



Subject: Employee safety during emergencies

At Park West School Division, we take employee safety seriously.

If you have a disability, whether permanent, temporary, visible or invisible, and if you believe you may need help during an emergency, please let your principal or supervisor know. He or she will ask you to complete a self-assessment form. They will then work with you to develop individualized emergency response information that will meet your needs in an emergency situation.

Please note that at this time, your principal or supervisor does not need to know the details of your medical condition or disability, only the kind of help you may need. The information you provide will be kept confidential and only shared with your consent. For example, if you needed another person to assist you during an emergency, the division would request that you allow your Principal or Supervisor to share the relevant information with that helper.

If you have questions, or if you already have emergency response information and need to adjust it, please let your principal or supervisor know and you can go through it together

Thank you.



Administration

Crisis Response

Plan

Division Office

SM: 250A