

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

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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, divisions 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, divisions, 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; 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;
(excluding Joan and Sanford I. Weill Medical College).

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. Equipment, Facilities, and other property.

Cornell Emergency Plan Overview

Everyone within the Cornell community – 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. Follow these important steps when there is an emergency.

- Confirm and evaluate the condition - Evacuate if necessary.
- Immediately Notify Cornell Police by calling 911 from any campus phone (or 255-1111 from cell phone) or by using a Blue Light or Emergency Telephone.
 - Always call from a safe location.
- Follow instructions from emergency response staff precisely.
- Depending on the nature and severity of the event the following may be activated:
 - College/Administrative 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 communication methods will be profoundly restricted; Cornell will use messengers, radios and cellular phones.
- Coordinate with the Cornell Emergency Management Committee (CEMC) during emergencies.

Reporting an Emergency

- In an emergency, call 911 from any campus phone (255-1111 from cell phones).
- Call 911 from any campus phone (255-1111 from cell phones) for any situation that may require IMMEDIATE police, fire or medical response to reserve life or property.
- You can also use any outdoor Blue Light phone (situated throughout the campus) or designated emergency phone (in various campus buildings) to report a campus emergency. Just pick up the receiver.
- Refer to the Emergency Response Guide for more detailed response information.

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

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>

Emergency Management

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.

Recovery

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/unit and central 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. Be aware that:

- The University will need ongoing status reports from the College/Administrative 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/Administrative 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. It is
- 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/Administrative 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> .

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 / 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 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 standards for the creation of individual college/unit emergency plans.

The Unit Emergency Plan(s) is 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 an emergency leadership structure and is written in accordance with Emergency Planning Policy 2.10. A copy of this plan can be found at http://policy.cornell.edu/vol2_10.cfm

College/unit emergency plans outline the unit-specific response to 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.

Cornell Emergency Leadership Organization

(refer to the Cornell Incident Management Structure Chart in this packet)

The Cornell Emergency Plan Organization is made up the following:

1. Executive Emergency Management Team (EEMT)
2. Incident Executive Leadership Team (IELT)
3. Cornell Emergency Management Committee (CEMC)
4. Office of Emergency Planning and Recovery (OEPR)
5. Campus Essential Service Response Units

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.

Executive Emergency Management Team (EEMT)

The Executive Emergency Management Team, lead by the President of the University, has ultimate responsibility for establishing the emergency policies for the campus. The team assesses the emergency incident and selects the Tem Leader dependent on the nature of the incident.

The team may also declare a campus-wide state of emergency: likewise it would downgrade a state of emergency when conditions have improved. This declaration includes the decision for program closures and resumptions.

Incident Executive Leadership Team (IELT)

The Incident Executive Leadership Team manages incidents 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 incident managers, and counsel and advice to the President in the event that the incident escalates to a Level 3 emergency.

Cornell Emergency Management Committee (CEMC)

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 (mitigation); to adequately prepare the University, through the use of emergency planning efforts and training (preparedness); to ensure that emergencies will be responded to effectively, minimizing the loss of lives and property damage (response); and to 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 (recovery).

It is the responsibility of the CEMC to provide central coordination of activities, establish methods for communicating between central and local colleges/administrative unit, conduct periodic review of college/administrative unit emergency plans, ensure that appropriate training is provided to

campus groups and that annual University-wide emergency training is conducted, conduct periodic assessment of conditions on campus; and plan proactively around preventive and emergency response measures. When necessary, the CEMC will review and recommend changes around emergency operations policies and procedures.

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 advise the Executive Emergency Management Team (EEMT). The EEMT develops response strategies and tactics, deploys resources and initiates 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.

Office of Emergency Planning & Recovery (OEPR)

This office is responsible for oversight and administration of the emergency management and planning activities including the central and unit emergency plans process and review. The Office Director is responsible for ensuring that emergency plans are reviewed and practiced on an at least an annual basis. This office reports to the VP for Risk Management and Public Safety, and provides coordination and staff support to the CEMC. During and after emergency events, provides coordination and incident management support to the AVP/Director of the Cornell Police and the CEMC, following up with debriefing reports after the incident has been fully resolved

The CEMC and the EEMT's response 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

Campus Essential Service Response Units

There are ten campus units that may be required to provide essential services and aid 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, and 2) a unit emergency plan for their specific organization. The former is incorporated into the University Emergency Plan.

Cornell Incident 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 incident 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 incident the following will happen:

- ◆ **Convene the Incident Executive Leadership Team...** The VP for RMPS will convene the Incident Executive Leadership Team. 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
 - VP, University Communications
 - Vice Provost
 - 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 incident support team...** As appropriate, the VP for RMPS will assemble 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 incident 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/Cornell Police and anyone else that was involved if the incident escalated up from Level II. 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.**
- ◆ **Convene (partially or wholly) the Cornell Emergency Management Committee (CEMC)...** 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 incident until it is formally disbanded and the emergency is resolved or deescalated.

