

Emergency Support Function (ESF) #16: GOVERNMENT AND COMMUNITY RELATIONS

ESF Activation Contact: Cornell University Police (607)255-1111	
Primary Department	Cornell Offices of Community, State and Federal Relations (OCSFR) a unit within University Relations PH: (607) 255-4666 Contact: Gary Stewart
Support Departments	Cornell University Communications PH: (607) 255-7419
External Agencies	Local, State, and Federal Governmental Agencies

I. Purpose

- a) This ESF lists the Cornell University departments responsible for Office of Community State and Federal Relations (OSCFR) response actions that may take place during an emergency.

II. Scope

- a) Office of Community, State and Federal Relations (OCSFR), serves as liaison between Cornell and government at the state, federal and community levels. We work from offices on the Ithaca campus, in Albany, in New York City, and in Washington, D.C.
- b) Includes all emergency communications involving state, federal and local officials and local community.
 - i) Office of Community, State and Federal Relations (OCSFR) will inform the appropriate state, federal and local officials, and local community leaders, about events and keep them up to date on developments during a disaster or emergency as appropriate.
- c) May be activated by the Incident Commander to respond to incidents that are beyond the capabilities of the initial emergency response actions.
- d) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

III. Situation

- a) Emergency Conditions and Hazards
 - i) Cornell University may periodically experience emergency and disaster situations that will require response by University resources and outside agencies and the restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.

- ii) See Cornell's Risk Assessment for a description of potential emergencies.

IV. Assumptions

- a) Initial emergency response capabilities may be inadequate to manage the incident
- b) University resources will be quickly overwhelmed.
- c) Communication systems may fail during a major incident.
- d) Backup operations will be available but may take time to activate.
- e) Shortfalls can be expected in both support personnel and equipment.
- f) State and federal assistance may not be immediately available.

V. Concept of Operation

- a) General
 - i) The Cornell University Emergency Operations Plan provides overall guidance for emergency operations.
 - ii) ESF Annexes define roles and responsibilities, planned concept of operation, and internal and external capabilities and resources.
 - iii) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the incident scene or on an Incident Management Team.
- b) Organization
 - i) National Incident Management System concepts will be used for response to all incidents.
 - ii) Incident or Unified Command will be used by responding departments.
 - iii) When requested, ESF personnel will report to the Incident Command Post or other location, or will participate as members of an Incident Management Team.
- c) Notification
 - i) Campus incidents involving requests for ESF-16 assistance are to be reported to the Cornell University Police Department (CUPD) Dispatch Center by calling 911 from a campus phone or 607-255-1111 from an off campus phone.

- ii) The CUPD Dispatch Center will notify the Office of Community, State and Federal Relations (OCSFR) lead and/or alternate lead of the incident or request for assistance.
 - iii) The Office of Community, State and Federal Relations (OCSFR) lead or alternate lead will alert the Vice President and the state, federal and community relations directors as appropriate to contact the appropriate officials who need to be updated.
 - iv) As needed, the Office of Community, State and Federal Relations (OCSFR) lead or alternate lead will contact the University Communications lead for assistance.
- d) Direction, Control and Authority to Act
- i) The Incident Command System (ICS) is used by University personnel to respond to emergencies and incidents.
 - ii) During the emergency response phase, all responders will be under the direction and control of the incident's Incident/Unified Command.
 - iii) Responders reporting to the incident scene will report to the Incident Commander at the Incident Command Post unless otherwise directed by the Incident Commander.
 - iv) The Incident/Unified Command is authorized to take actions necessary to contain and control the incident to protect and reduce impact to lives, research, property, the environment, and campus operations.
- e) Actions
- i) Preparedness
 - (1) Develop and maintain a list of federal, state, and community officials and leaders who need to be alerted during an emergency.
 - (2) Maintain continuity of operation (COOP) plans for the scope of capabilities identified in the ESF. Service recovery priorities and resources shall be identified in the C-COOP planning tool and further detailed through plans and procedures.
 - (3) Maintain a list of personnel (at least one primary and one back-up) that can be called to serve on an Incident Management Team to manage government and community related support functions.
 - (4) Develop procedures to document costs for any potential reimbursement.
 - (5) Participate in exercises and training to validate this annex and any supporting plans and procedures.

ii) Response

- (1) When requested, provide personnel to respond to the incident command post or other location to serve on an Incident Management Team to manage government and community related support functions.
- (2) Coordinate emergency information development and release to public officials.
- (3) In conjunction with the Incident Commander, coordinate emergency information for public release through ESF-17 Communications.

iii) Recovery

- (1) Coordinate assistance as needed by the Incident Commander, Incident Management Team, and/or Incident Executive Leadership Team.
- (2) Ensure that ESF-16 personnel maintain appropriate records of costs incurred during the event

VI. Responsibilities

a) Primary Department: Office of Community, State and Federal Relations (OCSFR)

- i) Serve as the lead agency for ESF-16, supporting the response and recovery operations after ESF activation.
- i) Develop, maintain, and update plans and procedures for use during an emergency.
- ii) Identify, train, and assign personnel to serve as ESF-16 representatives at an Incident Command Post or on an Incident Management Team (IMT) when a University IMT is assembled.

g) Support Departments

- iii) Develop, maintain, and update plans and procedures for use during an emergency.
- iv) Identify, train, and assign personnel to assist the primary department at the Incident Command Post or on the Incident Management Team as needed.
- ii) Support the primary department as needed.

VII. Capabilities

- a) Contact capabilities for local, state, and federal governmental and private organizations.

VIII. Resources

- a) Office of Community, State and Federal Relations (OCSFR) contact lists

IX. Policies and Procedures

- a) None

X. Attachments

- a) None

Plan Review and Revision History

Summary of Changes	Date	Completed By
Version 2.0 updates	9/12/2017	Office Emg. Mgmt.