

CORNELL UNIVERSITY

EMERGENCY OPERATIONS PLAN

Cornell University
Environmental Health and Safety
Version 5.1

Contents

1.	Introduction.....	1
2.	Concept of Operations	1
3.	Objectives	1
4.	Incident Response and Incident Management Personnel	2
5.	Emergency Support Functions.....	6
6.	Plan Activation	7
7.	Response Priorities	7
8.	Emergency Facilities.....	8
9.	Emergency Procedures	8
10.	Emergency Communications.....	9
11.	Appendices	10
	Appendix A: Procedures for Reporting an Emergency	A
	Appendix B: Index of Emergency Support Function Annexes	B
	Appendix C: Incident Response and Management Process	C
	Appendix D: Authorities and References	D
	Appendix E: Review and Revision History	E

1. Introduction

This Emergency Operations Plan provides the framework by which Cornell University will respond to and manage emergency incidents affecting the University. This plan identifies the overall concepts Cornell will use to manage emergencies, primary objectives and priorities in response to emergencies, personnel and the organizational groups to be utilized during emergencies, capabilities, functions and facilities available to manage and resolve emergencies, processes for activating the components of this plan, and procedures to use during an emergency.

This plan is promulgated in compliance with Cornell University Policy 8.3: Emergency Planning under the authority of the Executive Vice President/CFO and is managed by the Department of Environmental Health and Safety under the direction of the Associate Vice President Environmental Health and Safety. The authorities, standards, and references listed in Appendix C: are used in the development and implementation of this plan.

This plan is maintained by the Cornell University Department of Environmental Health and Safety. The plan is reviewed at least annually and after action reports are used to identify and document recommended plan changes after campus incidents. For further information, contact the department by phone at (607)255-8200 or e-mail askehs@cornell.edu.

2. Concept of Operations

Cornell University will strive to rapidly and effectively manage campus emergency incidents through clear leadership, effective management, and timely response. Management of emergencies at Cornell University will utilize practices from the National Incident Management System (NIMS). Management of response actions and resources during emergency incidents will be done using the Incident Command System (ICS). Incident Action Plans (IAP), verbal or written, will document the strategies, tactics, and resources to manage the incident.

Management of campus incidents begins with first responders and elevates to include others from the University and local community as additional resources are applied to the incident. First responders should implement Incident Command System elements and establish incident command or multi-agency incident command to manage incident operations.

The Emergency Operations Plan (EOP) is written in a capabilities based format and is designed to be used as the framework for responding to and managing incidents caused by both anticipated and unexpected hazards. Emergency response capabilities and responsibilities are documented as Emergency Support Function (ESF) Annexes to this plan. Activation of specific capabilities and resources will be limited to those needed to respond to and manage the particular incident or event.

3. Objectives

The primary objectives of the Emergency Operations Plan (EOP) are to apply University and community resources to:

- Preserve human life
- Facilitate continuity of academic, research, and business operations
 - Protect and preserve University research including animals and plants
 - Protect and preserve University property and structures
 - Restore operations
- Protect the environment

4. Incident Response and Incident Management Personnel

Incident Response and Incident Management Personnel provide response to and management of campus emergency incidents.

- A. First Responders – provide initial response to and management of campus emergency incidents.

Ithaca Campus	Non-Ithaca Campus Location
Cornell University Police	Local police, fire, and emergency medical services
Cornell University Environmental Health and Safety	Local campus representative or designee

- B. Emergency Support Function (ESF) Personnel – provide ESF response to and management of campus emergency incidents.

