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## Emergency Response Contingency Plan Policy

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## Emergency Response Contingency Plan Policy

### General

The University of Maine Emergency Response Contingency Plan (ERCP) meets the requirements of a number of State and Federal regulations.

Site-specific ERCPs combine multiple emergency related regulatory requirements into a single document using the EPA "One-Plan" model. Regulatory requirements typically excluded from the ERCP include Emergency Action Plan requirements; Confined Space Rescues and Oil Spill Prevention Control and Countermeasure requirements. Small sites which do not have ERCP requirements generally handle emergencies in accordance with a site-specific Emergency Action Plan.

### Regulatory Guidance

- Environmental Protection Agency (EPA) 40 CFR 68, 110, 112, 264, 265, and 302.
- Occupational Safety and Health Administration (OSHA) 29 CFR 1910.38, 119, 120, 146 and 157
- Maine Emergency Management Agency (MEMA) 37-B MRSA Chapter 13
- Maine Department of Environmental Protection (DEP) 38 MRSA II-A, 1317, and 1318. 06-096 Chapters 800, 801, and 851
- National Fire Protection Association (NFPA) Life Safety Standards 101

### Requirements

The University of Maine maintains up-to-date site-specific written Emergency Response Contingency Plans (ERCPs) to ensure that employees, students, guests and neighboring properties are safe from chemical releases, fires, and other emergencies.

#### **Emergency Planning:**

Part of the planning is to perform a hazard and risk assessment, identifying significant hazards from fires, explosions, releases of hazardous materials, power failure, natural hazards, and other significant emergencies.

The emergency planning process is intended to:

- Assists in efforts to prevent incidents before they occur;
- Lessen the effects of any incident that occurs;
- Outline emergency response capabilities, methods and procedures;
- Provide a list of resources available for assistance during; emergencies; and
- Establish a system to return the facility to normal operation.

Copies of ERCPs are provided to State and Local response agencies.

### **Facility Emergency Coordinator:**

Each site designates at least one Facility Emergency Coordinator (FEC) responsible for coordinating the mitigation of potential hazards, making required external notifications, and reporting status to senior administrators. The FEC has full authority to commit the resources of the site in the event of an emergency.

During and emergency response the FEC serves as the On-Scene Incident Commander; or works in conjunction with the Fire Department or other response agency by serving as the Facility Liaison.

FECs receive training in implementing the plan and making appropriate internal and external notifications.

### **Mitigation and Follow-up:**

Once an emergency situation has passed, the FEC completes and submits follow-up reports as required and ensures that the site returns to normal operation.

## **Responsibilities**

**The Facility Emergency Coordinator** is responsible for:

- Ensuring proper notification of federal, state, and local authorities in the event of an emergency.
- Periodically exercising, reviewing, and updating the plan as needed.
- Acting as the primary liaison with outside Emergency Responders.

**Facilities Management or Site Manager** has responsibility for:

- Maintenance of alarms and fire protection equipment on a regular schedule.
- Providing other services as needed to mitigate emergencies.
- Assisting in the exercising of the Emergency Response Plan as needed and providing resources in the event of an emergency

## **For Additional Information**

- Contact your Department Safety Coordinator or UMS Safety Management (SM) at 207/581-4055.

## **Document History**

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