 2005.

2. Roles and Responsibilities

2.1 Employee/Student with a permanent or temporary disability:

- Following discussion with your manager (employees) or counsellor (student) complete the Personal Emergency Plan Questionnaire
- Meet with Emergency Management Office (EMO) staff to complete your Personal Emergency Plan (PEP)
- Assist in the development of your PEP by identifying to the best of your ability, your disability-related needs in the event of an emergency
- Identify possible supports you may require such as team/assistants, if required
- Make sure you clearly understand the College's emergency protocol that is to be followed and your responsibilities contained within your Personal Emergency Plan
- Practice your PEP
- Monitor interruptions to services that could affect your PEP
- Review your PEP each year, or sooner if your environment, schedule, situation or disability-related needs change
- Inform Counselling and Accessibility Services (student) or your Manager (employee) if your Personal Emergency Plan needs to be reviewed or updated

2.2 Counselling and Accessibility Services – Student with a disability:

- Advise students with disabilities of the availability of a Personal Emergency Plan
- Have student (s) complete the Personal Emergency Plan Questionnaire
- If the PEP is required, submit a work order (Facilities Management System) directed to the Emergency Management Office, EMO staff will connect with the student to create the PEP
- Retain copy provided by EMO of the student's PEP or copy of the signed document indicating the student has declined the PEP on file
- Submit a work order to EMO if you become aware of any changes required to the PEP and/ or the student is no longer at the College

2.3 Manager/Supervisor - Employee with disability:

- Advise employees of the availability of a Personal Emergency Plan
- Have employee (s) complete the Personal Emergency Plan Questionnaire
- If the PEP is required, submit a work order through the Facilities Management System directed to the Emergency Management Office, EMO staff will connect with the employee to create the PEP
- Retain copy provided by EMO of the employee's PEP or copy of the signed document indicating the employee has declined the PEP on file
- Submit a work order to EMO if you become aware of any changes required to the PEP and/ or the employee is no longer at the College

2.4 Emergency Management Office

- Meet with student or employee and complete PEP in consultation with all appropriate stakeholders
- If student or employee does not want a PEP, have student or employee sign the document indicating they have declined a PEP and keep on file
- Submit PEP to Campus Security Services for filing and action in the event of an emergency
- Forward copy of the PEP or the signed document indicating the student or employee has declined the PEP to Counselling and Accessibility (for students) or manager/supervisor (for employees)
- Review Personal Emergency Plans when notified that student or employee's schedule, location or needs have changed or when reviewing general emergency response plans, update and re-distribute if required

2.5 Campus Security Services:

- Ensure all Personal Emergency Plans are filed electronically with Campus Security Services for action in the event of an emergency

3. Procedure

The procedure for the creation of a Personal Emergency Plan is outlined in **Appendix A- Personal Emergency Plan (PEP) Flowchart**