

Number:	ADM-121
Title:	Emergency Plan
Person responsible for enforcement:	Vice-Rector, Administration
Entered into force:	February 28, 2018
Approved:	February 28, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	No exception to this regulation without prior written authorization from the Board of Governors

In this document, the masculine form is used without prejudice and for conciseness purposes only.

1. Objective

This regulation defines the roles and responsibilities of individuals and units responsible for updating and distributing the Emergency Plan.

2. Regulation

2.1 Updating

In order to keep the Emergency Plan current, it will be reviewed and revised as often as necessary.

Accordingly, the Emergency Management Committee will meet as often as necessary but at least once a year to review and discuss the document, after having invited the University community to submit recommendations for improvements to the Emergency Plan.

Changes to the Emergency Plan, with the exception of amendments to the appendices, are drafted by the Emergency Management Committee at one of its regular meetings. The proposed changes are then submitted to the Director of Facilities Services and the Rector for approval, and once approved, to the Administration Committee for approval. Substantive changes affecting the overall structure of the Emergency Plan require the approval of the Board of Governors.

2.2 Distribution

The master copy of the Emergency Plan is kept by the Vice-Rector, Administration.

A complete printed copy is distributed to each of the following locations:

- Reception desk, Guigues Hall
- Reception desk, Saint Paul University Student Residence
- Human Resources Services
- Facilities Services
- Associate Vice-Rectorate, Strategic Enrollment Management
- Office of the Rector, Vice-Rectors and Secretary General
- Immaculata High School, 140 Main Street, Ottawa

An electronic version of the Emergency Plan is distributed to all University staff and internal partners, and posted on the Website. Confidential information contained in the appendices may be removed from the public document.