

Cornell University

Emergency Plan

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Public Version

<http://www.epr.cornell.edu>

This plan was developed using planning information provided by:
Stanford University EH&S
University of California, Berkeley
UCLA's Emergency Response Plan Academic Departments,
San Diego State University Campus Emergency Operations Plan

Table of Contents

Emergency Planning Policy _____	3
Policy Statement _____	3
Emergency Levels _____	3
Cornell Emergency Plan _____	4
Introduction _____	4
Planning Components _____	4
Emergency Management Units and Committees _____	4
Emergency Management Structure _____	7
Emergency Management Escalation Procedures _____	8
National Incident Management (NIMS) _____	10
Emergency Management Phases _____	11
Preparedness _____	11
Response to an Emergency _____	12
Reporting a Problem _____	12
Emergency after Hours _____	13
Emergency Evacuation _____	13
Ongoing Response _____	14
Communications _____	14
Recovery _____	15
Support Services and Resources _____	16
Emergency Roles and Responsibilities _____	17
Definitions _____	23

Emergency Planning Policy

The official [Emergency Planning Policy 2.10](#) may be viewed on the Cornell University Policy site.

Policy Statement

Cornell University organizes, coordinates, and directs available resources toward an effective response to, and recovery from emergencies. The effectiveness of this effort is dependent on the development of a comprehensive central plan and individual college/unit plans. The university, therefore, expects colleges, units and individual departments to develop detailed emergency plans. This policy includes a chain of command establishing the authority and responsibilities of campus officials and staff members, and requires that colleges, units and individual departments designate emergency coordinators with the authority to make modifications in emergency procedures and to commit resources for emergency preparedness and recovery, as necessary.

Reason for Policy

The university is committed to protecting its community members, intellectual property, and facilities' minimizing the impacts of emergencies; maintaining commitments to sponsors of research and maximizing the effectiveness of the campus community in responding to and recovering from emergencies.

Entities Affected by This Policy

Endowed Ithaca and Contract Colleges of the University, Weill Medical College, and Geneva Agricultural Experiment Station.

Who Should Read This Policy

All Members of the University Community

Emergency Levels

An emergency event at Cornell may be designated as a Level 1, Level 2 or Level 3 situation:

- Level 1:** A localized, contained incident that is quickly resolved with internal resources or limited help.
- Level 2:** A major emergency that impacts portions of the campus, and that may affect mission-critical functions or life safety.
- Level 3:** An emergency that involves the entire campus and surrounding community

The response actions of emergency personnel are guided by Cornell's desire to protect the following, in priority order:

1. People
2. Research animals and plants and intellectual property
3. Facilities, equipment and other property.

Cornell Emergency Plan

Introduction

Emergencies can occur at any time, without warning. Careful planning, with an emphasis on safety, can help members of the Cornell community handle crises and emergencies with appropriate responses, and may save lives. Every member of the Cornell community shares responsibility for emergency preparedness. College/Administrative Unit leaders are responsible for ensuring that their individual departments have emergency plans. College/Unit leaders are also responsible for assigning emergency planning and response duties to appropriate staff members and ensuring that these employees know what the expectations and responsibilities are for these roles.

The primary goals of the Cornell Emergency Plan are:

- To protect lives, intellectual property and facilities.
- To prevent or minimize the impact of emergencies and to maximize the effectiveness of the campus community in responding to inevitable occurrences.
- To provide for the continuity of campus operations in pursuit of the Cornell's mission of teaching, research and extension.

Cornell's planning components

A complete emergency plan consists of two components:

- The [Cornell Emergency Plan](#)
- The College/Unit Emergency Plan (created and maintained at the college/unit level)

Together, these documents provide a management framework for responding to, recovering from, and continuation of business during and after an emergency that may threaten the health and safety of the Cornell community or disrupt its programs and normal operations.

The Cornell Emergency Plan establishes and outlines the university's response to an emergency, and sets the minimum standards for the creation of individual College/Unit emergency plans.

College/Unit emergency plans are an adjunct to the Cornell Emergency Plan as are the other department plans. Together they provide the overall emergency plan for the entire campus. The [Cornell Emergency Plan](#) is written in accordance with Emergency Planning Policy 2.10. A copy of this policy can be found at: http://policy.cornell.edu/vol2_10.cfm

College/Unit emergency plans outline the unit-specific preparation for response to and recovery from an emergency, and must exist for each College/Major Administrative Unit of the University. These plans must develop strategies for protecting people and programs, and documenting the critical functions that must continue during and after an emergency.

Emergency Management Units and Committees

The Cornell Emergency Management Committee, lead by the Emergency Operations Center Director reports to the Incident Executive Leadership Team at the Emergency Operations Center. The Incident Executive Leadership Team reports to the Executive Emergency Management Team in Day Hall. *(refer to the Cornell Incident Management Structure Chart in this packet)*

Cornell University Police

The Cornell University Police are responsible for maintaining a safe and secure environment for a culturally diverse campus. They are the first point of contact for most emergency calls and events. In response to an emergency call, the Associate Vice President - Cornell Police Chief (or his designee) is

empowered to take all reasonable measures deemed necessary to preserve health & safety including deployment of appropriate resources to the scene, setting up the ICS, and calling in other agencies as needed. The AVP will communicate with stakeholders on the scene and with key officials during the event. The Cornell Police has the responsibility to notify the Press Relations Office, the SAS Crisis Manager (student) and/or the Human Resources Crisis Manager (staff).

Office of Emergency Planning and Recovery

The Office of Emergency Planning and Recovery (OEPR) will provide central coordination of emergency planning/management activities for the University. Prior to an emergency this office oversees the process for creating and maintaining central and college/unit emergency plans and ensures that appropriate emergency and incident training is provided to senior leadership and the CEMC. When necessary, the OEPR will review and recommend changes regarding new or revised emergency management policies and procedures. During an emergency, this office provides staff and coordination support to the Chief of Cornell Police, the CEMC (EOC) and the IELT and EEMT.

Cornell Emergency Management Committee

The Cornell Emergency Management Committee (CEMC) is the governing committee responsible for providing oversight, coordination, and leadership for the promotion of activities and services that:

- reduce or eliminate risk to people and property from incidents or events and their effects;
- adequately prepare the University, through the use of emergency planning efforts and training;
- to ensure that emergencies will be responded to effectively, minimizing the loss of lives and property damage; and
- ensure that business recovery plans are in place so that recovery efforts can begin immediately after the emergency ensuring return of systems and business activities.

