

Cornell University Emergency Plan

IN THE EVENT OF AN EMERGENCY

**CALL 911
or
255-1111**

<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 8.3](#) 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 departments have emergency plans in place and that all employees are familiar with and have practiced their 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 Cornell Emergency Plan establishes an emergency leadership structure, defines responsibilities and roles, and is written in accordance with Emergency Planning Policy 8.3. A copy of this policy can be found at The University Policy Office site: <http://www.dfa.cornell.edu/dfa/treasurer/policyoffice/>. The plan was developed to ensure University preparedness in response, business continuity, and recovery for the entire campus.

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.

University Response – Central Plan

Response and Preparedness

University Response Units:

- **Cornell University Police** Immediate response to 911 calls
- **Environmental Health & Safety** Immediate response to an environmental health, HAZMAT, or 911 medical call
- **Facilities Services** Immediate response to facilities calls

As first responsible university official on the scene, the CU incident commander (or 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

Preparedness Units:

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 CU Incident Commander, the CEMC and the Emergency Operations Center as needed.

Cornell Emergency Management Committee

The purpose of the Cornell Emergency Management Committee is to:

- 1) provide coordination for the promotion of activities, services and resources that reduce or eliminate risk to people and property from incidents or events and their effect,
- 2) adequately lead the University in its preparedness efforts by providing guidance and support to the Office of Emergency Planning and Recovery in its planning (central services, unit and business continuity planning) and training efforts, and
- 3) conduct after-incident debriefings for the purpose of reviewing what went well, and identifying gaps that must be addressed to assure adequate University preparedness.

The members of CEMC represent key essential units that may provide a service during an emergency. These groups are critical in running segments of the campus during normal operation. This committee will meet to review the reliability of these functions during emergencies, and their ability to continue providing services to ensure business continuity and recovery to key areas on campus as soon as possible. This committee may suggest to the University that sub-committees be formed to develop strategies for emergency planning, such as H1N1, Emergency Mass Notification, and may appoint designees and resources for essential units to meet the needs of the University for preparedness and emergencies.

The CEMC 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

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. For more information about specific essential unit responsibilities, please consult the Cornell Emergency Plan. www.epr.cornell.edu/central_plan.

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

These units have developed two emergency plans:

- 1) An addendum to the Central Plan that describes the services they will provide for the campus during an emergency, and
- 2) a unit emergency plan that outlines important information to assist the unit's business continuity and recovery efforts.

