

UM-FLINT EMERGENCY RESPONSE PLAN (ERP)

Guidelines for Deans, Directors and Departments Heads

PURPOSE

The UM-Flint Emergency Response Plan (ERP) was developed and being implemented to establish a safe and effective means for responding to emergencies on the Flint Campus. The ERP establishes an Incident Command System (ICS), an Incident Commander (IC), general emergency procedures, communications, outlines department responsibilities and requirements for emergency preparedness planning.

INCIDENT COMMAND SYSTEM (ICS)

UM-Flint will employ an Incident Command System which identifies one individual with broad authority to direct the University's emergency response activities. The Incident Commander for UM-Flint is the Director of Public Safety, or their designee.

A multidisciplinary approach is required to effectively respond and control to all emergencies. The IC may require the expertise of other departments such as Facilities Management, Environment, Health & Safety as well as department heads and faculty in those areas effected by the emergency.

DEAN, DIRECTORS AND DEPARTMENT HEADS RESPONSIBILITIES

All departments play an essential role in emergency planning and response. Deans, Directors and Department Heads have particularly important responsibilities outlined in the ERP. The key responsibilities include the following:

- √ Designate individuals to develop "department-specific" emergency plan
- √ Develop a business continuity plan addressing critical and essential operations.
- √ Designate an appropriate number of Area Emergency Coordinators (AECs)
- √ Ensure that adequate emergency procedures, training, personal protective equipment (PPE) and safety equipment are in place for responding to foreseeable emergencies
- √ Ensure laboratories have developed and implemented a Chemical Hygiene Plan
- √ Ensure that non-laboratory units who handle hazardous materials are in compliance with the UM-Flint Hazard Communication Program and other applicable programs
- √ Participate in drills and training

DEPARTMENT MUST:

- √ Become familiar with the UM-Flint ERP
- √ Evaluate department activities and identify foreseeable emergencies
- √ Identify specific operations or conditions that may be hazardous
- √ Inventory hazardous materials in department
- √ Develop emergency procedures not directly addressed by the campus ERP
- √ Address individuals with disabilities in pre-emergency planning
- √ Ensure that laboratories have a chemical hygiene plan (CHP)
- √ Contact EHS for assistance in emergency pre-planning, training and drills
- √ Become familiar with evacuation routes, assembly/shelter areas, location of emergency phones, fire extinguishers and other safety equipment

DEPARTMENT PLANS - ESSENTIAL ELEMENTS

- √ Identify emergencies to which your department may be vulnerable e.g. fire, medical, hazardous material incidents, radiation release, etc.
- √ Identify "high hazard" areas and activities e.g. chemical storage, dangerous equipment or process areas, confined spaces, etc.
- √ Identify departmental emergency contacts and Area Emergency Coordinators
- √ Identify emergency equipment in your department; how it is maintained, when it is tested or inspected, and the necessary training
- √ Identify roles of faculty, supervisors and students
- √ Identify the means for communicating your plan to faculty, staff, and students
- √ Identify the means for accomplishing drills, training, and self-evaluation
- √ Ensure plan is current and accurately reflects the activities in department.
- √ Be consistent with UM-Flint ERP

PREPAREDNESS ACTIVITIES

- √ Plan and coordinate drills and training with EHS or Public Safety
- √ Participate in campus wide drills. Notify Public Safety or EHS of any problems or difficulties that arise during the drills.
- √ Ensure that Evacuation Maps and Emergency Guidelines are posted
- √ Conduct self- inspections and evaluations to ensure compliance with health and safety regulatory requirements.
- √ Review your plan at least annually.
- √ Develop additional procedures, if necessary, for non routine tasks or events.

UM-FLINT RESOURCES AVAILABLE

- Δ *Environment, Health and Safety* will inspect your area, help identify potential health and safety concerns, research regulatory requirements, assist in developing training materials, conduct training and presentations, assist in emergency preparedness planning. Call EHS at 766-6763
- Δ *Public Safety* will inspect your area, meet with faculty, staff and students about safety and security related concerns, and assist in emergency planning, Call Public Safety at 762-3333.
- Δ *University Relations* will assist in developing written communications as well as communicating to the media. Call University Relations at 237-6570.
- Δ *Facilities Management* will provide technical assistance when designing engineering controls, servicing safety equipment such as fume hoods, safety shower, drench hoses or eye wash units. Call Facilities Management at 762-3223.
- Δ *Urban Health and Wellness Center* will provide health related support services when developing emergency preparedness plans, and responding to medical or infectious hazards or communicable disease outbreaks. Call UHWC at 424- 5269.