In the event of an emergency, the CEMC may be invoked (wholly or partially) to respond to the event, mobilizing at the Emergency Operations Center (EOC). The Cornell Police headquarters in Barton Hall has been designated as the primary Emergency Operations Center, with the Palm Road facility of Environmental Health and Safety designated as the secondary location.

This group will ascertain the scope of an incident/situation and provide advice to the Incident Executive Leadership Team [IELT] (Level 2) and the Executive Emergency Management Team [EEMT] (Level 3). The leadership teams develop strategies and management tactics, deploy resources and initiate the recovery process. The CEMC emergency response lead is traditionally the Director of the Cornell Police, however leadership may change depending on the specific emergency situation and incident command.

The CEMC and the IELT and EEMT's actions are guided by Cornell's desire to protect the following in priority order:

1. People
2. Research animals and plants and intellectual property
3. Equipment, facilities, and other property

Incident Executive Leadership Team

The Incident Executive Leadership Team (IELT) manages events once they have escalated to Level 2 emergencies. It is the role of this group to provide leadership and make decisions as appropriate to respond to the emergency situation. This group will make decisions on what and when to communicate to the Cornell community. This group will provide direction to the functional response managers, and counsel and advice to the President in the event that the event escalates to a Level 3 emergency.

Executive Emergency Management Team

The Executive Emergency Management Team (EEMT) has the ultimate responsibility for establishing emergency policies for the university and would make major emergency-related policy decisions. It may declare a campus-wide state of emergency; likewise, it would downgrade a state of emergency to a state of normal conditions. This would include determinations on program closures and resumptions.

Designated Campus Essential Services Units

There are ten campus units that may be required to provide essential services and aid to the campus during an emergency. They are:

- Campus Life
- Cornell Information Technologies
- Cornell Police
- Environmental Health and Safety
- Facilities Services
- Gannett Health Services
- Human Resources
- Supply Management
- Risk Management
- University Communications

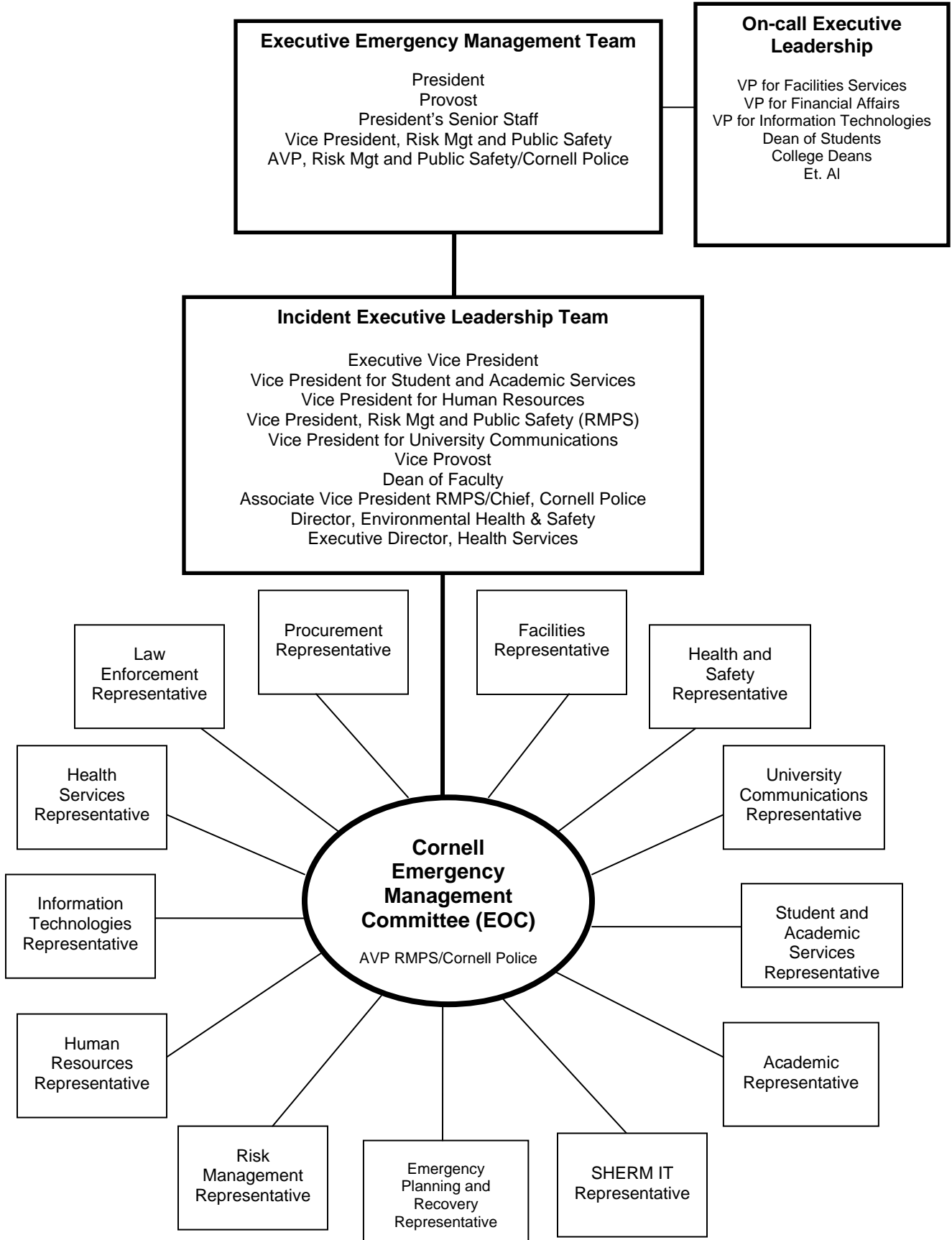
These units have developed two emergency plans:

- 1) a plan that describes the services they will provide for the campus during an emergency
- 2) a unit emergency plan for their specific organization.

The former is incorporated into the University's Central Emergency Plan. Each of these units is represented on the Cornell Emergency Management Committee. The representatives are trained and certified in the Incident Command Structure (ICS) and the National Incident Management System (NIMS). In the event of an emergency, these representatives' report and work in the University's emergency operations center (EOC). The following three charts depict:

- 1) Cornell's central emergency management structure and the escalation procedures,
- 2) the ICS structure, and
- 3) how ICS is applied at Cornell University during an emergency event.