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

Cornell University Incident Escalation Procedures

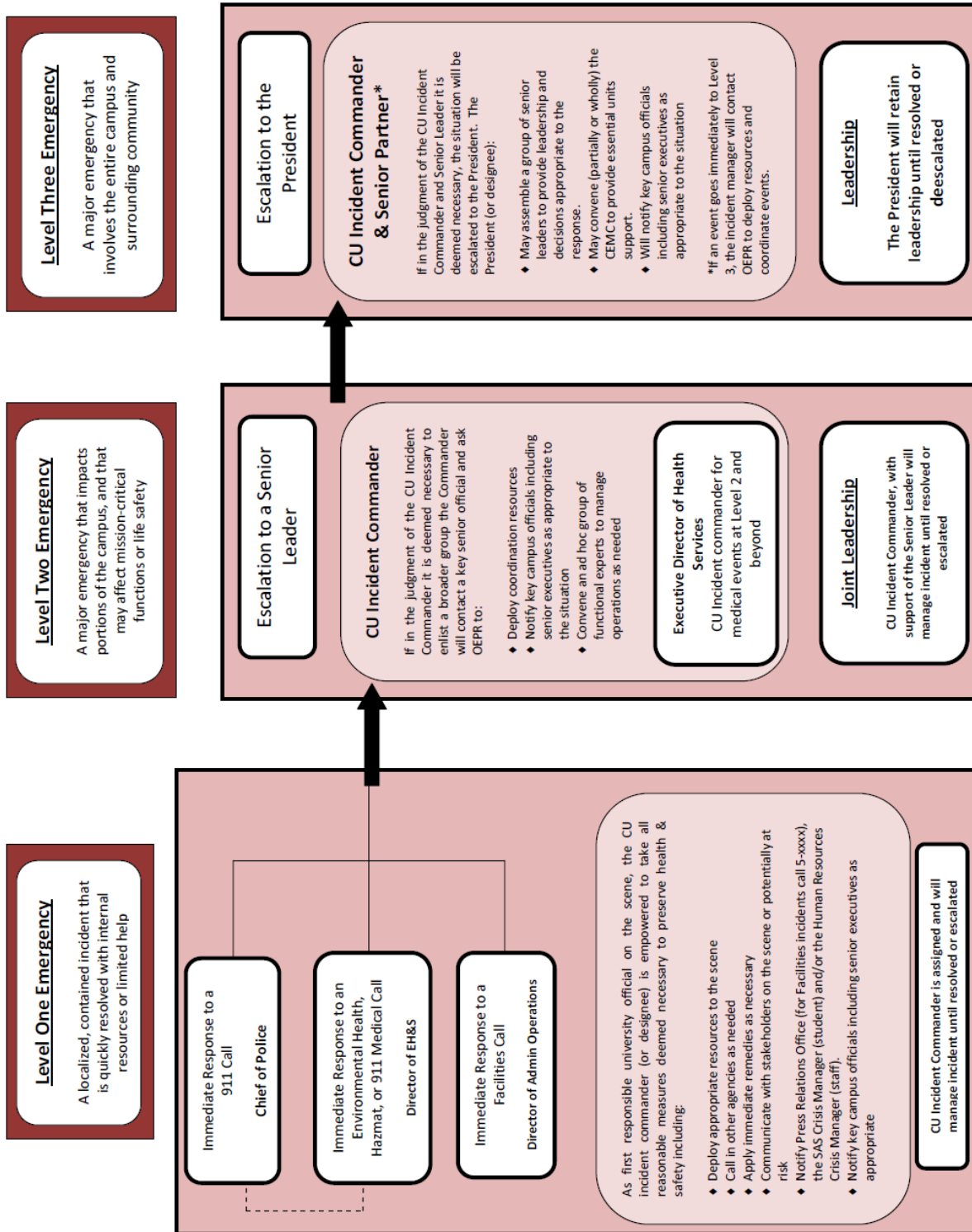


Figure 3.1 Incident Command System (ICS)

