Emergency Support Function (ESF) #5: EMERGENCY MANAGEMENT

<table>
<thead>
<tr>
<th>ESF Activation Contact: Cornell Police Dispatch Center (607)255-1111</th>
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<tr>
<td>Primary Department</td>
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<tr>
<td>Cornell Environmental Health and Safety</td>
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<tr>
<td>PH: (607)255-8200</td>
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<td>Contact: Daniel Maas</td>
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<td>Support Departments</td>
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<tr>
<td>Cornell University Police</td>
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<tr>
<td>PH: (607)255-1111</td>
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<tr>
<td>Tompkins County Department of Emergency Response</td>
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<td>PH: (607)257-3888</td>
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<td>Ithaca Fire Department</td>
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<td>PH: (607)272-1234</td>
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I. Purpose
   a) This ESF lists the Cornell University departments and external agencies responsible for coordination of emergency management actions that may take place during an emergency.

II. Scope
   a) Includes management of the Incident Management Team (IMT) to include the IMT activation process.
   b) Includes management of the Incident Leadership Team (ILT) to include the ILT activation process.
   c) Includes management of the Cornell Emergency Operations Centers.
   d) Includes the development and maintenance of University incident action plans, intelligence briefings and documents, and other related incident response documentation.
   e) May be activated by the Incident Commander to respond to incidents that are beyond the capabilities of the initial emergency response actions.
   f) 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 systems 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 Operations

a) General


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.

(1) This includes the development of NIMS compliant Incident Action Plans.

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 requests for ESF-5 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) As needed, EHS personnel will notify the EHS Associate Director Emergency Management and Business Continuity or the EHS Emergency Manager directly or request the CUPD Dispatch Center to activate EHS Emergency Management Hot Pager via the Blackboard Connect messaging tool.
iv) 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) EHS shall develop and maintain response plans and procedures, a cadre of trained personnel, equipment and supplies to support incident management activities including: incident action planning, incident surveillance, intelligence gathering, incident status reports informational briefings, and other incident documentation.

(2) EHS shall maintain an Emergency Operations Center at the Environmental Health and Safety Building, 201 Palm Road, that is capable of being set up for use at any time.

(3) Cornell Police shall maintain an Emergency Operations Center at Barton Hall, that is capable of being set up for use at any time.

(4) 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.

(5) EHS shall develop and maintain a list of campus, community, and vendor resources that could be requested to assist with incident management during an emergency.

(6) Maintain a list of personnel (at least one primary and one back-up) that can be called to the EOC to manage emergency management 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) When directed, assemble an Incident Management Team and/or Incident Leadership Team.

(2) When directed, obtain, prioritize and allocate available resources to open the Emergency Operations Center.

(3) 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.

(4) Support incident operations through the coordination and provision of incident management activities including: incident action planning, incident surveillance, intelligence gathering, incident status reports informational briefings, and other incident documentation.

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

iii) Recovery

(1) Assist Incident Commander and/or Incident Management Team as needed.

(2) Coordinate assistance as needed by the Incident Commander, Incident Management Team, and/or Incident Executive Leadership Team.

(3) Ensure that ESF-5 personnel, departments or agencies maintain appropriate records of costs incurred during the event.

VI. Responsibilities

a) Primary Department: Cornell Environmental Health and Safety (EHS)

i) Serve as the lead agency for ESF-5 supporting the response and recovery operations after ESF activation.

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

iii) Develop and maintain resources including information systems and documentation mechanisms that can be used during an emergency.
iv) Identify, train, and assign personnel to staff ESF-5 at the Incident Command Post, on the Incident Management Team, or in the EOC.

v) General Responsibilities

(1) Maintain the Emergency Operations Center at 201 Palm Road including the facility, equipment and an emergency operations center handbook that includes EOC setup procedures.

(2) Provide trained personnel to open the 201 Palm Road Emergency Operations Center.

(3) Test and exercise plans, procedures, and EOC equipment.

(4) Monitor pre-incident conditions and ensure that information and briefings are provided to appropriate campus departments.

(5) Conduct weather related intelligence gathering and surveillance provide briefings and reports, as appropriate, to members of the Emergency Support Function Team, Incident Management Team, and Incident Leadership Team.

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-5 at the Incident Command Post, on the Incident Management Team, or in the EOC.

iii) Support the primary department as needed.

iv) Cornell Police

(1) Maintain the Emergency Operations Center in Barton Hall including the facility, equipment, and an EOC Handbook that includes setup procedures.

(2) Provide trained personnel to open the Barton Hall Emergency Operations Center.

(3) Conduct security and criminal related intelligence gathering and surveillance and provide intelligence briefings and reports, as appropriate, to members of the Emergency Support Function Team, Incident Action Team, and Incident Executive Leadership Team.

VII. Capabilities

a) Cornell University EHS

i) Personnel trained to ICS-400 and capable of staffing all ICS positions
b) Cornell Police
   i) Personnel trained to ICS-400 and capable of staffing all ICS positions

VIII. Resources
   a) Electronic Copies of ICS Forms
   b) cornell.box.com resource for Incident Management Team coordination

IX. Policies and Procedures
   a) EOC Handbooks

X. Attachments
   a) None
Plan Review and Revision History

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<tr>
<th>Summary of Changes</th>
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<th>Completed By</th>
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<tr>
<td>Full ESF review and update to version 2.0</td>
<td>6/19/2017</td>
<td>D. Maas</td>
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<tr>
<td>Version 2.0 updates</td>
<td>9/12/2017</td>
<td>Office Emg. Mgmt.</td>
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