Central Emergency Management Structure



Cornell Emergency Management Escalation Procedures

The key to successful response to and recovery from an emergency event is good, solid management leadership during an event. Following is the emergency escalation process for the campus:

Level 1 - Immediate Response (all emergencies)...the AVP-Cornell Police (or his designee) is the Cornell Incident Commander

As first responsible university official on the scene, the AVP-Cornell Police (or his designee) is empowered to take all reasonable measures deemed necessary to preserve health & safety including:

- Deploy appropriate resources to the scene
- Call in other agencies as needed
- Apply immediate remedies as necessary
- Communicate with stakeholders on the scene or potentially at risk
- Notify Press Relations Office, the SAS Crisis Manager (student) and/or the Human Resources Crisis Manager (staff)
- Notify key campus officials including senior executives as appropriate
- When appropriate, confer with the EVP and other core campus executives (VP for RMPS, VP for Student and Academic Services, VP for University Communications)

Note... The Cornell Police will manage the incident until resolved or escalated.

Level 2 - 1st Escalation...managed by the Executive Vice President

If in the judgment of the AVP-Cornell Police or his designee or a more senior official (having been notified) it is deemed necessary to enlist a broader group in managing the emergency the following will happen:

- **Convene the Incident Executive Leadership Team (IELT)...** The Incident Executive Leadership Team will convene. This group will provide leadership and make decisions as appropriate to respond to the emergency situation. Team membership is as follows:
 - Executive Vice President
 - VP, Student and Academic Services
 - VP, Human Resources
 - VP, Risk Management and Public Safety (RMPS)
 - VP, University Communications
 - Vice Provost
 - Dean of Faculty
 - Associate Vice President/Chief, Cornell Police
 - Director, Environmental Health & Safety
 - Executive Director, Health Services

Other executives will be added as deemed necessary on an incident-by-incident basis.

- **Organize an ad hoc emergency support team...** As appropriate, a group of functional experts, who using incident management procedures; will assist in managing operations more formally.

Note... The leadership team is empowered to make decisions during a campus emergency. Responsible officials will manage the emergency until resolved or escalated.

Level 3 - 2nd Escalation...managed by the President

With advice and counsel from the Incident Executive Leadership Team, the President will:

- **Convene the Executive Emergency Management Team (EEMT)...** A core team membership that will include the President's Senior Staff, the Vice President for RMPS, the AVP for RMPS/Chief, Cornell Police and anyone else that was involved if the emergency escalated up from Level 2. Additional members will be added as dictated by the availability and the nature of the emergency at hand. **All executive staff will be put on call throughout the emergency.**
- **The Cornell Emergency Management Committee (CEMC) will be convened (partially or wholly)...** The CEMC is comprised of a group of trained functional experts who will, using NIMS-compliant incident management procedures, manage operations during the incident. It will convene at the designated emergency operations center location (Barton or Palm Road).

Note... The EEMT-CEMC will retain leadership of the emergency until it is formally disbanded and the emergency is resolved or deescalated.

Figure 3.1 Incident Command System (ICS)