1. Facilities Services Personnel
2. Student and Campus Life Personnel
3. Human Resources Personnel
4. University Relations Personnel
5. Information Technologies Personnel
6. Procurement Services Personnel
7. Cornell Government and Community Relations Personnel
8. Animal Care Personnel

- C. Incident Support Personnel – support campus emergency incidents as follows:

1. Environmental Health and Safety
 - Guide decisions and actions related to safety of campus and incident operations
 - Guide decisions and actions related to compliance with environmental and research regulations
2. Cornell Police
 - Guide decisions and actions related to Clery Act compliance
3. Human Resources
 - Guide decisions and actions related to employment and employees
4. Risk Management and Insurance
 - Guide decisions and actions related to potential liability concerns
 - Guide decisions and actions related to damage documentation and insurance claims
 - Direct operations for incidents involving international University travel
 - Guide decisions and actions related to continuity and recovery strategies

- D. Incident Management Team (IMT) – Team of personnel assembled to provide management of and support to campus emergency response, continuity, and recovery operations.

1. The IMT role and organization will vary based on the specifics of the incident including:
 - Incident size, scope, and complexity
 - The presence of or lack of field operations
 - Any secondary impacts of the incident on campus operations
 - The need for implementation of Continuity of Operations Plans

2. Incident Management Team membership will be based on the needs of the incident and may include representatives from:
 - a. Departments responsible for Emergency Support Functions
 - b. Departments responsible for providing Incident Support
 - c. Campus units impacted by the emergency incident (directly or indirectly)
 3. IMT role and organization for each incident will be based on consultation with any on-scene Incident/Unified Command or by the EHS Emergency Manager in the absence of on-scene operations. The IMT may function:
 - As a functional coordination center providing resources and support to on-scene Incident/Unified Command. On-scene Incident/Unified Command may ask the IMT for support with non-scene tasks such as public information and alerting, logistics coordination, incident planning, intelligence gathering, etc.
 - Directly as Incident/Unified Command with on-scene activities being managed by an on-site Operations Branch reporting to the IMT.
 - Directly as Incident/Unified Command responsible for secondary impacts to University operations and continuity while also providing functional coordination center support to on-scene Incident/Unified Command. (In this structure there are two incident commanders. One on site managing the primary incident and one on the IMT managing the secondary impacts of the primary incident on the rest of the campus.)
 - As Incident/Unified Command for incidents that do not involve field operations.
 - As Area Command for incidents involving on-scene activities at multiple locations.
 - To manage and support continuity and/or recovery operations.
 4. In all cases, the IMT will provide coordination and delivery of capabilities outlined in the Emergency Support Function (ESF) Annexes of this document.
 5. Incident Management Team membership and organization may change as incidents move from response operations to recovery operations.
- E. Incident Leadership Team (ILT) – Team of University executive level personnel assembled to provide strategic guidance and resources during emergency incidents.
1. The ILT will provide as needed:
 - a. Fiscal authorizations
 - b. Strategic prioritizations
 - c. Strategic guidance of recovery and resumption of normal operations
 - d. Communications with the Office of the President and other executive authorities
 2. ILT members are the following roles:
 - a. Executive Vice President & Chief Financial Officer
 - b. Vice President Infrastructure Properties and Planning
 - c. Vice President Human Resources
 - d. Vice President Student and Campus Life
 - e. Vice President University Relations
 - f. Senior Vice Provost & Dean of Graduate School
 - g. President's Chief of Staff
 - h. University Counsel and Secretary of the Corporation
 - i. Associate Vice President Environmental Health and Safety

