ILR School, Cornell University

As of August 25, 2015

Emergency Communications

Employees will need prompt and accurate answers to questions about the School’s operational status, safety and access. To facilitate this notification, an ILR School Operating Status Phone line has been established at (607) 255-1812. In addition, information will be immediately posted on the ILR School Status Page found at http://www.ilr.cornell.edu/status. If there is a catastrophic event, call (607) 255-1812 or go to the ILR School Status Page on the ILR School’s web site. Information regarding the operational status, safety and access for the School will be available on an “as-needed” basis. Record the number (607) 255-1812 – conveniently, so you can readily access it along with the Status Page link.¹

Staff and Faculty Roster

An ILR School Staff and Faculty Roster is available at http://www.ilr.cornell.edu/about-ilr/faculty-and-staff-resources/office-human-resources/ilr-phone-lists. You will need to log into your account, and select the Emergency Phone List by Department view to see the following information displayed: Name, Extension, Cell, E-Mail, and Telephone Number. In the event that the web is not available during an emergency you may view the same information through Outlook on your desktop provided you have Contacts: Staff and Faculty Directory from the Public Folders saved in your Favorites and that your Favorites Folder has been enabled for offline access. If you have questions about setting this up, contact the ILR School Helpdesk.

ILR School Operating Status Phone  (607) 255-1812

ILR School Status Page: http://emergency.ilr.cornell.edu/

University Operating Status: http://www.cornell.edu/about/status/index.cfm

¹The University Operating Status link is http://www.cornell.edu/about/status/index.cfm. Here you will find information about the current status of the University, weather conditions, transportation, computer network conditions, etc. If the Johnson site is rendered inaccessible, information regarding the ILR School’s status will be posted on the University site.
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Campus Emergency Numbers

Police, Fire, or Medical Emergencies ................................................................. 911
Facilities-Related Incidents or Emergencies ...................................................... (607) 255-5322
M-F 8:00 a.m.-5:00 p.m. .................................................................................. (607) 255-5037
5:00 p.m.-12:00 midnight, including Weekends ........................ Management Library, (607) 255-3389

Campus Response/Information Services/Hotlines

Cornell Police .................................................. Emergencies ............................................ 911
................................................................................................................................. (607) 255-1111
Environmental Health and Safety ................................................................. (607) 255-8200
Cornell Facilities Customer Service ................................................................. (607) 255-5322
Gannett Health Services ..................................................................................... (607) 255-5155
University Operating Status Inclement Weather Phone ................................. (607) 255-3377
ILR School Operating Status Phone ................................................................. (607) 255-1812
ILR School Status Page ....................................................................................... http://emergency.ilr.cornell.edu/
University Operating Status Web Site .............................................................. http://www.cornell.edu/about/status/index.cfm

Contact Numbers – Who To Call and Other Pertinent Information

Gannett Health Services ..................................................................................... (607) 255-5155
Personal Emergency Counseling, Registrar’s Office, Kerwin-Michael Smith .... (607) 255-4793
Center for Crime Victim & Sexual Assault Services .................................... (607) 277-5000
University Operating Status & Inclement Weather ........................................ (607) 255-3377
Cornell Campus and Student Information Hotline ........................................ (607) 254-INFO
Radio Station ...................................................................................................... WHCU 870 AM

Dean, Crisis Manager, Emergency Coordinators, Communications Coordinator

Kevin Hallock, Dean ......................................................................................... (607) 255-2185
Joseph E. Grasso, Crisis Manager and Emergency Management Co-Team Leader . (607) 254-6374
Robert Smith, Emergency Management Co-Team Leader ......................... (607) 255-7650
Laura Robinson, Lead Emergency Team Coordinator ................................. (607) 255-6957
Jeff Bishop, Technology Emergency Team Coordinator ............................... (607) 255-7632
Laura Lewis, Student Emergency Coordinator ............................................ (607) 255-2223
Joseph Zappala, Communications Coordinator ............................................. (607) 255-3276
David Lippincott, Building Coordinator ......................................................... (607) 255-9071
Theresa Woodhouse, Dean’s Office Coordinator ............................................ (607) 255-5028