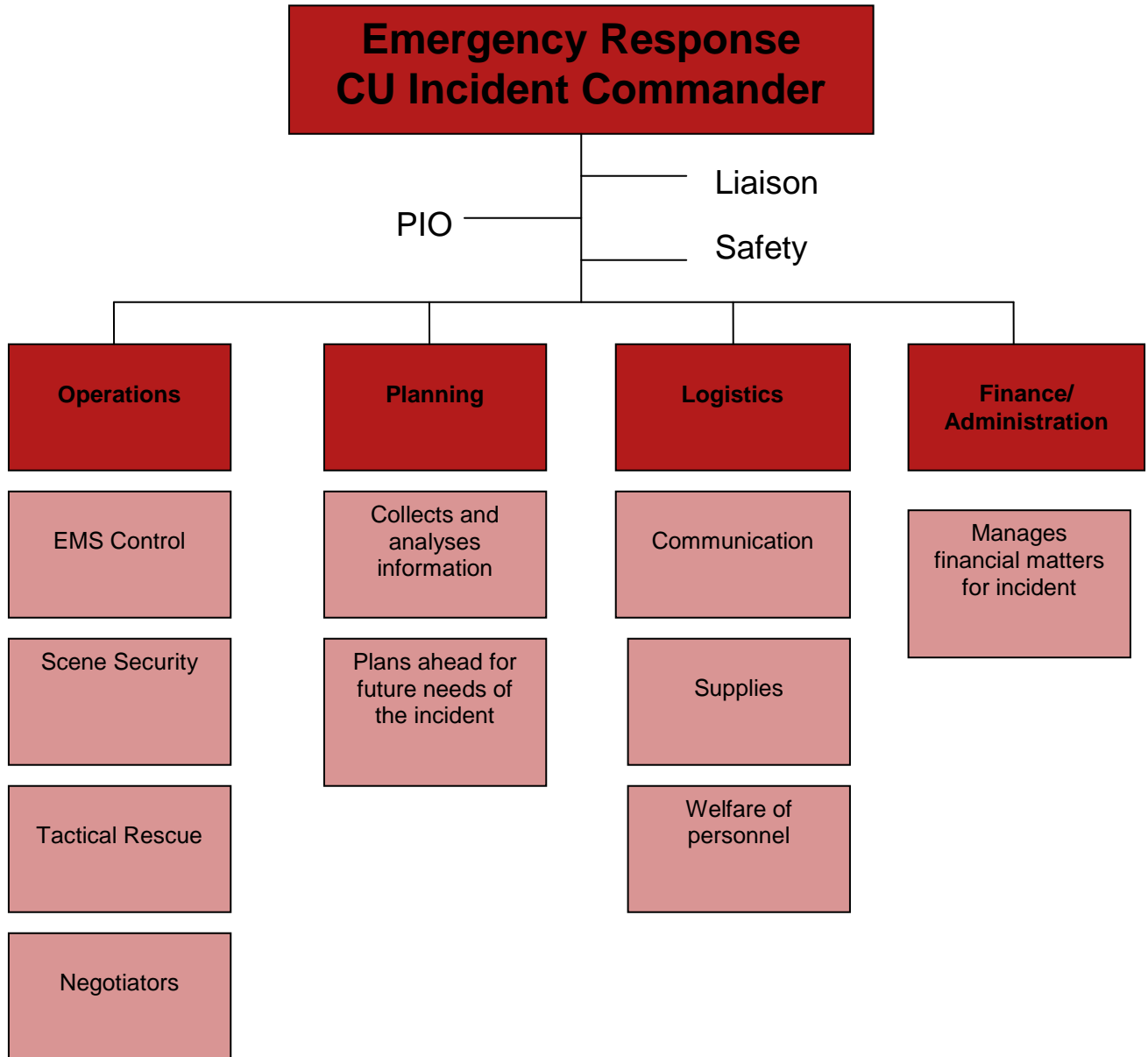
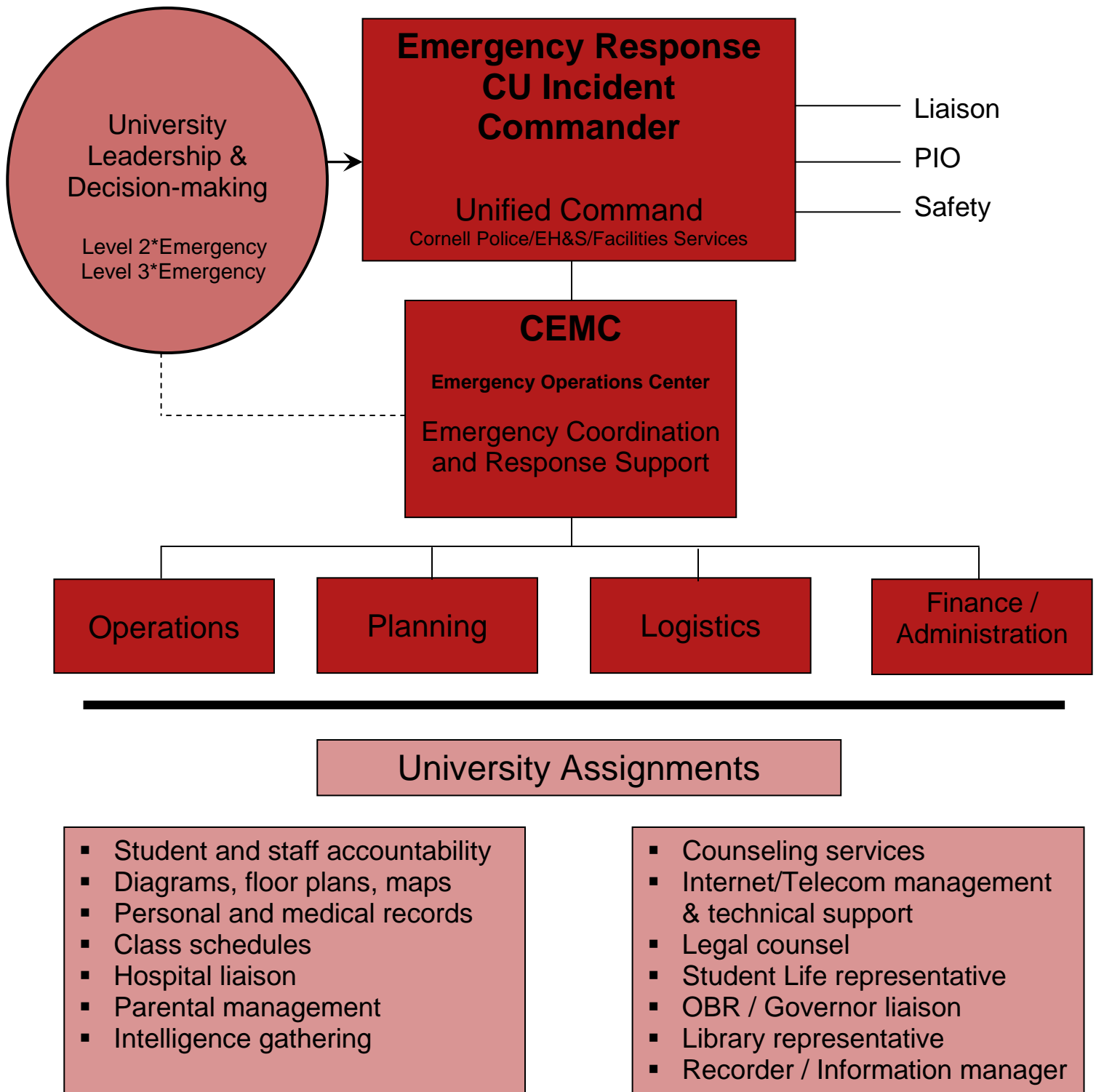