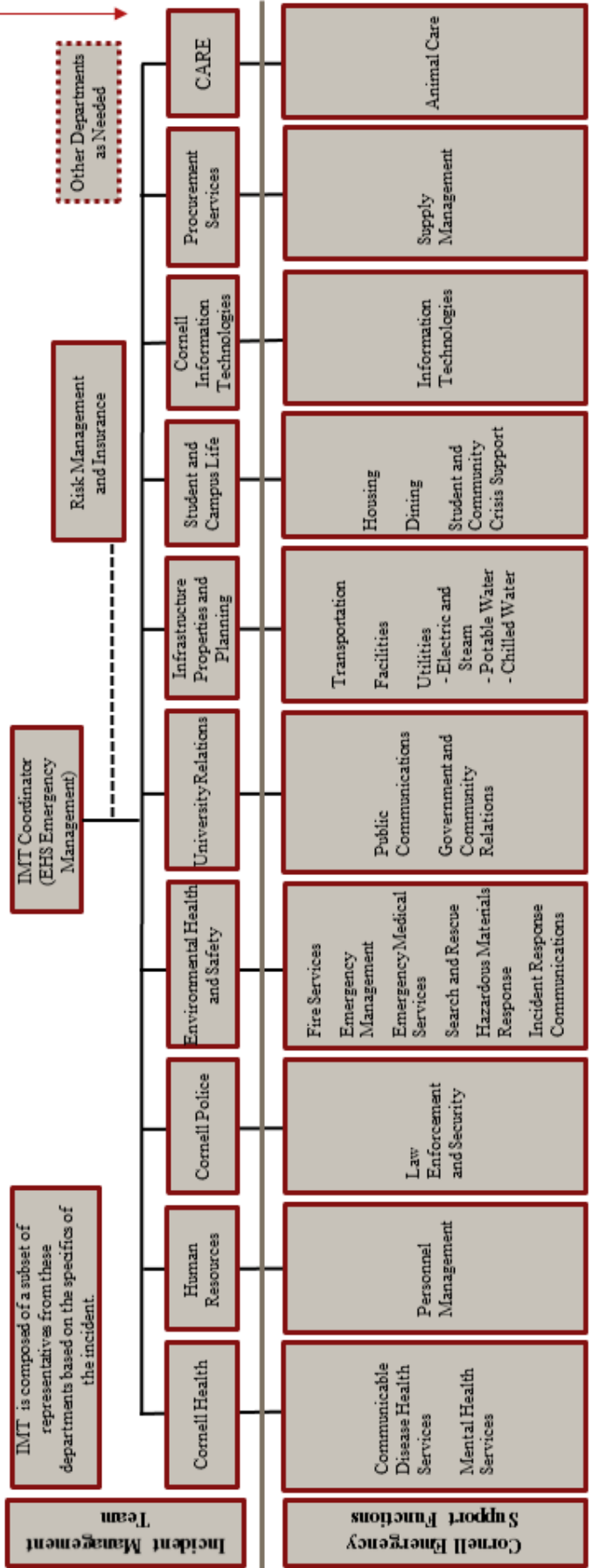
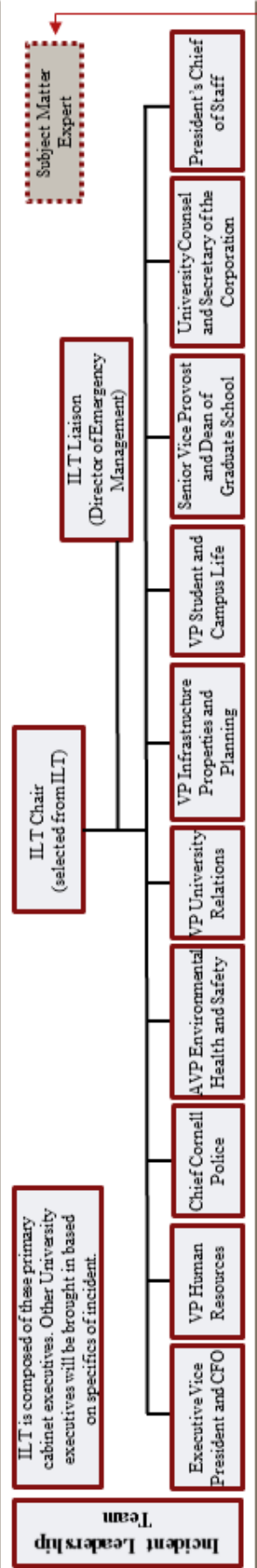
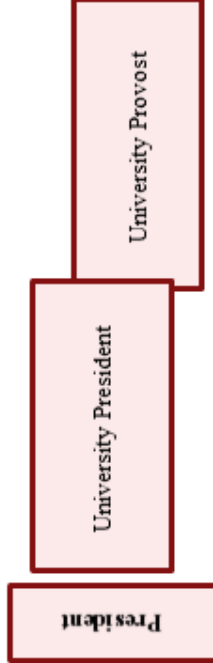
- j. Cornell Police Chief
 - k. Associate Director of Emergency Management and Business Continuity (as ILT liaison)
 - l. Subject matter experts as appropriate to the incident
- F. President's Office – President and Provost
- 1. Support the ILT through the following methods:
 - a. Determine policy and make policy level decisions
 - b. Provide communications to and from the Board of Trustees
 - c. Provide strategic guidance for campus recovery
 - d. Act as University spokesperson, as appropriate
- G. Subordinates to the President
- 1. Senior University and college administrators will participate on the ILT at the request of the ILT members. University and college administrators may also be requested to take functional roles providing support to the ILT or the President's Office.