ILR School Emergency Operations Centers and Rendezvous Points

Emergency Operations Centers—Emergency Management Team Rendezvous Sites

On-Site: Ives Hall Classroom Building, Dean’s Conference Room, Room 309F .... (607) 254-1241
Campus-Site: ILR Conference Center, 5th Floor DL Room 525 ....................... (607) 254-2825
Off-Site: None

Refuge Assembly Areas—Faculty and Staff Sites

Level One: On-Site: IVES CLASSROOM BUILDING, First Floor Auditorium (room 305)
Level Two: Campus-Site: ILR CONFERENCE CENTER, Room 525
Level Three: Faculty, Staff, and Students ...... go home, or, remain at home, and await instructions
ILR SCHOOL
BUSINESS CONTINUITY
(EMERGENCY PREPAREDNESS) PLAN

Overview

Introduction

Emergencies can occur at any time, without warning, so it is important that you be prepared at all times. The ILR School's Business Continuity (Emergency Preparedness) Plan, available at Placeholder for new location posting on ILR Web is an adjunct to the Cornell Emergency Plan as are the individual Short- and Long-Term School Plans. Together they provide the overall emergency plan for the School and entire campus. All faculty and staff members, including new hirers, are provided hard copies of the School's Business Continuity (Emergency Preparedness) Plan. Copies should be available in your office and at home.

Everyone – faculty, staff, students and visitors – must take appropriate and deliberate action when an emergency strikes a building, a portion of the campus, or entire Cornell community. Decisive leadership is essential. Follow these important steps when there is an emergency:

- Confirm and evaluate conditions;
- Report the incident immediately;
- Follow instructions from emergency staff precisely.

Name | Room | Work Phone | Home Phone | Cell
--- | --- | --- | --- | ---
Kevin Hallock, Dean | 309E Ives | (607) | (607) | (607)

Emergency Management Co-Team Leaders
Joseph E. Grasso | 309M Ives | (607) 254-6374 | (315) 685-0832 | (315) 220-4462
Robert Smith | 352 Ives | (607) 255-7650 | (607) 257-6819 | N/A

Emergency Coordinators, Communications Coordinator
Kevin Hallock, Dean | 309E Ives | (607) 255-8801 | (607) 257-1547 | (607) 342-1584
Joseph E. Grasso | 309M Ives | (607) 254-6374 | (315) 685-2065 | (315) 220-4462
Robert Smith | 352 Ives | (607) 255-7650 | (607) 257-6819 | N/A
Laura Robinson | 118B Ives | (607) 255-6957 | (607) 532-4760 | (607) 342-4096
Jeff Bishop | 118D Ives | (607) 255-7632 | (607) 539-7361 | (607) 227-5997
Joseph Zappala | 403 Dolgen | (607) 255-3276 | (607) 277-8897 | ???
David Lippincott | 251 Research | (607) 255-9071 | (607) 539-7287 | (607) 227-5877
Theresa Woodhouse | 209 Ives Hall | (607) 255-5028 | | |
Laura Lewis | 101 Ives East | (607) 255-2223 | | |

Floor Monitors
Laura is working on updates list to identify people.
Objective

This Business Continuity (Emergency Preparedness) Plan expects that during an emergency, anyone can call 911. The School’s Crisis Manager and Emergency Coordinator(s) are responsible for ensuring that life-safety emergencies are reported by:

- Accounting for the safety of faculty, staff and students;
- Contacting appropriate Cornell Emergency Response units for safety or repairs assistance;
- Delivering critical University information and instructions to the constituents; and if the Emergency Operations Center is used, disseminating emergency instructions from the University.

The ILR School’s Business Continuity (Emergency Preparedness) Plan is intended to provide procedural guidelines for use in short- or long-term situations that may cause disruption to normal working conditions in Ives Classroom Building. The Ives Faculty Building, the Ithaca Conference Center, Dolgen Hall, and the Research Building. The NYC and Buffalo Offices have separate plans and procedures. Such situations may range from nonthreatening building incidences, such as problems regarding telecommunications, e-mail, lack of air conditioning, and power outages, up to and including implementing a full evacuation of the facility.

