

 <p>10 Nadolny Sachs Private Ottawa, Ontario K2A 4G7</p>	MANUAL: Emergency Preparedness and Response – Public Information	
	SECTION: Section 6 – Quality Improvement	
	ORIGINAL	REVIEW:
		REVIEW:
REVIEWER: Emergency Preparedness and Response Lead	APPROVER: CEO	
SUBJECT: 6.01 Quality Improvement Reviews		

Hillel Lodge shall evaluate the master Emergency Preparedness and Response Manual as well as the Public Information Policies and Procedures at least once a year. A written record of each evaluation must be maintained. The written record must include the date of the evaluation, the names of the persons who participated in the evaluation, a summary of the changes made and the dates those changes were implemented.

Any revisions to the policies and/or procedures will be communicated.