Figure 3.2 Applying ICS to Cornell



* <1% of incidents have escalated to Level 3
* <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

College / Unit Emergency Plans

Emergency Preparedness

Having a well-organized College/ Unit Emergency Preparedness Team will positively impact a unit's ability to successfully respond promptly and properly when an emergency occurs. This team's main purpose is to lead the unit through the incident, focusing on the key tasks within the unit that must be accomplished.

Individuals that should be part of this team are key unit leaders, the emergency coordinator, and unit directors with functional expertise in areas such as IT, Human Resources, Communications, Facilities/Bldg mgt. Activities for this group may be:

- **Business continuity:** disseminating emergency instructions, assisting evacuations and security, and dealing with immediate issues raised by response units..
- **Recovery:** preparing documentation on the effects of the emergency, coordinating facility and program restoration according to priorities identified by the Unit leader.

During the annual plan review process, each unit should review their critical functions, and the employees assigned supporting roles. Most important, units need to verify those staff identified as performing roles in critical functions that must continue even in the event that the University suspends operations (e.g. inclement weather). These staff must be reported as essential personnel and supervisors must notify these employees of the expectations and responsibilities during an emergency event.

The first step in building unit 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.

Business Continuity

Business continuity is the second phase of an emergency incident, and often begins while the initial emergency response actions are still being completed. During business continuity, the Unit Emergency Preparedness team, assesses facility damages, program disruptions and other issues that may be disrupted due to the emergency. As the assessment emerges, Senior Leaders, with advice provided by the CU Incident Commander, members of the CEMC, and in conjunction with colleges/units may make decisions about the continuance of mission critical functions that may impact colleges/units operations or the University as a whole.