Goals

The primary goals of the ILR School’s Business Continuity (Emergency Preparedness) Plan and that of the Cornell Emergency Plan are one in the same:

- To protect lives, intellectual property and facilities.
- To prevent or minimize the impact of emergencies and to maximize the effectiveness of the campus community in responding to inevitable occurrences.
- To provide for the continuity of campus operations in pursuit of Cornell’s mission of teaching and research.

Implementation

The official instructions for reporting conditions or implementing an evacuation will come from the Dean of the School via the Crisis Manager and/or Emergency Management Co-Team Leader(s). All communication will flow through the Communication’s Coordinator. This process will be the same for all levels of emergency.

Emergency Level Situations

Minor Building Incidents, Nonemergency

The emergency each College or Unit deals with most frequently is that of a Minor Building Incident and not the Level One, Two, or Three Emergency situations described below.

A Minor Building Incident involves a localized, contained incident that is quickly resolved with internal resources or limited help. In almost all cases, such incidences will be transparent to the larger ILR Community or University Campus. The most common include:

- **Power Outages**
- **Minor Flooding**
- **Plumbing Mishaps**
Situations will be dealt with by the Building Coordinator or the Technology Emergency Coordinator who will also notify other Emergency Coordinators and outside responders, as warranted. In the case of a Telephone or Computer Network Failure, call the Emergency Technology Coordinator at (607) 255-7632.

If technology is available, an e-mail will be sent conveying what the incident is and the course of action. If the problem has to do with technology, or communication via e-mail is not possible, a member of the Emergency Management Team will be available in the Technology Services Office to communicate what the emergency is and the precautions being taken.

Additional examples of specific emergency situations along with valuable relevant information can be found on the following pages.

Emergency events designated as **Level One, Two or Three** situations, are as follows:

**A Level One (controlled emergency)** involves a localized, contained incident that may affect mission-critical functions or life safety. It includes any health related situation, e.g. localized fire, severe fall, unconsciousness, heart failure, death, etc. Upon learning of a death of a student, colleague, or co-worker, contact the ILR School’s Crisis Manager at (607) 254-6374. Do not disseminate any information. The Crisis Manager and/or Dean will contact the family and release information on an “as needed” basis.

**Level One** situations in all likelihood involve only one ILR Building but may require external resources; Fire Department, EH&S, etc. First and foremost, take precautions. **Call 911** from the telephone on your desk to reach Cornell Police, or go immediately to any one of the Emergency Blue Light Instruments throughout the building.

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To reach Cornell Police on a cell phone or a pay phone, dial (607) 255-1111; NOT 911.
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The Blue Light Phones are linked directly to Campus Security and are answered directly by Campus Police. No dialing is necessary and the police immediately know the location from which the call is placed. Thus, you can quickly communicate anything that is needed.

**There are X Blue Light Phones around the ILR Complex, located as follows:**

(David Lippincott to provide more complete list)

- Ives Front Entrance on Tower Road;
- Upper Courtyard

Emergency phones are also available in the elevators.

**A Level Two (major emergency that impacts portions of the Campus and involves a subset of the University including, but not limited to, life safety)** requires activating the Cornell Emergency Plan and a coordinated response between staff and external agencies. **The entire Emergency Management Team (consisting of those individuals identified on Page 3) mobilizes at the campus-site Emergency Operations Center – ILR Conference Center, Deans Conference Room, 309F.** Included in this category are criminal activity or violence (a hostage situation), a suspicious package and/or a bomb threat. If you stumble upon such a situation or feel threatened, call 911 or Cornell Police (607) 255-1111.

**A Level Three emergency is the most serious and impacts the entire Campus and surrounding community; i.e., a major catastrophe (tornado, earthquake, etc.). The entire Emergency Management Team mobilizes at the Deans Conference Room, 309 F.** Other
personnel should go home if the emergency occurs during regular business hours; or, do not report to work and wait for instructions if outside normal hours. In the event that neither of the Emergency Operations Centers are accessible, information will be made available by local authorities via radio, television or through the University Operating Status page.

