



## Individualized Emergency Response Plan Consent Form

The Accessibility for Ontarians with Disabilities Act (AODA) states that every employer shall provide individualized workplace emergency response information to employees who have identified to the employer that they have a disability that requires accommodation.

In order to fulfill our duty to accommodate, we must be made aware of any needed accommodations so that we can respond with an appropriate individualized emergency plan.

The collection of this information will only be used in developing a Workplace Emergency Response Plan.

### Employee Information

*I may need some assistance in evacuating the building or coping with a workplace emergency.*

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Department: \_\_\_\_\_

Employee ID: 

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Phone: \_\_\_\_\_

All individualized workplace emergency response documentation is available in an accessible format on request.

Please contact us in one of the following ways:

Email: [humanresources@publicoutreachgroup.com](mailto:humanresources@publicoutreachgroup.com)

Phone: 1 888 326-5535 extension: 4000

In person: Human Resources, 347 College Street, 3rd Floor, Toronto, ON M5T 2V8

### Submission Method

Please forward this form to Human Resources by email to [humanresources@publicoutreachgroup.com](mailto:humanresources@publicoutreachgroup.com) or by mail. We will then contact you to determine how to meet your needs.

### Notice of Collection

The personal information on this form will be used to implement an individual emergency response plan and will be shared with your manager and the Human Resources office. Further disclosure of the information will only occur with your consent. If you have any questions or concerns about the information collected or how it will be used please contact Human Resources .