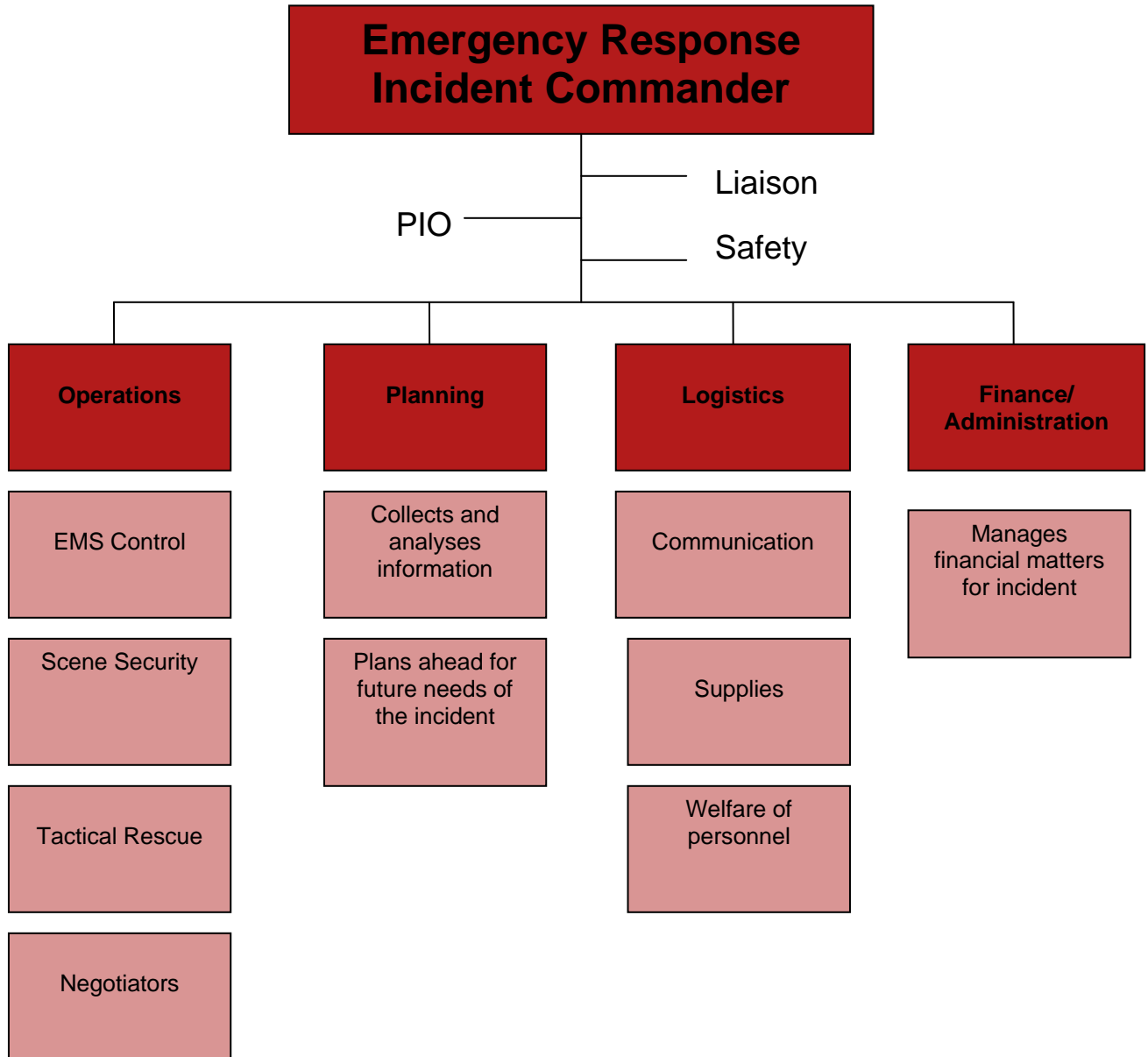
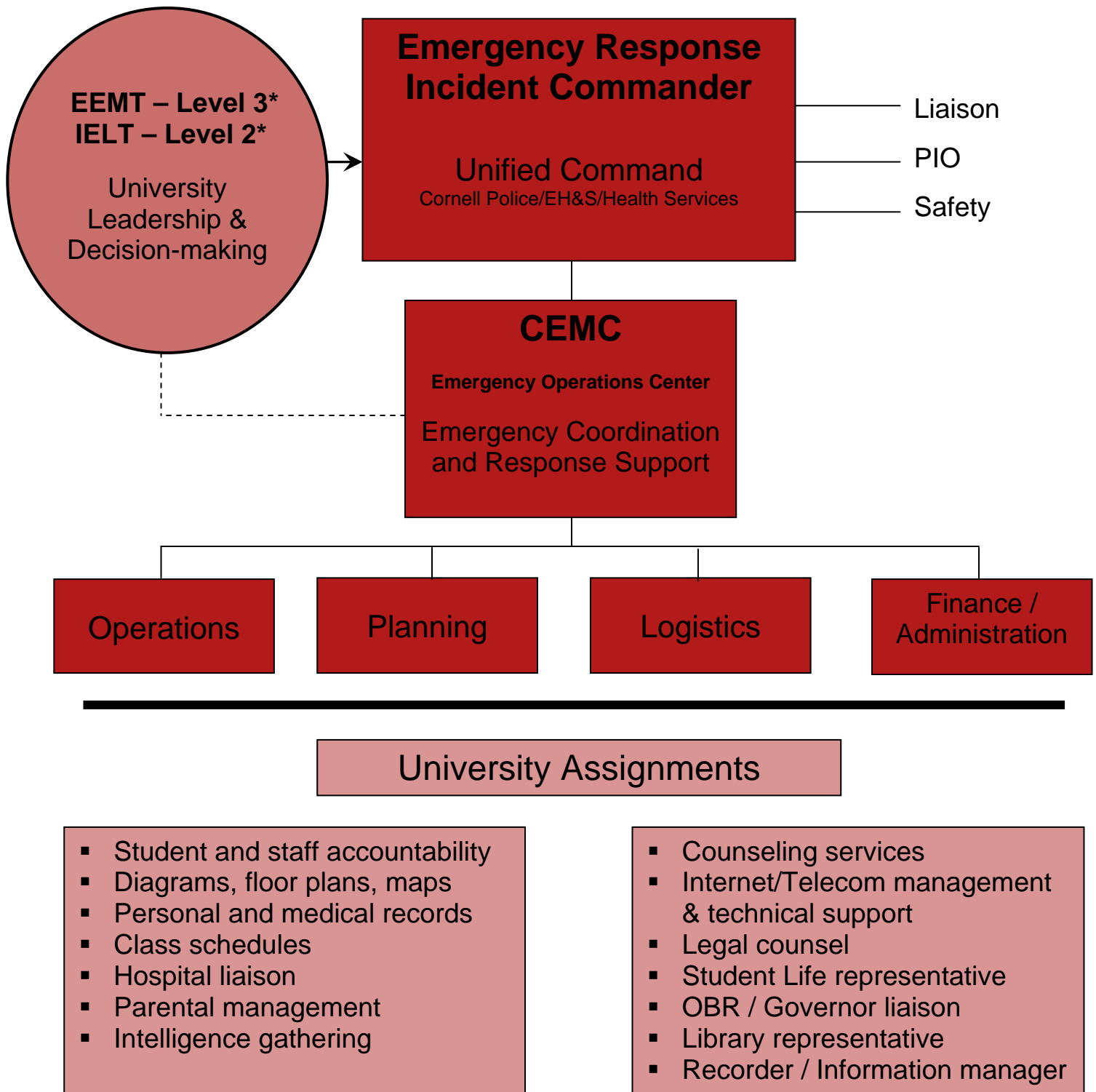


Figure 3.2 Applying ICS to Cornell



*EEMT – Executive Emergency Management Team <1% of incidents have escalated to Level 3
 *IELT – Incident Executive Leadership Team <2% of incidents have escalated to Level 2

Figure 3.3 Cornell Emergency Response Facts

Cornell University Police

- 54 Sworn and Armed Police Officers
- 20 Uniformed Police Auxiliary
- The CUPD performed 21,600 road patrol services in the last twelve months, including the investigation of 858 crimes.
- With a daytime population of approximately 40,000; Cornell University would qualify as the 15th largest city in Upstate New York.
- Members of the CUPD received 1,710 hours of training last year in topics that included:
 - Police Response to Active Shooters
 - Weapons of Mass Destruction (WMD) Incident Response to Terrorist Bombings
 - K-9 Explosives Detection Training for K-9 handlers and their partners.

Environmental Health & Safety

- 51 EHS Professionals
 - 24 hour Emergency Response Team
 - Fully functioning HAZMAT team covering Bio, Chemical & Radiation
 - Hazardous Materials group
- 100 Cornell University EMS volunteers
- EH&S responded to 2,300 incident responses in the last twelve months including:
 - 70 HazMat
 - 48 Fires
 - 35 Injury/Illness
- Reviews 2,265 events on campus/yr
- Provides staffing to campus events

Gannett Health Services

- 10 Board certified physicians
- 3 board certified psychiatrists
- 9 nurse practitioners
- 15 registered professional nurses
- Health promotion and communication specialists
- 80% of **students** use at least one of Gannett's offered services each year
- 57 % of **faculty/staff** use at least one of Gannett's offered services each year
- Total visits 2007-2008 was 94,509
- 24/7 telephone consultation whenever Gannett is closed

Emergency Management Phases

There are three phases to emergency management; **preparedness, response and recovery.**

- **Preparedness** includes education, organization and communication about emergency management to all persons (students, faculty and staff) at Cornell. Effective and efficient response and recovery are dependent on preparedness.