**After the emergency is reported by calling 911 or (607) 255-1111, contact the Crisis Manager at (607) 254-6374 or Lead Emergency Team Coordinator at (607) 255-6957.**

**Emergencies Occurring After Hours [5:00 PM to 8:00 AM] or on Non-work Days**

If an emergency occurs in the evening or on a nonworking day, it is everyone’s collective responsibility to see that the facility is vacated. While the structure of this Plan remains precisely the same, its implementation may vary depending upon available resources and manpower until the proper officials can be notified. Until that time, the individuals assuming the most responsibility will be those officials/individuals of highest rank who are available at the time. These individuals should seek to follow as nearly as possible, the guidelines of the Plan while simultaneously making an effort to notify Cornell officers of the situation so as to obtain verification or advice on their actions. Call 911. The Cornell Police or the Cornell Emergency Management Operations Center will contact the Dean or the Crisis Manager.

If the ILR Library is open at the time the emergency occurs call the Circulation Desk at (607) 255-9641 for assistance. The ILR School’s Business Continuity (Emergency Preparedness) Plan will be available at this location and staff in charge can contact the appropriate officials and provide guidelines and procedures to follow.
EMERGENCY SITUATIONS

If you become aware of the DEATH of a STUDENT, COLLEAGUE, or CO-WORKER:

- Contact the ILR School Crisis Manager – Joe Grasso, Assistant Dean for Finance and Administration
- Do not disseminate any information.
- The Crisis Manager and/or Dean will contact the family and release information on an “as needed” basis. http://www.ilr.cornell.edu/about-ilr/faculty-and-staff-resources/office-human-resources/ilr-phone-lists

If one comes upon a MEDICAL EMERGENCY, do the following:

- Call 911. Notify Cornell Police of the location, nature and extent of the injury. Always call from a safe location.
- Protect victim from further injury by removing any persistent threat to the victim.
- Do not delay in obtaining trained medical assistance.
- Do not move the victim.
- Provide First Aid until help arrives if you have appropriate training and equipment. Automated External Defibrillator (AED) equipment is available in the hallway just off the Library, in the Conference Center, and in the Ives Faculty Building.
- Send someone outside to escort Emergency Respondents to the appropriate location.

If there is a POWER OUTAGE:

- Immediately, assess the extent of the outage.
- Report outage to the Lead Emergency Team Coordinator at (607) 254-6374, Back Up Coordinator, (607) 255-7650, or in the absence of either of these individuals, call Cornell Customer Service, (607) 255-5322.
- Assist other building occupants to move to safe locations.
- Evaluate the work areas for hazards created by the power outage. Take necessary actions to preserve human safety and health.
- Turn off and/or unplug nonessential electrical equipment and computers.
- Avoid touching equipment that is smoking, sparking, tripping circuit breakers, or giving electric shocks. If these problems exist, contact Cornell Customer Service immediately at (607) 255-5322.
- If needed, open windows for additional light and ventilation.
- The decision to release faculty, staff and students during an extended power outage is made by the President of the University or the Dean, if restricted to ILR Complex, in consultation with outside responders.

To obtain information about a prolonged outage, call the Cornell Emergency Information Hotline at (607) 254-6040.

In the case of an INJURY:

- Call 911.
- You may provide first aid if you are trained, it is safe to do, and the victim consents.
- Do not attempt to move an injured person unless it is absolutely necessary to prevent further injury.
- Calmly assure the injured person that help is on the way.
- Assist emergency personnel in locating the victim and investigating the incident.

