



Emergency Procedures, Plans or Public Safety Information

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Privacy: General

1.0 Purpose

The purpose of this procedure is to ensure we adhere to Common Collection Agency's required compliance with the regulations of the Accessibility for Ontarians with Disabilities Act, 2005, which dictates that we ensure emergency procedures, plans or public safety information are available internally and to the public.

2.0 Scope

This procedure applies to all Common Collection Agency employees, in any type of interaction internally, with the public or other third parties.

3.0 Responsibility

Common Collection Agency will ensure that all employees and others dealing with the public are properly trained to refer to emergency procedures, plans or public safety information which have been created by the Leaser.

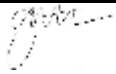
The obligated Leaser shall make the information public and provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

4.0 Description Of Activity

Employees of Common Collection Agency will refer to emergency procedures, plans or public safety information which have been created by the Leaser, upon request.

5.0 Reference

6.0 Change Management Table

Approved By:		 Julie Robertson 2010-07-22 3:19 PM
Revision #	Revision Date	Description of changes