Cornell University Incident Management Structure

- ILT Roles**

 - Strategic prioritizations
 - University statements
 - Communications with President and Cabinet
 - Fiscal authorizations
 - Strategic policy and direction
- IMT Roles**

 - Operational command and control
 - Management of tactical and field operations
 - Deployment of resources
 - Emergency messaging related to safety and operations
 - Situation reports to the ILT



5. Emergency Support Functions

A. The Emergency Support Function (ESF) Annexes to this document organize University departments and resources into functional groups according to their roles in response to campus emergencies and incidents. The ESF annexes provide basic information regarding internal and external departments and agencies and their respective capabilities that could be utilized to manage and resolve campus incidents.

B. Cornell University Ithaca Based Emergency Support Functions and Primary Departments

ESF #	Support Function	Primary (Responsible) Department
1	Transportation	Transportation & Mail Services
2	Information Technologies	Information Technologies
3	Facilities	IPP Facilities Management
4	Fire Services	Environmental Health & Safety
5	Emergency Management	Environmental Health & Safety
6	Housing	Campus Life
7	Dining	Cornell Dining
8	Supply Management	Procurement Services
9	Health Services	
	9a Communicable Diseases	Cornell Health
	9b Mental Health	Cornell Health
10	Emergency Medical Services	Environmental Health & Safety
11	Search and Rescue	Environmental Health & Safety
12	Hazardous Materials Response	Environmental Health & Safety
13	Animal Care	Cornell Center for Animal Resources & Education
14	Utilities	
	14a Central Electric & Steam	Energy and Sustainability
	14b Potable Water	Energy and Sustainability
	14c Central Chilled Water	Energy and Sustainability
15	Law Enforcement & Security	Cornell Police
16	Community, State & Federal Relations	Cornell Government & Community Relations
17	Communications	
	17a Public & Media Communications	University Communications
	17b Incident Response Communications	Cornell Police
18	Personnel Management	Human Resources
19	Student & Community Crisis Support	Dean of Students

6. Plan Activation

Procedures for reporting emergency incidents varies from campus to campus. Refer to Appendix A for site specific procedures.

This plan is activated when first responders are dispatched to a campus emergency incident. First responders are to follow the plan concepts and activate those response and management resources needed to resolve the incident. Additional management resources will be activated when incidents exceed first responder management capabilities or have secondary effects and impacts beyond the immediate incident scene. For incidents that do not involve campus first responders this plan may also be activated at the IMT or ILT levels detailed below.

A. First Responder Activation –

1. **ITHACA CAMPUS:** Cornell Police 911 Center will dispatch University fire, police, and EMS resources and request the Tompkins County 911 Center to dispatch community fire, police, and EMS resources based on reports of campus emergency incidents and requests by the Incident Commander of the first response personnel.
2. **REMOTE CAMPUS:** Local 911 Center dispatches community fire, police, and EMS resources based on reports of emergency incidents and requests by local response personnel. Campus and facility personnel are notified by the processes documented in Appendix A.

B. Emergency Support Function (ESF) Activation –

1. **ITHACA CAMPUS:** Cornell Police 911 Center will request ESF resources outlined in the Emergency Support Function Annexes upon request of the Incident Commander. Environmental Health and Safety Emergency Management may also be utilized to coordinate activation of ESF resources.
2. **REMOTE CAMPUS:** Local campus representatives may contact Environmental Health and Safety to activate applicable Ithaca based Emergency Support Functions.