Executive Emergency Management Team

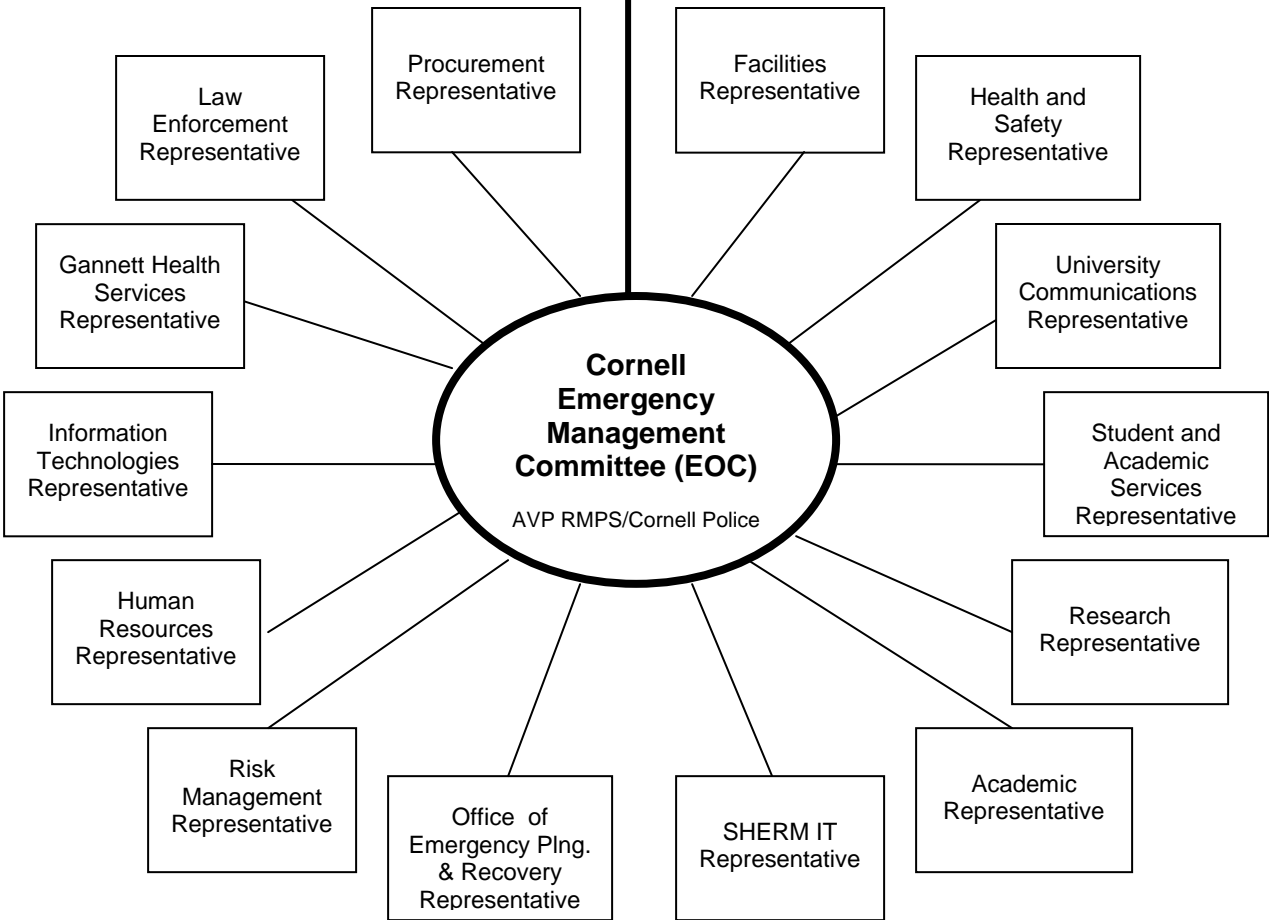
President
Provost
President's Senior Staff
Vice President, Risk Mgt and Public Safety
AVP, Risk Mgt and Public Safety/Cornell Police

On-call Executive Leadership

VP for Facilities Services
VP for Financial Affairs
VP for Government and Community Relations
VP for Information Technologies
Dean of Faculty
Dean of Students
College Deans
Et. Al

Incident Executive Leadership Team

Vice President, Risk Mgt and Public Safety
AVP, Risk Mgt and Public Safety/Cornell Police
Executive Vice President
Vice President for Human Resources
Vice President for Student and Academic Services
Vice Provost
Vice President for University Communications
Director, Environmental Health & Safety
Executive Director, Health Services



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/ncs/

<p>Documentation (Visual) <i>If needed.</i></p> <p>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</p> <p>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.</p> <p>255-5155 Ho Plaza www.ganett.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.</p> <p>For non-emergencies call 255-8200</p> <p>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.</p> <p>For non-emergencies call Cornell Police 255-1111</p> <p>G2 Barton Hall www.cupolice.cornell.edu</p>