It is recommended that Colleges and Administrative Units establish teams too for planning and response to emergency events:

- The **Emergency Response Team** should be trained to help disseminate emergency instructions, assist evacuations and security, provide first aid, and deal with immediate salvage and preservation issues (ex. moving animals and plants, covering books and equipment).
- The **Emergency Recovery Team** should be prepared to document the effects of the emergency and coordinate facility and program restoration, according to priorities identified by the Unit executive.

Emergency Preparedness

The first step, preparedness is to assemble appropriate human and physical resources to do the job. Emergency preparedness involves a series of actions, each of which contributes to a unit's ability to respond promptly and properly when an emergency occurs. Many of the actions that need to be taken must conform to the specific needs of the unit. Your unique unit emergency plan needs to consider a variety of factors including:

- the number of faculty, staff and students involved;
- their physical distribution and location;
- the nature of the unit's teaching, research and extension activities;
- the unit's critical functions and processes;
- personnel required to perform mission critical functions even when the University suspends operations;
- available routes for evacuation; and
- Site-specific circumstances.

Activities to be accomplished in advance include:

- Appointment of Emergency Coordinators and unit contacts
- Creation of an Emergency Plan
- Creation of a unit emergency hotline
- Development of evacuation plans (including the evacuation of persons with disabilities) and safe shutdown and start up procedures for unit specific teaching and research.

Response to an Emergency

Everyone in a Cornell facility – students, faculty, staff, and visitors – must take appropriate and deliberate action when an emergency strikes a building, a portion of the campus, or the entire Cornell community. Decisive leadership is essential.

Refer to the [Emergency Response Guide](#) for more detailed response information.

Reporting a Problem

Follow these important steps when there is an emergency:

- Confirm and evaluate the condition
- Report the incident immediately **dial 911** from any campus phone (Or 255-1111 from cell phone)
- Follow instructions from emergency response staff precisely
- Depending on the nature and severity of the event activate the:
 - College/Unit EOC
 - Emergency Response Team
 - Emergency Recovery Team
 - All area staff and occupants
- Issue clear and consistent emergency notifications. Use all available communication tools.
 - If there is no power or telephone systems are not functioning, emergency communications methods will be profoundly restricted; Cornell will use messengers, radios and cellular phones.
- Coordinate with the Cornell Emergency Management Committee (CEMC) during emergencies.

A **911** emergency is one that requires immediate response to preserve life or property, such as – but not limited to – fires, chemical spills, injuries, illnesses, crimes in progress, unknown odors. **Call 911** (or 255-1111 from cell phone) to report police, fire, medical or health & safety emergencies at Cornell. Do not dial 5-911 or 9-911--**Just 911**. Emergencies can also be reported to Cornell Police by picking up any Blue Light telephone located in many areas on campus and emergency phones located in various campus buildings. Try to know where they are.

- Call from a safe location, if possible. Remain calm. Speak slowly and clearly. Do not hang up the phone until the dispatcher tells you to, or hangs up.
 - When reporting a 911 emergency, be prepared to give:
 - Location of the emergency – building, room, directions.
 - Type and severity of the emergency.
- For example:
- Fire – type and size of fire.
 - Medical – type of illness or injury, cause, number of patients.
 - Police – type of crime, description of suspects and direction of travel.
 - Chemical – chemicals involved quantity, hazards and injuries.
 - When the incident occurred.
 - Your name, location and phone number so responders can find you.

Emergency Occurrence After Hours

There is a significant chance an emergency may occur outside regular Cornell office hours. While the structure of this plan remains precisely the same, its implementation may vary depending upon available resources and manpower until the proper officials can be notified. Until that time, however, the individuals assuming the most responsibility will be those officials/individuals of highest rank who are available at the time. These individuals should seek to follow as nearly as possible, the guidelines of the plan while simultaneously making an effort to notify Cornell officers of the situation so as to obtain verification or advice on their actions.

Emergency Evacuation

A building evacuation is mandatory whenever a fire alarm sounds. Building occupants should exit immediately, putting the unit evacuation plan into effect. After the building has been evacuated, occupants must wait for a safety inspection before re-entry.

Actual Evacuation Procedures

Evacuation is required any time the fire alarm sounds, an evacuation announcement is made, or a university official orders you to evacuate.

- 1) Turn equipment off, if possible
- 2) Quickly, safely shutdown any hazardous operations or processes and render them safe. Critical emergency coordination staff must follow the unit emergency plan. All emergency plans for critical operations must be reviewed and approved by Environmental Health & Safety. Without prior review and approval, staff members may not remain in a building once an evacuation signal or order has been given.
- 3) Notify others in the area of the alarm if they did not hear it.
- 4) Take emergency supplies and staff rosters, if possible.
 - Exit the room
 - Take jackets or other clothing needed for protection from the weather.
 - Close windows and close, but do not lock doors as you leave.
 - Leave room lights on.
 - If you are away from the unit's room when the alarm sounds you should exit the building immediately and not return to the unit's room.

If you are unable to leave the building due to a physical disability:

- Go to the nearest area where there are no hazards.
 - Use a telephone to call Cornell Police at 911 from any campus phone (or 255-1111 from cell phone), or use other means to advise them of the unit's situation.
 - Be sure to give them the room number so they can send help to you.
 - If possible, signal out the window to on-site emergency responders.
 - One person may remain with you if they wish to assist you.
- 5) Exit the building via the nearest safe exit route. Walk, do not run. **Do not** use elevators to exit.
 - 6) Move away from the building, report to the unit's designated evacuation meeting site and report to the evacuation coordinator and report any missing or trapped staff.
 - 7) Keep existing groups together.

- 8) Account for faculty, staff and students and sign in at evacuation meeting site.
- 9) Wait at evacuation site for directions
- 10) Do not reenter the building until emergency staff gives the "all clear" signal. The silencing of the building fire alarm system is normally used as the "all clear" signal. In some cases the fire alarm will be silenced and staff members placed at building entrances to keep people out until the incident has been resolved.

Ongoing Response

- If there were an emergency situation, this page www.cornell.edu/emergency would be updated with appropriate, related information.
- For further information about Cornell University's current status, please refer to the [Operating Status Page](#).
- In the event that cornell.edu is not available due to an emergency condition, this link will be updated accordingly; www.emergency.cornell.edu

Emergency Communications

Emergency procedures are in place that allow us to quickly notify authorities and the campus population when an emergency situation is underway and then provide instructions on how to respond. These communications will be carried out through the use of e-mail, SMS (text messaging) and voice messaging, and sirens/public address systems.

