Prepared by Boston College Office of Emergency Management

## Plan Updating and Distribtion

To ensure that your plan remains current, schedule regular updates, departmental and broader organizational tests, and train the personnel responsible for actual implementation of the plan. In addition, promote the Plan to maintain and enhance awareness of the Plan within the organization. Ensure that your Plan is updated at least annually or more often if major changes occur in the organization. After exercises or real world emergencies, even if they do not directly affect the department, 6(i)6..6(on, 8csTJ 0 Tw J 0 Tw [(y)10.9(our)]Td9)-4.7(1 11.04 -0 0 11.04 36 713.4 T.)]T6(on,o)1p1.6(n i)6 Tw