For all injuries, the injured person must complete a Cornell University Accident Report. This includes campus visitors, as well as students, faculty and staff..
In the case of a FIRE or EXPLOSION:

All fires occurring on campus MUST BE reported to the Cornell Police, including those that have been extinguished. Do not hesitate to activate a Fire Alarm if you discover smoke or fire. A complete building evacuation is mandatory whenever a Fire Alarm sounds, an evacuation announcement made, or a university official orders you to evacuate. In these situations:

- Call 911 and notify the Cornell Police of the location and size of the fire. Always call from a safe location.
- Alert others in the immediate area and evacuate the area.
- Confine the fire by closing all doors and windows as you leave the room, if time permits.
- Activate the building Fire Alarm System as you egress.
- Evacuate using established Emergency Evacuation Procedures. Maps are posted throughout the ILR Complex providing primary and secondary means of egress. These directions are also adhered to the backs of office doors, and in all public spaces and in corridors.
- Notify EH&S Emergency Responders of the location, nature and size of the fire, once you are outside.
- If you have been trained and it is safe to do so, you may attempt to extinguish the fire with a portable fire extinguisher. If you have not been trained to use a fire extinguisher you must evacuate the area.

ILR School’s Emergency Operations Centers (EOC)
(for use by the Emergency Management Team)

### ILR EMERGENCY OPERATIONS CENTERS

<table>
<thead>
<tr>
<th>On-Site (Primary)</th>
<th>Building/Room:</th>
<th>Ives Classroom Building 309F, Dean’s Conference Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Minor Building Incident or Level One, nonlife threatening emergencies)</td>
<td>Phone:</td>
<td>(607) 254-1241</td>
</tr>
<tr>
<td>Campus-Site (Secondary)</td>
<td>Building/Room:</td>
<td>ILR Conference Center, 525</td>
</tr>
<tr>
<td></td>
<td>Phone:</td>
<td>(607) 254-2825</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax: (607) 254-5173</td>
</tr>
</tbody>
</table>

In the event of a **Level One Emergency** (controlled emergency), the Emergency Management Team will convene in *Ives Classroom Building, Room 309, the Dean’s Conference Room*, the on-site Emergency Operations Center, if necessary, to decide the course of action.

A **Level Two Emergency** (impacting portions of the campus and involving a subset of the University, assuming ILR Complex Building is included and inaccessible), the Emergency Management Team will go to its campus-site Emergency Operations Center location, the Deans Suite Conference Room, 309F. Here the Dean with the Emergency Management Team will evaluate the emergency situation and decide whether or not to cancel classes and whether or not it is essential that certain services and/or staff are needed.

The Crisis Manager or Communications Coordinator will be in communication with the assembly from the Emergency Operations Center and will provide instructions as to whether or not faculty and staff are to return to work, or go home and the information will be conveyed to those taking refuge in one of the Assembly Areas.

In the event of a **Level Three Emergency**, rendering the campus inaccessible, the Dean, if contacted by the University Administration, Cornell Police, Cornell's Emergency Management Team, or the School’s Crisis Manager, will convene the Management Committee, including the Crisis Manager, Communications Coordinator and Emergency Coordinators at the ILR School's alternate, remote offsite ILR Conference Center located in Room 525 of the Conference Center. Phone *(607) 255-1812*, to ascertain the scope of the incident/situation. All other personnel will be dismissed and/or are to remain at home if the event occurs outside of regular business hours. Further instructions will be made available through the School's Communications Coordinator and via the ILR School's Operating Status Phone - *(607) 255-1812* and/or ILR School's Status Page.

**Note:**
CU Police have two Bell Atlantic phone lines installed for emergency situations when the campus phone system is not operational. These numbers are: (607) 257-9296, (607) 257-9297.

In the Dean’s absence, the task of convening the Management Committee, et. al. is delegated to the ILR School’s Crisis Manager and/or the Emergency Management Co-Team Leader. If both the Crisis Manager and the Emergency Management Co-Team Leader are unavailable, their designee will serve as the Lead or the task will fall to the Lead Emergency Team Coordinator or the Technology Emergency Team Coordinator depending on the nature of the emergency. The individual or individuals in charge will:

- determine the scope of the incident/situation and decide course of action;
- establish communication, response strategies and tactics;
- deploy resources; and
- initiate the recovery process.

David Lippincott will identify Floor Monitors. Emergency Coordinators could be Barb McPherson and George Jakubson who are trained EMT’s. In addition, there are six (6) Emergency Coordinators in the building. Each has access to a First Aid Kit, blankets, flashlight, bottled water, etc., and should be summoned if time permits.