Once an emergency has progressed past the initial response period, communications will be developed based on information provided by on-scene responders to either the Incident Executive Leadership Team (IELT) (Level 2) or the Executive Emergency Management Team (EEMT). These leadership groups have the responsibility of deciding when and what should be communicated to the Cornell community, surrounding communities, and the media. University Communications has responsibility for communicating outward to these groups.

Campus-wide Emergency

In the event of an emergency that poses an immediate threat to the campus population, emergency mass notification systems will be activated. Redundant high and low tech solutions have been developed for these situations. The Cornell community has been advised what to do when people receive a SMS (text message) or voice message, an email or sirens have sounded. [Promptly follow the directions given in the message, go to a safe location, and monitor the University website]

University communications is responsible for keeping timely updates about the emergency on the operating status and emergency web sites. www.cornell.edu/about/status/

Weather Emergency

In the event of an adverse weather condition such as a blizzard or ice storm, the Cornell community is advised to check the Operating Status web page: <http://www.cornell.edu/about/status/> for status of University operations. Condition updates such as delayed university openings, road closings, and university closings will be available on this site, by phone 255-3377 (24 hrs), and through subsequent e-mails and local media as necessary.

On-going Communications During a Campus Emergency

It is expected that during an emergency College and Administrative Unit leaders are responsible for ensuring that life-safety emergencies are reported by:

- Calling 911 from any campus phone (or 255-1111 from cell phone) or using a Blue Light or Emergency Telephone
- Accounting for the safety of unit faculty, staff and students.
- Contacting appropriate Cornell emergency response units for safety or repairs assistance (e.g., EH&S, Utilities).
- Delivering critical University information and instructions to their constituents.
- If the CEMC is used:
 - Units should forward emergency impact reports to their respective Dean or Vice President at their College/Unit Emergency Operations Center;
 - College/Unit Communications Leaders should forward report/data to the University Communications lead in the University EOC
 - Disseminate any emergency instructions from the University EOC or College/Unit Emergency Operations Center

Personal Emergency Contact Information

To ensure that the Cornell community (staff, student, and affiliates) are notified in the event of an emergency, mail, voice, and text messaging systems have been put into place. The University has an "opt-in" system for collecting data for use in emergency notifications. In addition, information is collected for notification of others in the event that a person is involved in an emergency. Screens have been developed in the PeopleSoft system for staff, students, and affiliates to input their private information. This information is confidential and will be used only in the event of an emergency where notification is required.

Students should go to: <https://selfservice.adminapps.cornell.edu/studentcenter>

Staff should go to: <https://ee.ohr.cornell.edu>

Recovery Process

Introduction

After an emergency, the focus should be on the recovery of the people associated with the unit and the recovery of the unit's operational processes. Once the safety and security of people in the unit has been assured, and emergency conditions have abated, the Emergency Recovery Team should be assembled to begin the restoration process for the unit programs. Employees will need prompt and accurate answers to their questions about the department operational status, safety of the premises, and access. The best efforts to provide this information in as many ways as possible will better facilitate the recovery effort.

Thorough documentation is the most important factor in assuring that Cornell achieves the maximum cost recovery possible from federal and state sources. The unit emergency plans are developed and contain critical information that will assist the College/Units and the Campus Essential Services Response Units in recovery efforts.

It will be important to begin a timely and comprehensive assessment of the emergency's physical and operational effects. The information provided in the unit planning process will be the foundation for this process. All of the documentation on emergency impacts should be coordinated with the Emergency Operations Center (EOC).

Be aware that:

- The University will need ongoing status reports from the College/Unit during the emergency to understand which programs can be fully operational. You will need to identify special facility, equipment, and personnel issues or resources that will speed business resumption.
- The University may need detailed data from the unit to estimate temporary space reallocation needs and strategies.
- Most insurance and FEMA assistance claims require extensive documentation of damaged facilities, lost equipment and resources, and special personnel expenses. Workers' Compensation claims may arise if there are injuries in the unit.
- Take note that you should plan to photograph or videotape facility or equipment damage to provide a visual supplement to the written impact data.
- It is very important that the unit record the emergency's physical effects before cleaning the areas or make repairs.

Specific Recovery Procedures

- 1) Assess the emergency's impact on the physical plant and operations. Gather the following information:
 - Extent of physical damage to buildings and equipment; Photographs or videotape should be taken of the facility and equipment damage before any repairs are made or areas are cleaned.
 - Personnel issues
 - Your need for facilities, equipment, personnel, or other resources that will speed the business resumption. This may include detailed data for the unit to estimate temporary space needs and strategies.
- 2) Report to Dean/Vice President on the units' status with ongoing reports. Refer to the Operational Status Report form in the Recovery Forms section of this guide. This form is designed for use at the College/Unit level, but can be used at the Unit level. Assess operational status of all areas in the unit.
- 3) Document the extent of damage. Most insurance or FEMA claims require extensive documentation of damaged facilities, lost equipment and resources and special expenses.
- 4) Recommended that you contact the Division of Financial Affairs to see if a special account for recovery expenses will be required.
- 5) Notify clean up resources and agencies, such as, Planning Design and Construction (PDC), Building Care and Grounds and/or other outside agencies.

The College/Unit should prepare unit specific recovery plans indicating plans for resuming partial and eventually full operation. Include possible alternative sites for office relocation.

Support Services and Resources

Emergencies are likely to affect students, faculty, and staff, and the unit may need to offer some scheduling flexibility or other help in order to achieve resumption of daily activities.

Cornell and the Ithaca community have numerous resources available for counseling and aiding individuals. You can find assistance on www.ohr.cornell.edu/worklife and <http://www.gannett.cornell.edu/counseling-support/default.html> .

