

Policy: *Emergency Plans Policy*

Responsible Party: *Director, Safety and Risk Management*

Revised: *2/1/2017*

Effective date: *7/1/2013*

Review date: *2/1/2020*

Introduction and Purpose:

Safety and Risk Management is committed to promote effective regulatory compliance, environmental health and safety practices through expertise and assistance; incorporating Risk Assessment and Risk Control strategies throughout MSU increasing our organization's ability to succeed while enhancing institutional value. The Safety and Risk Management Policy endorses programs, procedures and resources which assist in this promotion.

This policy is an overarching document that outlines the policies set in place by Safety and Risk Management (SRM) for Montana State University (MSU) and its employees. Referenced procedures, written programs, training requirements and guidelines apply to employees as described in the relevant policies and procedures. MSU departments, administrators, managers, faculty and staff are required to comply with the requirements and specifications established for this purpose.

The primary goal of the Safety and Risk Management Policy is to ensure that the safety and health of faculty, staff, students and the visiting public will not be compromised while on campus. A major contributing factor to this is through practicing industry best practices to maintain compliance with environmental and safety laws, rules and regulations.

Policy:

100.00 GENERAL

The Office of Safety and Risk Management (SRM) at Montana State University (MSU) has developed an Emergency Plans policy designed to establish emergency plans for various evacuations throughout MSU. MSU-SRM through the University Fire Marshal's office is responsible for oversight of the policy and implementation of the various procedures.

200.00 AUTHORITY

The regulatory documents MSU uses to develop and maintain emergency response plans are the **2012 International Fire Code** sections 401-405, and the **NFPA 101 Life Safety Code** sections 4.7-8, 13.7.7, 29.7.2-5, 31.7.1, 39.7.1-2

300.00 RESPONSIBILITIES

310.00 *Emergency Management Coordinator*

1. Maintain and update the overarching MSU Emergency Operations Plan that deals with various emergencies on campus and recommended responses and actions.
2. Maintain records of training/drill/exercises coordinated through all entities excluding SRM.

320.00 *Safety and Risk Management*

1. Assist Building Supervisors in developing Emergency Response Plans (ERP) for all assembly, residence, academic, and research buildings at MSU.
2. Maintain all ERPs.
3. Review all ERPs with respective Building Supervisors annually.
4. Maintain records of trainings/drills/exercises coordinated through SRM.

330.00 *Building Supervisors*

1. Work with MSU Fire Marshal to develop ERP for all assembly, academic, and research buildings at MSU.
2. Review all ERPs with SRM employee annually.
3. Maintain records of trainings/drills/exercises coordinated and/or executed outside of SRM (i.e. Family Housing)

400.00 DEFINITIONS

- Emergency Operations Plan: University wide plan for emergencies
- Emergency Response Plan (ERP): Building plan for Emergency Evacuations and Procedures

500.00 ERP CREATION AND REVIEW

Emergency Response plans are created and reviewed at the specific building with the building supervisor or their designee to reflect changes in building personnel or building systems. A review of the ERP is performed post-training, drills and exercises for accuracy.

600.00 TRAINING, DRILLS AND EXERCISES

Occupant training and fire drills are conducted annually, with a post-drill debrief and plan review. Training of Resident Assistants (RA) occurs at minimum semi-annually. MSU Family Housing

provides emergency procedures training to all occupants through the Community Assistant Program upon their move-in.

APPENDIX

A: Supporting Procedures and Programs

MSU Emergency Operations Plan

Individual Building Emergency Response Plans

B: References:

[National Fire Protection Association \(NFPA\)](#)

[International Fire Code \(IFC\)](#)