C. Incident Management Team (IMT) Activation – Cornell Environmental Health and Safety will activate an Incident Management Team upon request of the Incident Commander, an Emergency Support or Incident Support Function representative, an impacted University unit, a member of the Incident Leadership Team, or the University President.

D. Incident Leadership Team (ILT) Activation – Cornell Environmental Health and Safety will activate an Incident Leadership Team upon request of the Incident Leadership Team or the University President.

7. Response Priorities

A. Cornell University personnel, equipment, and resources will be utilized in the following priority order:

1. Priority 1: Protect and save the lives of University faculty, staff, students, and visitors, and emergency responders.
2. Priority 2: Facilitate continuity of academic, research, and business operations.
 - a. Protect and preserve research including animals and plants.
 - b. Protect and preserve University property and structures.
 - c. Protect the environment.

- d. Restore operations.
- B. Priority for property protection will vary based on the particular emergency but should be based on the following guidance:
1. Property Priority 1: Occupied buildings used by dependent populations that cannot be safely evacuated
 - a. Occupied residential facilities
 - b. Occupied classrooms, auditoriums, work areas
 - c. Occupied arenas and special event venues
 2. Property Priority 2: Buildings critical to health and safety
 - a. Shelter facilities, food supplies, and medical facilities
 - b. Sites containing hazards that if left unprotected could become threats to health and safety.
 3. Property Priority 3: Facilities that sustain the emergency response and recovery
 - a. Energy systems
 - b. Communications services
 - c. Computer installations
 - d. Transportation systems
 4. Property Priority 4: Unoccupied research and classroom facilities and buildings
 5. Property Priority 5: Unoccupied administrative buildings
- C. Incident Command Post (ICP) – The field location at which the primary tactical-level, on-scene incident command functions are performed. The Incident Commander at an incident scene is responsible for establishing an incident command post if needed. Incident responders arriving on the scene check in with the Incident Commander by radio or at the incident command post for direction and assignment.
- D. Emergency Operations Center (EOC) – A facility to be used as the single coordination center for the management of information, decision-making, and resource support and allocation during response or recovery operations. The facility may be used as an Incident Command Post, Incident Management Team meeting and operational center, or an Incident Leadership Team meeting location. Cornell University maintains two permanent facilities that may be activated as Emergency Operations Centers and a variety of other facilities that may be adapted to use as Emergency Operations Centers. Responsibilities for campus Emergency Operation Centers is detailed in ESF #5: Emergency Management.

8. Emergency Procedures

- A. Preparation and familiarity with emergency plans and procedures is critical to taking effective and appropriate actions during emergencies. All members of the Cornell community should become familiar with University emergency procedures.
1. Cornell University Emergency Action Guide – This guide provides information on actions campus community members should take in emergency situations. The Ithaca Campus guide

is available at the Cornell University Emergency Program Web Site

<http://emergency.cornell.edu>

At non-Ithaca campuses, contact your local campus safety or security department for a copy of your local emergency action guide.

2. Cornell University Fire Safety Plan – A standardized fire safety plan detailing actions to take in an emergency. The Ithaca campus plan is available for printing and posting in campus facilities and can be found at the Cornell University Environmental Health and Safety web site in the Fire Safety Section: <http://sp.ehs.cornell.edu/fps/fire-safety-plans/>

At non-Ithaca campuses, contact your local campus safety or security department for a copy of your local emergency action guide.

Foreign language versions of the Ithaca campus plan are also available at the above web site. Braille versions may be obtained by contacting Cornell University Environmental Health and Safety by phone at (607)255-8200 or by e-mail at askehs@cornell.edu.