Central Emergency Roles and Responsibilities

EMERGENCY ROLES	DEPARTMENT	RESPONSIBILITIES	HOW TO REACH
Animals: agricultural and research	Center for Resources and Education (CARE)	<ul style="list-style-type: none"> ▪ Directs and coordinates implementation of animal facility emergency plans. ▪ Works to minimize the loss of animals and animal suffering by ensuring timely and coordinated veterinary assistance 	253-4378 www.research.cornell.edu/care/
Coroner Operation	Gannett Health Services	<ul style="list-style-type: none"> ▪ Coordinates handling of deceased persons 	Report all emergencies to 911 from campus phones or 255-1111 from cell phones. 255-5155 Ho Plaza www.gannett.cornell.edu
Cost Recovery from Insurance	Risk Management	<ul style="list-style-type: none"> ▪ Coordinates and provides campus liaison to insurance vendor response. ▪ Assists in identifying recovery resources. ▪ Provides assistance in completing insurance claim forms. 	254-1575 395 Pine Tree Road, Suite, 220 www.risk.cornell.edu
Counseling Services	Gannett Health Services Counseling and Psychological Services (CAPS)	<ul style="list-style-type: none"> ▪ Directs the provision psychological assistance 	Report all emergencies to 911 from campus phones or 255-1111 from cell phones. 255-5155 24 hours / 7 days Ho Plaza www.gannett.cornell.edu
Damage assessment	Facilities Management	<ul style="list-style-type: none"> ▪ Directs building inspectors to check damage 	Customer Service Center 255-5322 101 Humphreys Service Building www.fm.cornell.edu
Data Network	Cornell Information Technologies (CIT)	<ul style="list-style-type: none"> ▪ Coordinates restoration of data network. 	Network Operations Center (NOC) 255-9900 www.cit.cornell.edu/nocs/

<p>Documentation (Visual) <i>If needed.</i> Risk Management Office, Facilities and/or Insurance Company would respond and document damage</p>	<p>Multimedia Services University Photography Risk Management</p>	<ul style="list-style-type: none"> ▪ Documentation for insurance claims. 	<p>254-3369 353 Pine Tree Rd. 255-7675 312 College Ave. 254-1575 395 Pine Tree Road ETV (Aca. Tech. Support, CIT) 255-8162 CCC Building University Photography 255-7675 312 College Ave.</p>
<p>Emergency Medical Facilities</p>	<p>Gannett Health Services</p>	<ul style="list-style-type: none"> ▪ Establishes temporary emergency medical facilities for treatment of sick and injured individuals. 	<p>Report all emergencies to 911 from campus phones or 255-1111 from cell phones. 255-5155 Ho Plaza www.gannett.cornell.edu</p>
<p>Emergency Medical Services</p>	<p>Environmental Health and Safety (EH&S)</p>	<ul style="list-style-type: none"> ▪ Primary emergency medical services are provided by local fire departments and ambulances. ▪ EH&S coordinates University emergency medical response efforts and supports fire department and ambulance emergency medical response. 	<p>Report all emergencies to 911 from campus phones or 255-1111 from cell phones. For non-emergencies call 255-8200 201 Palm Road www.ehs.cornell.edu</p>
<p>Emergency Operations Center Director</p>	<p>Cornell Police</p>	<ul style="list-style-type: none"> ▪ Designates and opens the Emergency Operations Center and Policy Command Center locations 	<p>Report all emergencies to 911 from campus phones or 255-1111 from cell phones. For non-emergencies call Cornell Police 255-1111 G2 Barton Hall www.cupolice.cornell.edu</p>

<p>Evacuation</p>	<p>Cornell Police</p> <p>Environmental Health and Safety (EH&S)</p> <p>Transportation</p> <p>Campus Life</p>	<ul style="list-style-type: none"> ▪ Evacuates people from hazardous high risk areas 	<p>Report all emergencies to 911 from campus phones or 255-1111 from cell phones.</p> <p>For non-emergencies call Cornell Police 255-1111</p> <p>G2 Barton Hall</p> <p>or</p> <p>EH&S 255-8200 201 Palm Road</p> <p>Transportation 255-7275 116 Maple Ave.</p> <p>Campus Life Management 255-5511 2336 S. Balch</p>
<p>Fire Control</p>	<p>Environmental Health and Safety (EH&S)</p>	<ul style="list-style-type: none"> ▪ Primary fire suppression is provided by local fire departments. ▪ EH&S coordinates University fire suppression efforts and supports fire department fire suppression efforts. 	<p>Report all emergencies to 911 from campus phones or 255-1111 from cell phones.</p> <p>For non-emergencies call 255-8200.</p> <p>201 Palm Road www.ehs.cornell.edu</p>
<p>Food Service - Campus</p>	<p>Campus Life – Cornell Dining</p>	<ul style="list-style-type: none"> ▪ Maintains food service at campus dining facilities. 	<p>Campus Life - Cornell Dining 255-5952</p> <p>2117 N. Balch Hall www.campuslife.cornell.edu</p>
<p>Food Service - Shelters</p>	<p>Red Cross – Tompkins County</p>	<ul style="list-style-type: none"> ▪ Supplies food to emergency shelters on campus. 	<p>273-1900</p> <p>201 West Clinton St. www.redcross.org</p>
<p>Hazardous Materials (Chemical, Radioactive & Biological)</p>	<p>Environmental Health & Safety (EH&S)</p>	<ul style="list-style-type: none"> ▪ Evaluates the status and condition of hazardous materials. ▪ Directs University efforts to control hazardous materials and supports fire department efforts to control hazardous materials 	<p>Report all emergencies to 911 from campus phones or 255-1111 from cell phones.</p> <p>For non-emergencies call 255-8200</p> <p>201 Palm Road www.ehs.cornell.edu</p>

Housing - Students	Campus Life Facilities Office	<ul style="list-style-type: none"> Handles relocation of students in campus residence halls. 	<p>Campus Life Facilities 255-0423 www.campuslife.cornell.edu</p>
Housing - Emergency	Red Cross – Tompkins County	<ul style="list-style-type: none"> Sets up emergency shelters for evacuees. 	<p>273-1900 201 West Clinton St www.redcross.org</p>
Law Enforcement	Cornell Police	<ul style="list-style-type: none"> Directs law enforcement resources for traffic, access and security control. 	<p>Report all emergencies to 911 from any campus phone (or 255-1111 from cell phone) For non-emergencies; call Cornell Police 255-1111 G2 Barton Hall www.cupolice.cornell.edu</p>
News Media Relations	Cornell Press Office	<ul style="list-style-type: none"> Releases information to print, broadcast and WWW media. Assists C.U. Police in handling media at campus disaster sites. 	<p>255-6074 234 Day Hall www.pressoffice.cornell.edu</p>
Procurement	Supply Management Cornell Business Services	<ul style="list-style-type: none"> Handles emergency purchases. Coordinates distribution of supplies. 	<p>Office of Purchasing Services 255-3804 www.purchasing.cornell.edu 373 Pine Tree Road (East Hill Plaza) Cornell Business Services 255-4111 www.cbs.cornell.edu 135 Ho Plaza</p>
Public Information	Vice President for University Communications	<ul style="list-style-type: none"> Serves as a member of the central Emergency Executive Management Team and Incident Executive Leadership Team. Implements and manages emergency communications plan 	<p>255-9029 305 Day Hall www.govrelations.cornell.edu</p>