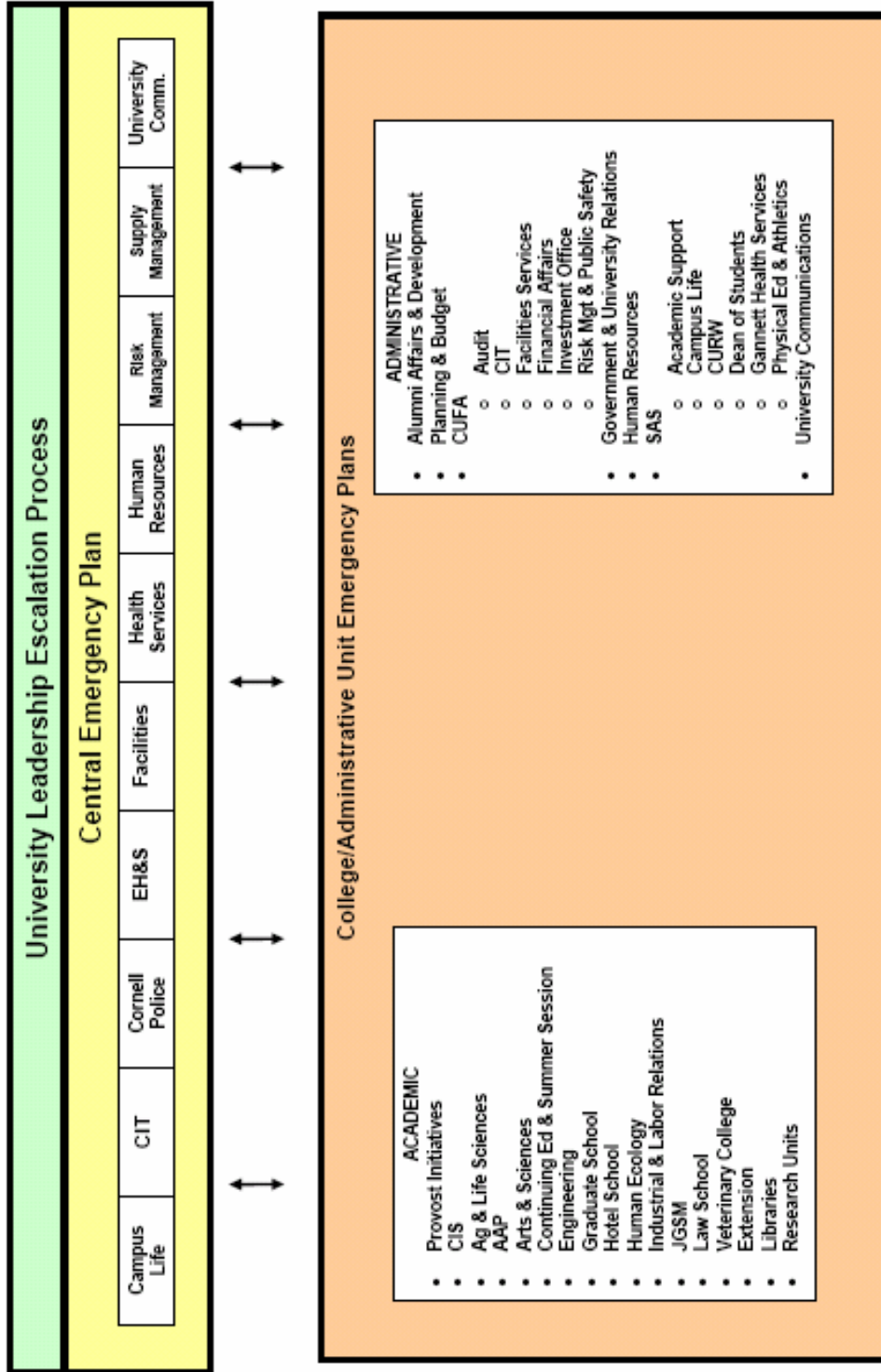
Evacuation	<p>Cornell Police</p> <p>Environmental Health and Safety (EH&S)</p> <p>Transportation</p> <p>Campus Life</p>	<ul style="list-style-type: none"> Evacuates people from hazardous high risk areas 	<p>Report all emergencies to 911 from campus phones or 255-1111 from cell phones.</p> <p>For non-emergencies 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>
Fire Control	<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>
Food Service - Campus	<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>
Food Service - Shelters	<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>
Hazardous Materials (Chemical, Radioactive & Biological)	<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</p> <p>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/

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

Cornell University Emergency Planning



Definitions

Business Service Center	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)
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.
Designated Campus Essential Service 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 Operations Center (EOC)	A physical location where the Cornell Emergency Operations Center convenes to establish and carry out response strategies and tactics, deploy resources, and initiate the recovery process. The main location is in Barton Hall. Likewise colleges and major administrative units are required to identify EOCs within their individual unit plans.
Emergency Response Group	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 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 plans 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 Plan Guide	A document that provides guidance for units in the development and deployment of their unit emergency plans.