3. Building Escape Route Maps – Building floor plans posted in the public areas of campus facilities showing the emergency egress and escape routes that can be used to exit the building in case of emergency.
4. Department specific emergency action procedures – University departments may have specialized emergency procedures to address special circumstances associated with their departmental operations or facilities. This includes, but is not limited to, specialized evacuation procedures, specialized facility emergency procedures, and emergency shutdown procedures. Individuals associated with such departments must be familiar with and receive appropriate training in such department specific procedures.
5. Emergency Support Function (ESF) Department specific response procedures – University departments responsible for provision of ESF services as outlined in the ESF Annexes must develop procedures to provide those services. Personnel associated with departmental ESF response must be familiar with and receive appropriate training in their department specific response procedures.

9. Emergency Communications

- A. Cornell University maintains a variety of communications tools and systems to provide emergency warning to the Cornell community. Activation of elements of the warning system will be decided on by the Incident Commander and/or Incident Management Team based on the specific incident response needs.
 1. The Cornell community should understand the various communication channels that may be employed to convey information about a specific campus incident or a change in the University's operating status. More information can be found at the Cornell University Emergency Program web site <http://emergency.cornell.edu/emergency-notifications/>

10. Appendices

- A. Procedures for Reporting Emergencies
- B. Index of Emergency Support Functions Annexes
- C. Cornell University Incident Response and Management Process
- D. Authorities and References
- E. Plan Review and Revision History

Appendix A: Procedures for Reporting an Emergency

Ithaca Campus

In the event of an emergency notify the Cornell 911 Center, operated by Cornell Police, by one of these methods:

- Call 911 from any campus phone
- Call 607-255-1111 from a cellular or off-campus phone
- Use a Blue Light Telephone or other campus Emergency Telephone
- In case of fire, activate the building fire alarm using a manual fire alarm pull-station

For further information on actions to take in an emergency refer to the Cornell University Emergency Action Guide at the Cornell University Emergency Program Web Page <http://emergency.cornell.edu>

Geneva New York Agricultural Experiment Station

In the event of a life threatening emergency call 9-911 from any campus telephone or 911 from a cellular telephone. After calling 911 call 315-787-2499 (when possible and safe to do so) to notify station staff of the incident.

In the event of a non-life threatening incident call 315-787-2499 to notify station personnel.

Architecture Art Planning Program in New York City (AAP NYC)

In the event of a life threatening emergency call 911 from any telephone. After calling 911, call 347-443-4504 to notify AAP NYC staff of the incident.

In the event of a non-emergency situation call 347-443-4504 to notify AAP NYC staff.

Cornell Tech Campus –Roosevelt Island, New York City

Incidents of crime and other serious emergencies which require immediate assistance and which occur on the Cornell Tech campus should be reported to the NYPD by dialing 911.

Calling 911

- Act quickly but calmly.
- Get to a safe place if possible
- Be prepared to describe:

Nature of Incident

- Fire: type and size of fire
- Medical: type of illness or injury and specific cause, if you know it
- Police: the crime or danger and descriptions of suspects, vehicles if any are involved, and the direction of their travel
- Chemical: chemicals involved, quantity, hazards, and injuries

AND

Location of Incident

- Building name
- Room or apartment number
- Street address
- Landmarks near location if outdoors
- Stay on the line. Answer all questions. Let the dispatcher hang up first. If disconnected, call back immediately.

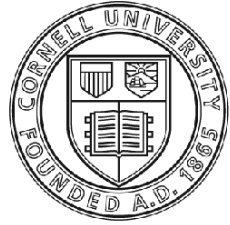
If reporting a non-emergency:

- Do NOT call 911
- Call the campus safety and security dispatch at 646-971-3611

Appendix B: Index of Emergency Support Function Annexes

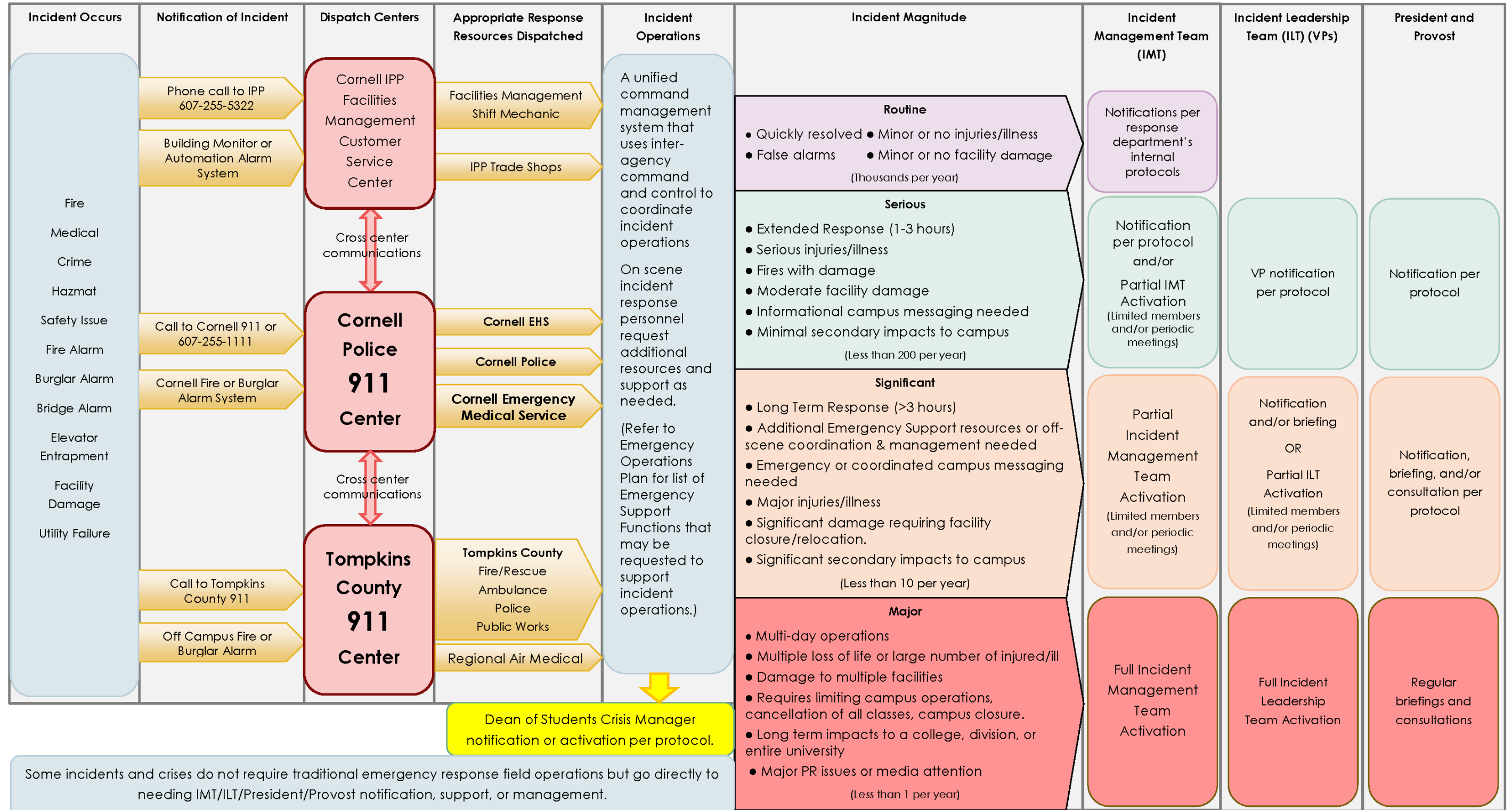
The following Emergency Support Function documents are annexes to this plan.

