Emergency Support Function (ESF) #3: FACILITIES

<table>
<thead>
<tr>
<th>ESF Activation Contact: Cornell Facilities Customer Service (607)255-5322</th>
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<tbody>
<tr>
<td><strong>Primary Department</strong></td>
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<tr>
<td>Cornell Facilities Management</td>
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<tr>
<td>PH: (607)255-5322</td>
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<tr>
<td>Contact: Ben Kuo or Jim Gibbs</td>
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<tr>
<td>Maintenance Departments</td>
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<td>PH: (607)255-5322</td>
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<td>Grounds Department</td>
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<td>PH: (607)255-5322</td>
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<tr>
<td>Care of Buildings</td>
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<td>PH: (607)255-5322</td>
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<tr>
<td>Engineering &amp; Project Administration</td>
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<tr>
<td>PH: 607-255-1642</td>
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<tr>
<td>Space Planning</td>
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<tr>
<td>PH: (607)255-2557</td>
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<tr>
<td><strong>External Agencies</strong></td>
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<tr>
<td>Outside contractors – list from Contracts &amp; Capital Projects</td>
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I. Purpose

a) This ESF lists the internal and external departments responsible for campus facility and infrastructure actions that may take place in an emergency.

b) Provide and coordinate resources (personnel, equipment, facilities, materials and supplies) to support campus facility and infrastructure needs during an emergency or disaster.

c) This ESF does not include transportation other than providing support as outlined in ESF-1 Transportation.

d) This ESF does not include steam, water, sewer, and electrical supply and distribution other than providing support as outlined in ESF-14 Utilities.

II. Scope

a) May include the following, but is not limited to:

i) Infrastructure protection and emergency repair

ii) Debris clearance and providing emergency ingress/egress to affected area(s).
iii) Damage assessments

iv) Emergency restoration of critical public services and facilities.

v) Repair and maintenance

vi) Provide maintenance of the buildings and grounds and engineering-related support

vii) Temporary space coordination

   (1) Identification

   (2) Modification for change of use

   (3) Setup for temporary use

   (4) Demobilization

viii) Custodial services and support

b) May be activated by the Incident Commander to respond to incidents that are beyond the capabilities of the initial emergency response actions.

c) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

III. Situation

a) Emergency Conditions and Hazards

   i) Cornell University facilities support a variety of University operations and business functions. Natural and human-causes can result in loss of these services.

   ii) Certain facilities are critical to campus emergency response and recovery operations.

   iii) Certain facilities are critical to campus business and academic operations.

   iv) 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.

   v) See Cornell’s Risk Assessment for a description of potential emergencies.

IV. Assumptions

a) Campus facilities may be damaged or impacted by the hazard.
b) Existing facilities may need to be supplemented, repaired or replaced to support campus emergency response and recovery efforts.

c) Initial emergency response capabilities may be inadequate to manage the incident.

d) University resources will be quickly overwhelmed.

e) Communication systems may fail during a major incident.

f) Backup systems will be available but may take time to activate.

g) Shortfalls can be expected in both support personnel and equipment.

h) State and federal assistance may not be immediately available

V. Concept of Operations

a) General

i) The 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-3 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 Cornell Facilities Customer Service Center or EMCS Operator (607)255-5322 of the incident or request for ESF-3 assistance.
iii) Requests for additional resources shall occur under the authority of the Incident/Unified Command

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) Cornell Infrastructure, Properties and Planning (IPP) shall develop and maintain response plans and procedures.

   (2) Cornell IPP shall 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) Cornell IPP shall develop and maintain a cadre of trained personnel.

   (4) Cornell IPP shall develop and maintain a supply of equipment and supplies to respond to reasonably anticipated facility and infrastructure related emergencies.

   (5) Cornell IPP shall develop and maintain a list of campus, community, and vendor resources that could be requested during an emergency.

   (6) Maintain a list of personnel (at least one primary and one back-up) that can serve on an Incident Management Team to manage facility and infrastructure related support functions.

   (7) Develop procedures to document costs for any potential reimbursement.

   (8) Participate in exercises and training to validate this annex and any supporting plans and procedures.

  ii) Response
(1) Manage impacts to the campus facilities and grounds including but not limited to:

(a) Obtaining, prioritizing and allocating facilities services related equipment and resources.

(b) Providing damage assessment related services including.
   (i) Prepare an initial damage assessment
   (ii) Assist in assessing the degree of damage of the university
   (iii) Inspect buildings for structural damage

(c) Identifying and procuring services and equipment from private contractors and outside companies.

(d) Prioritize facilities services actions to protect life and property and to protect and/or repair campus facilities.

(e) Prioritize and manage debris removal

(2) Assist in the restoration and repair of transportation infrastructure as outlined in ESF #1 Transportation.

(3) Assist in the restoration and repair of utility infrastructure as outlined in ESF #14 Utilities.

(4) When requested, provide personnel to respond to the incident command post or emergency operations center to provide emergency management support and/or management of EOC operations.

(5) In conjunction with the Incident Commander, coordinate emergency information for public release through ESF-17 Communications.

iii) Recovery

(1) Support in the restoration of critical university facilities and services, including but not limited to: electricity, potable water, sanitary sewer, storm water systems, heating, transportation and telephone service

(2) Support the repair or replacement of University facilities and infrastructure.

(3) Ensure that ESF-3 personnel, departments or agencies maintain appropriate records of costs incurred during the event.

VI. Responsibilities

a) Primary Department: Cornell Facilities Management
i) Serve as the lead agency for facility and infrastructure related support functions and support the response and recovery operations after ESF activation.

ii) Develop, maintain, and update plans and procedures during an emergency.

iii) Identify, train, and assign personnel to staff ESF-3 at the Incident Command Post, on the Incident Management Team, or in the EOC.

b) Support Departments

i) Develop, maintain, and update plans and procedures for use during an emergency.

ii) Identify, train, and assign personnel to staff ESF-3 at the Incident Command Post, on the Incident Management Team, or in the EOC.

iii) Support the primary department as needed.

VII. Capabilities


VIII. Resources

a) Cornell Facilities Management Capabilities Resource List – On file at Facilities Customer Service

IX. Policies and Procedures

a) Facilities Customer Service Operational Procedures

X. Attachments

a) None
## Plan Review and Revision History

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<thead>
<tr>
<th>Summary of Changes</th>
<th>Date</th>
<th>Completed By</th>
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<tbody>
<tr>
<td>Version 2.0 updates</td>
<td>9/12/2017</td>
<td>Office Emg. Mgmt.</td>
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