Emergency Communications

General information

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 the CU Incident Commander and/or Senior Leadership. These 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, assemble the Emergency Recovery Team 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. Your 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.

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/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.
- 4) It is 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 at www.hr.cornell.edu/life/ and www.gannett.cornell.edu.

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/noc/

<p>Documentation (Visual) <i>If needed.</i> Risk Management and Insurance 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 Police Command Center locations 	<p>Report all emergencies to 911 from any campus phone (or 255-1111 from cell phone) For non-emergencies; call 255-1111 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 any campus phone (or 255-1111 from cell phone)</p> <p>For non-emergencies; call 255-1111</p> <p>G2 Barton Hall</p> <p>EH&S 255-8200</p> <p>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 <i>non</i>-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 <i>non</i>-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 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 245 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>Supply Management 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"> Implements and manages emergency communications plan 	<p>255-9029 308 Day Hall www.univcomm.cornell.edu</p>

Public Information Liaison	Public Affairs Office Press Relations Office	<ul style="list-style-type: none"> ▪ Collects and verifies accuracy of information. ▪ Recommends and develops strategies for communications. 	254-2777 114 Day Hall 254-6074 245 Day Hall
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/services/

Central Emergency Plan – February 2010

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	Office of Emergency Planning and Recovery	<ul style="list-style-type: none"> ▪ Coordinates the process for creation and maintenance of college/unit emergency plans. 	255-4393 395 Pine Tree Road, Suite 220 www.epr.cornell.edu
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.hr.cornell.edu

Definitions

<p>Business Continuity (BC)</p>	<p>Business Continuity is the second phase of an emergency incident, and often begins while the initial emergency response actions are still being completed. During business continuity, the Unit Emergency Preparedness team assesses facility damages, program disruptions and other issues that may be disrupted due to the emergency. As the assessment emerges, Senior Leaders, with advice provided by the CU Incident Commander, members of the CEMC and in conjunction with colleges/units may make decisions about the continuance of mission critical functions that may impact colleges/units operations or the University as a whole.</p>
<p>Command Post (CP)</p>	<p>This is the on site University Emergency Operations Center. The CU Incident Commander is in charge of the command post.</p>
<p>Cornell Emergency Management Committee (CEMC)</p>	<p>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.</p>
<p>Cornell Emergency Plan</p>	<p>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 8.3)</p>
<p><i>Designated</i> Campus Essential Services Units</p>	<p>There are ten campus units that may be required to provide essential services and aid to the campus during an emergency. They are:</p> <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 and Insurance ▪ University Communications
<p>Emergency Coordinator</p>	<p>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.</p>
<p>Evacuation Coordinator</p>	<p>A designated staff member responsible for staff sign-in sheet at the pre-determined evacuation meeting site.</p>

<p>Emergency Operations Center (EOC)</p>	<p>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.</p> <p>(An Alternate EOC off-site should also be established)</p>
<p>Emergency Preparedness Team</p>	<p>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.</p> <p>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.</p>
<p>Emergency Response Level</p>	<p>One of three severity levels of emergency that require specific responses by the university (see the “Emergency Response Levels” segment of this document – page 3).</p>
<p>EPR system</p>	<p>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.</p>
<p>Evacuation Meeting Site</p>	<p>A pre-determined location where faculty, students and staff will meet when a facility evacuation is put into effect due to an emergency incident.</p>
<p>Floor Monitor</p>	<p>Floor Monitors should make sure that everyone is out of their designated office/floor area as the exit the building and report to the specified meeting site previously listed.</p>
<p>Incident Response Level (IRL)</p>	<p>Classification of an emergency situation into one of three levels, Level 3 being the most severe situation.</p> <p>The IRL is determined by the CU Incident Commander/Emergency Response Coordinator.</p>
<p>Office of Emergency Planning and Recovery (OEPR)</p>	<p>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.</p>

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.