ESF #	Support Function	Primary (Responsible) Department	Current Version
1	Transportation	Transportation & Mail Services	2.0
2	Information Technologies	Information Technologies	2.0
3	Facilities	IPP Facilities Management	2.0
4	Fire Services	Environmental Health & Safety	3.0
5	Emergency Management	Environmental Health & Safety	2.0
6	Housing	Campus Life	2.0
7	Dining	Cornell Dining	2.0
8	Supply Management	Procurement Services	2.0
9	Health Services		
	9a Communicable Diseases	Cornell Health	2.0
	9b Mental Health	Cornell Health	2.0
10	Emergency Medical Services	Environmental Health & Safety	2.0
11	Search and Rescue	Environmental Health & Safety	2.0
12	Hazardous Materials Response	Environmental Health & Safety	2.0
13	Animal Care	Cornell Center for Animal Resources & Education	2.0
14	Utilities		
	14a Central Electric & Steam	Energy and Sustainability	2.0
	14b Potable Water	Energy and Sustainability	2.0
	14c Central Chilled Water	Energy and Sustainability	2.0
15	Law Enforcement & Security	Cornell Police	2.0
16	Community, State & Federal Relations	Cornell Government & Community Relations	2.0
17	Communications		
	17a Public & Media Communications	University Communications	2.0
	17b Incident Response Communications	Cornell Police	2.0
18	Personnel Management	Human Resources	3.0
19	Student & Community Crisis Support	Dean of Students	2.0



Cornell University Incident Response and Management Process

Version 3.0



Appendix D: Authorities and References

This plan is promulgated in compliance with Cornell University Policy 8.3: Emergency Planning under the authority of the Executive Vice President/CFO and is managed by the Department of Environmental Health and Safety under the direction of the Associate Vice President Environmental Health and Safety. The following authorities, standards, and references are used in the development and implementation of this plan.

Federal Authorities

- Presidential Policy Directive/PPD-8: National Preparedness
- Presidential Policy Directive/PPD-21: Critical Infrastructure Security and Resilience
- Homeland Security Presidential Directive/HSPD-5: Management of Domestic Incidents
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
- Code of Federal Regulations (CFR), Title 44. Emergency Management Assistance
- Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA), PL 99-499 as amended.
- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), 20 USC § 1092(f)
- Occupational Safety and Health Administration
 - OSHA 29 CFR 1910.38 Emergency Action Plans
 - OSHA 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response
 - OSHA 29 CFR 1910.146 Permit-Required Confined Spaces
 - OSHA 29 CFR 1910.151 Medical Services and First Aid
 - OSHA 29 CFR 1910.156 Fire Brigades

New York State Authorities

- NYS Executive Law Article 2-B
- NYS Executive Order #26.1 (adoption of NIMS)
- NYS Uniform Fire Prevention and Building Code

Standards and References used for guidance

- National Preparedness System
- State University of New York (SUNY) Emergency Response Plan Requirements Procedure
- National Fire Protection Agency (NFPA) 1600 Standard on Disaster/Emergency Management and Business Continuity Programs;
- Emergency Management Accreditation Program (EMAP) Emergency Management Standard
- U.S. Department of Education Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education
- U.S. Department of Education Readiness and Emergency Management for Schools Technical Assistance Center (REMS TA)
- FEMA Comprehensive Preparedness Guide 101 (CPG 101): Developing and Maintaining Emergency Operations Plans
- FEMA Comprehensive Preparedness Guide 201 (CPG 201): Threat and Hazard Identification and Risk Assessment Guide

Appendix E: Plan Review and Revision History

Summary of Changes	Date	Completed By
Full plan review and update to version 4.0 <ul style="list-style-type: none"> • Added Authorities and References and Plan Review and Revision History Appendices • Added information for non-Ithaca based campuses. • Updated Cornell University Incident Management Structure and IMT membership. • Added Cornell University Incident Response and Management Process. • Changed "Gannet Health Services" to "Cornell Health." 	11/21/2016	D. Maas, OEM
Annual plan review and update to version 5.0 <ul style="list-style-type: none"> • Updated ILT membership to include University Counsel/Secretary of the Corporation and President's Chief of Staff. • Replaced Cornell Incident Management Structure diagram with updated version. • Updated Cornell Tech procedures for reporting an emergency to reflect move to Roosevelt Island campus. • Updated ESF version numbers. 	09/15/2017	D.Maas, OEM
Minor update to version 5.1 <ul style="list-style-type: none"> • Correct Cornell Tech non-emergency phone number & update text. 	09/17/2017	D.Maas, OEM