

MAINE COMMUNITY COLLEGE SYSTEM

**HEALTH AND SAFETY
Section 805**

SUBJECT: CONTINGENCY AND EMERGENCY PLANNING

PURPOSE: To require the System Office and colleges to maintain and periodically review certain contingency and emergency plans

A. Introduction

The purpose of this policy is to recognize the value of the MCCS and the colleges' existing contingency and emergency plans and strategies; to promote planning based on both common and location-specific needs; and to require that such plans and strategies be periodically reviewed to meet changes in conditions and/or threats.

B. MCCS Emergency Plans

The System and colleges shall maintain contingency and emergency plans and strategies that address within existing resources those conditions and/or threats that are reasonably foreseeable at a given location. Such plans and strategies shall be tailored to location-specific needs and demographics, and shall address issues determined to be pertinent, including the following.

1. Events Disrupting Normal Operations

The plans shall address those significant, but not necessarily dangerous, events such as closure of a major classroom building or dorm; business interruption for several days; loss of computing power; and/or loss of a major utility.

2. Events Endangering Employees and Students

The plans shall address more significant, possibly dangerous, events such as a fire, explosion, bomb threat, acts and threats of violence, chemical spill, gas leak, or severe weather damage that occurs on or near an MCCS location.

3. Regional, Statewide or National Disasters

The plans shall address regional disasters or extreme public health emergencies as defined by state or federal law. Such events include the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause, such as flood, wind, storm, waves, oil spill or other water contamination, epidemic, communicable disease, toxic exposure, critical material shortage, or terrorist act.

4. Lines of Authority

The plans shall clearly identify the lines of authority for executing such plans.

5. Communications Plans

The plans shall include a Crisis Communications Plan that address issues such as:

- a. The type of information that should, must and cannot be communicated during an emergency event;
- b. The persons authorized to issue internal and public statements about the event;
- c. The means by which such communications shall be issued;
- d. The persons who should and must receive such communications; and
- e. Guidelines for responding to media requests.

6. Periodic Reviews

The plans should be periodically reviewed by their respective entity to meet changes in conditions and threats.

C. Emergency Plans of Other Pertinent Entities

Each college shall also work with its local representatives of the state, county and/or municipal emergency authorities, the Maine Department of Health and Human Services, and the American Red Cross to determine:

- 1. How such agencies may be able to assist the college during a college-based emergency; and
- 2. How, if at all, such agencies plan to use the college's facilities and/or resources in the event of a regional, statewide or national emergency.

REFERENCES: 20-A M.R.S.A. §12706(1); 37-B M.R.S.A. §703; 22 M.R.S.A. §801 and §802; and 42 U.S.C. §5122

DATE ADOPTED: June 24, 2009

DATE(S) AMENDED: