

Cornell University EMERGENCY MANAGEMENT PROGRAM

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Section 1

INTRODUCTION

Cornell University has developed a comprehensive emergency management program utilizing best practices from peer institutions and emergency management organizations. This program will provide guidance to the campus community for the organization, coordination and collaboration of university services and resources toward an effective response to, continuation through and the recovery from emergencies. The effectiveness of this program is dependent on the preparedness of the entire campus community for unexpected events and disasters that may impact the mission of research, teaching and outreach of Cornell University.

Emergency Management Phases

Cornell University's Emergency Management program is modeled on these standard phases for emergency management;

Prevention-Mitigation, Preparedness, Response and Recovery

- **Prevention-Mitigation**

- **Prevention**; the actions taken to decrease the likelihood that an event or crisis will occur
 - **Mitigation**; the actions taken to eliminate or reduce the loss of life and property damage related to an event or crisis, particularly those that cannot be prevented;
- **Preparedness**; activities to design and implement strategies, processes, and protocols to prepare for potential emergencies;
- **Response**; the immediate actions to effectively contain and resolve an emergency;
- **Recovery**; activities and programs designed to return conditions to a level that is acceptable.

Section 2

EMERGENCY MANAGEMENT COMPONENTS

The Cornell Emergency Management Program consists of the following plans that provide the University with the management framework for preparing to, responding to, recovering from, and continuing business operations during and after an emergency.

Prevention-Mitigation Plan

This plan will establish strategies, processes, and protocols to prepare the University for potential emergencies and includes:

- **University Risk Assessment** – consistent regular process for evaluating hazards posed to or by the University.
- **Prevention Programs** – actions taken to decrease the likelihood that an emergency event or crisis will occur.
- **Mitigation Activities** – actions taken to eliminate or reduce the loss of life and property damage related to an emergency event or crisis, particularly those that cannot be prevented.

Preparedness Plan

This plan establishes strategies, processes, and protocols to prepare the University for potential emergencies and includes:

- **Emergency Management Training, Testing and Exercises** – identifies the training required for an individual based on their specific role in the Emergency Management Program and the process by which tests, exercises and drills are to be conducted.
- **Cornell Community Preparedness** – identifies what training and information will be available to the general public and campus community members.
- **Community Partnerships** – identifies existing agreements with collaborating community partners and establishes the schedule for review and update.

Emergency Operations Plan

This plan provides the framework by which Cornell University responds to and manages emergency incidents affecting the Cornell University Ithaca Campus. The plan includes:

- **Emergency Support Function Annexes (ESF's)** - documents that describe the capabilities, roles, responsibilities, operations and resources provided to the campus.
- **Hazard Specific Appendices (HSA's)** - documents that provide additional detailed information applicable to the performance of particular function for specific specialized hazards.

Recovery Plan

This plan establishes a standard continuity of operations and recovery process.

- Roles and Responsibilities
- Concept of Operations
 - Continuity of Operations Plan Elements
 - Plan Implementation
 - Mission Essential Functions
 - Orders of Succession
 - Delegations of Authority
 - Critical Resources
 - Vital Files, Records and Databases
 - Critical Business Applications and Technology Resources
 - Continuity Locations
 - Interoperable Communications
 - Research Operations
 - Human Capital Management
 - Devolution of Command and Control

Section 3

ACRONYMS

CESF Team – Cornell Emergency Support Function Team

COOP – Continuity of Operations Plan

CUEMP – Cornell University Emergency Management Program

CUPD – Cornell University Police Department www.cupolice.cornell.edu

EHS – Environmental Health and Safety www.ehs.cornell.edu

EMN - Emergency Mass Notification

EOC – Emergency Operations Center

EOP – Emergency Operations Plan

EPR Tool – Emergency Planning and Recovery System

ESF – Emergency Support Function Annex

HSA - Hazard Specific Appendix

IAP – Incident Action Plan

ICP – Incident Command Post

ICS – Incident Command System

MNS - Mass Notification System

MOU – Memorandum of Understanding

NIMS – National Incident Management System

UC – Unified Command

Section 4

DEFINITIONS

All-Hazard	Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of university activities.
Annex	An annex explains how the campus will carry out a broad function in any emergency, such as warning or resource management.
Appendix	An appendix is a supplement to an annex that adds information about how to carry out the function in the face of a specific hazard.
Business Continuity	See Continuity of Operations
Command Post	See Incident Command Post
Comprehensive Planning	The process used by emergency managers to consider and take into account all hazards, all phases, all stakeholders and all impacts relevant to disasters.
Continuity of Operations Plan	The COOP plan ensures that the campus has the capability to continue mission essential functions (e.g. transportation, housing, food service, payroll) and identifies the resources needed to continue operations after the emergency.
Cornell Emergency Support Function Team	The CESF Team is responsible for the development, implementation, and maintenance of a centralized emergency management program for Cornell University.
Cornell University Emergency Management Program	Cornell's comprehensive program establishes and outlines university wide plans and procedures utilizing the four phases of emergency management.
Emergency	An incident that requires immediate action to protect human or animal lives, property, research or the environment.
Emergency Communications System	A system for the protection of life by indicating the existence of an emergency situation and communicating information necessary to facilitate an appropriate response and action.
Emergency Management	An ongoing process to prevent, mitigate, prepare for, respond to, and recover from an incident that threatens life, property, operations, or the environment.

Emergency Management Program	A program that implements the mission, vision, and strategic goals and objectives as well as the management framework of the program and organization.
Emergency Mass Notification	Systems used to provide information and instructions to people, in a building, area site, or other space. Methods used may include: Voice, text, sirens.
Emergency Meeting Site	A predetermined location for occupants to meet during a facility evacuation.
Emergency Operations Center	The EOC provides a central location from which the University at any level can provide interdepartmental coordination and executive decision making in support of the incident response.
Emergency Operations Plan	A written plan that provides an overview of the campus' organization and policies for responding to a wide variety of potential hazards.
Emergency Planning Recovery System	A web-based tool 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.
Emergency Support Function	At the operational level to organize and provide assistance. ESFs align categories of resources and provide strategic objectives for their use. ESFs utilize standardized resource management concepts such as typing, inventorying, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident. – NRF
Evacuation	Organized, phased, and supervised withdrawal, dispersal, or removal of people or animals from dangerous or potentially dangerous areas, and their reception and care in safe areas. – Field Operations Guide
Hazard Specific Appendix	The Hazard-Specific Appendices describe strategies and procedures that are unique for managing response to a specific hazard.
Incident	An expected or unexpected occurrence or event, natural or man-made, which requires a response to protect life or property.
Incident Action Plan	A verbal plan, written plan, or combination of both that is updated through the incident and reflects the overall incident strategy, tactics, risk management, and member safety that are developed by the incident commander.
Incident Command Post	The field location where the primary functions are performed.

Incident Command System	The Incident Command System (ICS) is a standardized, on-scene, all-hazard incident management approach designed to provide an integrated organizational structure that reflects the complexity and demands of the incident.
Incident Management	The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support to plan for, respond to, and recover from an incident, regardless of cause, size or complexity.
Incident Management System	The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents.
Mass Notification System	A system meant to communicate directly to targeted individuals and groups.
Memorandum of Understanding	A prearranged agreement between two or more separate entities to define roles, responsibilities and actions.
Mitigation	Actions taken to eliminate or reduce the loss of life and property damage related to an event or crisis, particularly those that cannot be prevented.
National Incident Management System	A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.
Notification, All Other	Informational, press releases, statements, public education, rumor control.
Notification, Immediate	To protect life and safety.
Notification, Urgent	Time sensitive information, but no immediate threat to life and safety.
Preparedness	Activities to design strategies, processes, and protocols implemented prior to an emergency to prepare for response to and recovery from potential emergencies.
Prevention	The action taken to decrease the likelihood that an event or crisis will occur.
Recovery	Activities and programs designed to return conditions to a level that is acceptable.

Response	The action taken to effectively contain and resolve an emergency.
Unified Command	An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.
University 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.
Unified Command	This response structure brings together the Incident Commanders of all major organizations in the incident to coordinate an effective response while at the same time carrying out their own jurisdictional responsibilities. Links organizations and provides a forum for consensus decision making.