

 10 Nadolny Sachs Private Ottawa, Ontario K2A 4G7	<b>MANUAL: Emergency Preparedness and Response – Public Information</b>	
	<b>SECTION: Section 2 - Prepare</b>	
	ORIGINAL  <b>July 2023 (new)</b>	REVIEW: July 2024  REVIEW:
REVIEWER: Emergency Preparedness and Response Lead	APPROVER: CEO	
<b>SUBJECT: 2.02 Hillel Lodge Organizational Chart/IMS Roles and Responsibilities - Overview</b>		

**Related Policy:** Emergency Preparedness and Response – Public Information 2.03 – Roles and Responsibilities (IMS)

**Overview:**

Hillel Lodge shall have an updated copy of the Organizational Chart. This organizational chart is instrumental for employees to identify who is responsible for their respective department and the IMS roles and responsibilities assigned during an emergency.

In conjunction with Emergency Contacts and Service Providers Contacts (Section 3 – Response), the organizational/IMS Roles and Responsibilities chart forms a critical part of Hillel Lodges response to emergency situations and the overall Emergency Preparedness and Response Plan.

The organizational chart/IMS Roles and Responsibilities is located in the master Emergency Preparedness and Response Manual and is part of the required documentation located in the Emergency Boxes.