

## ***Emergency Preparedness for Individuals with Disabilities***

### ***Fact Sheet: Supervisors' Role and Responsibilities***



This fact sheet provides an overview of the role and responsibilities of supervisors in assisting individuals with disabilities during an emergency.

The definition of disability under extreme circumstances is not restricted to traditional legal terms, and it may include people such as the elderly, pregnant women, or any individual that would need assistance in an emergency. Thus, their requests are to be respected.

#### **Role:**

- The role of supervisors is to ensure that their employees are prepared for an emergency, and also to facilitate requests for resources that would assist individuals with disabilities to function in the event of an emergency.

#### **Responsibilities:**

##### *Inquiry -*

Supervisors may ask the employee in advance whether he/she would need assistance in an emergency. This action can be taken:

- When the employee has accepted the job offer but has not started working yet.
- When the employee has self identified as having a disability

##### *Emergency Preparation -*

- If an employee has disclosed a disability, supervisors are required to inquire what kind of assistance is needed during an emergency.
- Keep the employee's needs confidential, and only share with those who are permitted to know (such as safety and security personnel)
- Maintain a current list of employees needing assistance, and make it available to the security office or safety personnel as directed by law.
- Inform DOT or the Operating Administration (OA) if employees with disabilities are being designated to work prior to or after core business hours

##### *During an Emergency -*

- Don't presume an individual with disability needs assistance. **ASK FIRST.**
- Supervisors should ensure that the individuals with disabilities are being accounted for during an emergency.

If there are any questions, please feel free to contact the Department of Civil Rights Office at 202-366-5714.

