

Emergency Support Function (ESF) #4: FIRE SERVICES

ESF Activation Contact: Cornell Police Dispatch Center (607)255-1111	
Primary Department	Cornell Environmental Health and Safety PH:(607)255-8200 Contact: Ron Flynn
	Cornell University Police PH:(607)255-1111
	Cornell University Facilities Services PH:(607)255-5322
	Ithaca Fire Department PH: (607)272-1234
	Cayuga Heights Fire Department PH: (607) 266-7454
	Lansing Fire Department PH: (607) 533-7733
	Varna Fire Department PH: (607) 273-2407
	Tompkins County Department of Emergency Response PH: (607) 257-3888
	Bangs Ambulance PH:(607)273-1161

I. Purpose

- a) This ESF lists the internal and external departments responsible for firefighting actions that may take place in an emergency.
- b) Provide and coordinate resources (personnel, equipment, facilities, materials and supplies) to support firefighting and operation of fire protection equipment needs during an emergency or disaster.

II. Scope

- a) Provides coordination of campus firefighting activities as well as support to all firefighting operations during an emergency or disaster.
- b) May include the following, but is not limited to:
 - i) Detection and suppression of incipient stage fires.
 - ii) Liaison to responding fire departments.
 - iii) Coordinate obtaining facility specific information, including but not limited to: layout, process operations, occupancy, and hazards, and providing such information to

- iv) Operation and control of campus facility fire detection and suppression systems and equipment.
- v) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

III. Situation

- a) Emergency Conditions and Hazards
 - i) Cornell University has multiple campus facilities and vehicles that present a variety of fire related hazards.
 - ii) Fires may present immediate risks to life, property and the environment.
 - iii) Fixed fire detection and suppression systems are present in many, but not all, facilities and help mitigate fire risks in those protected facilities.
 - 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) Initial emergency response capabilities may be inadequate to contain or control the hazard.
- b) Local jurisdiction career and volunteer fire departments will be needed to assist
- c) All department personnel have received the appropriate level of NIMS training.
- d) Communication systems may fail during a major incident.
- e) Backup systems will be available but may take time to activate.
- f) Shortfalls can be expected in both support personnel and equipment.
- g) 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.

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 EOC, or will participate as members of Incident Management Team.

c) Notification

- i) Campus incidents involving Fire Services and requests for ESF # 4 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 on-duty EHS Emergency Services Team personnel of the incident or request for assistance.
- iii) Notification of local fire departments will follow normal dispatch center procedures.
- iv) As needed, EHS personnel will request the CUPD Dispatch Center to activate EHS Technical Resource personnel (subject matter expert hot pager) or callback of off duty personnel via Blackboard Connect messaging.
- v) Requests for additional resources shall occur under the authority of the Incident/Unified Command
 - (1) Requests for additional Cornell EHS resources should be made through the EHS representative on scene. The EHS representative will use the appropriate notification methods as appropriate:
 - (a) Direct notification of EHS personnel
 - (b) Request resources via CUPD Dispatch Center
 - (c) Request resources via EHS representative on the Incident Management Team (if activated)

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) EHS shall develop and maintain response plans and procedures, a cadre of trained personnel, equipment and supplies to respond to fire alarms and reported fires.
- (2) EHS 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) EHS shall develop and maintain a list of campus, community, and vendor resources that could be requested during an emergency.
- (4) Maintain a list of personnel (at least one primary and one back-up) that can be called to the EOC to manage fire services support functions.
- (5) Develop procedures to document costs for any potential reimbursement.
- (6) Participate in exercises and training to validate this annex and any supporting plans and procedures.

ii) Response

- (1) Respond to campus fire alarm activations and reports of fires and provide as needed per EHS standard operating procedures:
 - (a) Alarm investigation
 - (b) Control and operation of campus fire protection systems and equipment
 - (c) Incipient fire suppression
 - (d) Liaison with and support operations of responding fire departments
- (2) In conjunction with the Incident Commander, coordinate emergency information for public release through ESF #17 - Communications.

iii) Recovery

- (1) Ensure that ESF-4 personnel, departments or agencies maintain appropriate records of costs incurred during the event.

VI. Responsibilities

- a) Primary Department: Cornell Environmental Health and Safety
 - i) Serve as the lead agency for ESF-4 related support functions and support the response and recovery operations after ESF activation.
 - ii) Develop, maintain, and update plans and procedures for use during an emergency.
 - iii) Identify, train, and assign personnel to staff ESF-4 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-4 at the Incident Command Post, on the Incident Management Team, or in the EOC.
 - iii) Support the primary department as needed.

VII. Capabilities

- a) Cornell University EHS Emergency Services
 - i) Capable of response to all campus fire alarm activations.
 - ii) Capable of control and operation of campus fire protection and detection systems.
 - iii) Capable of suppression of incipient fires.
 - iv) Capable of being a liaison for incoming agencies.
 - v) Trained for incident Command NIMS structure.
- b) Ithaca Fire Department
 - i) The Ithaca Fire Department is a combination career-volunteer department. On duty staffing consists of a minimum of 9 firefighters, 2 lieutenants, and 1 assistant chief.
 - (1) Alarm Response – 2 engines, 1 ladder truck, 1 chief – 7 persons
 - (2) Reported Fire Response – 3 engines, 1 ladder, 1 chief – 9 persons

(3) Working Fire Response – Additional 1 engine – 2 persons – plus call in off duty personnel

c) Cayuga Heights Fire Department

i) The Cayuga Heights Fire Department is an all-volunteer department. The department has firefighters who live in the fire station but in station staffing levels vary depending on the time of day and time of year.

d) Lansing Fire Department

i) The Lansing Fire Department is an all-volunteer department.

VIII. Resources

a) EHS Resources

i) EHS maintains two vehicles equipped for response to fire incidents.

b) Infrastructure Properties Planning

i) IPP maintains a stock of various types of fire extinguishers for deployment to campus facilities or incidents as needed.

IX. Policies and Procedures

a) Environmental Health and Safety

i) EHS Emergency Response SOP

ii) EHS Alarm of Fire Response Procedure

X. Attachments

a) None

Plan Review and Revision History

Summary of Changes	Date	Completed By
Full ESF review and update to version 3.0	6/19/2017	D. Maas
Version 3.0 updates	9/12/2017	Office Emg. Mgmt.