Public Information Liaison	Strategic Communications	<ul style="list-style-type: none"> ▪ Collects and verifies accuracy of information. ▪ Recommends and develops strategies for communications. 	255-2000 Day Hall Lobby
Repairs	Facilities Management	<ul style="list-style-type: none"> ▪ Directs crews to clear debris and make temporary restorations. 	Customer Service Center 255-5322 101 Humphreys Service Building www.fm.cornell.edu
Safety	Environmental Health and Safety (EH&S)	<ul style="list-style-type: none"> ▪ Evaluates University facilities and properties for hazards and determines habitability. ▪ Evaluates the safety of emergency operations and determines the need to modify or suspend those operations. 	Report all emergencies to 911 from campus phones or 255-1111 from cell phones. For non-emergencies call 255-8200 201 Palm Road www.ehs.cornell.edu
Sanitation	Environmental Health and Safety (EH&S)	<ul style="list-style-type: none"> ▪ Evaluates the sanitary condition of University facilities and properties. 	Report all emergencies to 911 from campus phones or 255-1111 from cell phones. For non-emergencies call 255-8200 201 Palm Road www.ehs.cornell.edu
Search and Rescue	Environmental Health and Safety (EH&S)	<ul style="list-style-type: none"> ▪ Primary search and rescue is provided by local fire departments. ▪ EH&S coordinates University search and rescue efforts and supports fire department search and rescue efforts. 	Report all emergencies to 911 from campus phones or 255-1111 from cell phones. For non-emergencies call 255-8200 201 Palm Road www.ehs.cornell.edu
Shelters - Emergency (see Housing)	Red Cross – Tompkins County	<ul style="list-style-type: none"> ▪ Sets up emergency shelters for evacuees. 	273-1900 201 West Clinton St www.redcross.org
Telephones	CIT – Network & Communication Services (NCS)	<ul style="list-style-type: none"> ▪ Coordinates restoration of telephones 	254-6271 120 Maple Ave www.cit.cornell.edu/servicelist/

Central Emergency Plan - March 2009

Transportation	CU Transit Charters Commuter & Parking Services	<ul style="list-style-type: none"> Provides emergency transportation 	<p>254-8350 311 East Palm Road 255-7275 (PARK) 116 Maple Ave. www.transportation.cornell.edu</p>
Unit Emergency Plan	Office of Emergency Planning and Recovery	<ul style="list-style-type: none"> Coordinates the process for creation and maintenance of college/unit emergency plans. 	<p>255-4393 395 Pine Tree Road, Suite 220 www.epr.cornell.edu</p>
Utilities	Utilities	<ul style="list-style-type: none"> Restores essential utilities. Provides technical support to assist building and facilities managers. 	<p>Customer Service Center 255-5322 101 Humphreys Service Building www.utilities.cornell.edu</p>
Volunteer Force	Office of Human Resources (OHR)	<ul style="list-style-type: none"> Organizes volunteers for operational use 	<p>255-3621 130 Day Hall www.ohr.cornell.edu</p>

Definitions

Business Service Center (BSC)	An organization that provides administrative services to academic and non-academic units.
Command Post (CP)	This is the on site University Emergency Operations Center. The Incident Commander is in charge of the command post.
Cornell Emergency Management Committee (CEMC)	The CEMC reviews, coordinates, and provides leadership for the promotion of activities and services that reduce or eliminate potential risk to people and property from incidents.
Cornell Emergency Plan	A document that establishes and outlines the university's response to an emergency, and sets standards for the creation of college/unit emergency plans (see Cornell Policy 2.10)
<i>Designated</i> Campus Essential Services Response Units	The ten university units that may be required to provide emergency aid during an emergency. They are: <ul style="list-style-type: none"> ▪ Campus Life ▪ Cornell Information Technologies ▪ Cornell Police ▪ Environmental Health and Safety ▪ Facilities Services ▪ Gannett Health Services ▪ Human Resources ▪ Supply Management ▪ Risk Management ▪ University Communications
Emergency Coordinator	A staff member, designated by the Dean/VP of each college/unit, charged with coordinating the preparation, review, and maintenance of the college/unit emergency plan.
Evacuation Coordinator	A designated staff member responsible for staff sign-in sheet at the pre-determined meeting site.
Emergency Operations Center (EOC)	A physical location where the College/Unit Emergency Planning Group will convene to establish and carry out response strategies and tactics, deploy resources, and initiate the recovery process. (An Alternate EOC should also be established)
Emergency Planning Group	This group may include members from the Emergency Response Team as well as from the Emergency Recovery Team that work to prepare the College/Unit emergency plans.

Emergency Recovery Team	This team helps to prepare the necessary documents to outline the effects of the emergency and coordinate facility and program resumption, according to priorities identified by the college/unit emergency plans. The members of this team may also be asked to assist with the completion of insurance claim forms from the Risk Management and Insurance office.
Emergency Response Team	The members of this team help to disseminate the immediate emergency instructions assist with evacuation and security for their college/unit. They may also be asked to provide initial first and any other immediate response issues.
Emergency Response Level	One of three severity levels of emergency that require specific responses by the university (see the "Emergency Response Levels" segment of this document.
EPR system	This web-based tool has been created to enable the University to centralize and maintain emergency plans for each college/unit. Each College/Unit has been given secured access to create a specific plan for its emergency planning needs.
Executive Emergency Management Team (EEMT)	The team, led by Cornell's President and comprised of Executive Administrative Staff, has ultimate responsibility for establishing emergency policies for the university and would make major emergency-related policy decisions.
Incident Emergency Leadership Team (IELT)	Staff members of the essential units within the Cornell community have been appointed to the IELT to manage incidents once they have escalated to Level 2 emergencies.
Incident Response Level (IRL)	Classification of an emergency situation into one of three levels, Level 3 being the most severe situation. The IRL is determined by the Incident Commander/Emergency Response Coordinator.
Office of Emergency Planning and Recovery (OEPR)	This office is responsible for the oversight and administration of the emergency management and planning activities including the central and unit emergency planning process and review.
Unit	A college, division, program, research center, administrative business service center, or other operating unit as determined for this purpose by the college or division at the dean, or vice president level.

Unit Emergency Plan	A document that outlines unit-specific responses to an emergency, in keeping with the Cornell emergency plan.
Unit Emergency Planning Guide	A document that provides guidance for units in the development and deployment of their unit emergency plans.