The member of the Management Committee or Manager of the area will call the individual(s) listed under his/her name on page 18 to implement the Contact Procedures. Current telephone numbers can also be found in the Contact List in [https://webmail.ilr.cornell.edu/exchange/](https://webmail.ilr.cornell.edu/exchange/). In conjunction with the implementation plan, everyone within the area should be contacted. Faculty and staff are encouraged to call the ILR School Operating Status Phone at (607) 255-1812 or link into the ILR School’s Status Page for updates.

The Lead Emergency Team Coordinator, upon receipt of instructions from the Crisis Manager, will:

- implement emergency procedures;
- summon the Fire Marshals to meet to discuss the situation and implementation.
- implement the Evacuation Procedures;
- arrange for Mail Service deliveries to be forwarded to an offsite location if deemed necessary and appropriate and/or held.

If there is not sufficient time for the Lead Emergency Team Coordinator to notify each of the Fire Marshalls of the need for immediate evacuation, it will be at the discretion of the Emergency Coordinators to execute. The first line of defense should be to call the ILR School Operating Status Phone – (607) 255-1812 where the Dean, Crisis Manager, Communications Coordinator, or Lead Emergency Team Coordinator will leave information on audix.

Emergency Coordinators will be responsible for ensuring that the guidelines and procedures indicated below are followed:

- Notify everyone throughout the facility; working with Supervisors, if possible;
- Encourage occupants to remain calm during egress;
- Assist with evacuations;
- Take emergency supplies, roster;
- Keep exiting groups together;
- Account for faculty, staff and students; and
- Report to the Tunnel Entrance, Classroom (Basement Level) when the facility has been secured and everyone evacuated.

Within a very short time following any emergency, word will spread. People will be looking for information and external communications is crucial. Parents, spouses and family members will
want answers. The Communications Coordinator will be responsible for establishing the School’s Communications Plan in concert with the University’s News Service and for deciding what information will be released, when, by whom and whether or not there should be a “joint” statement to the public by the Dean and/or Crisis Manager and the University. In addition, the Communications Coordinator’s responsibilities will include:

- notifying faculty and staff as to whether or not they will be allowed back into the facility or of the expected time when the building may again be occupied;
- recording an appropriate message on the ILR School Operating Status Phone – (607) 255-1812 and contacting the Lead Emergency Team Coordinator (if they have not been informed of the emergency).
- posting information on the ILR School’s Status Page.
- posting signs on campus.
- requesting that the University provide access to the University’s website to convey operational information.

The Dean (or if not available, Crisis Manager) via the Management Committee and members of the Emergency Team will apprise Supervisors as to when employees should report back to work or of alternate work sites; e.g. work from home or another designated location. (Alternate Work Sites is discussed later in this document.) Notification will be accomplished using the ILR School Operating Status Phone – (607) 255-1812; via the ILR School’s Status Page; and/or via the ILR School Contact Procedures.

The Technology Emergency Team Coordinator will have data lines switched to short-term locations as priority dictates. Notification will come via e-mail (list serves are), telephone calls or anyone in the ILR School Community, including students, may dial the ILR School Operating Status Phone – (607) 255-1812 for instructions. In emergencies, the first point of contact for the Technology Emergency Coordinator to have data lines and/or phone lines switched is to call the Network Operations Center (NOC) at (607) 255-9900. NOC is open 24/7. NOC will assign a Service Technician responsible for engineering the necessary changes to the infrastructure, repairing what’s broken and initiating any changes deemed appropriate to the infrastructure or security under the direction of the Technology Emergency Coordinator. Backup servers are in place in Rhodes Hall. NOC will switch servers in Sage to Rhodes upon request.

Networking and Communication Services (NCS) open during regular business hours is available to assist with major infrastructure changes to phones. If there is a need to involve Central, the Technology Emergency Coordinator will contact NCS. Contact information for NCS is (607) 254-NCS1 or (607) 254-6271, or by e-mail at ncs-os@cornell.edu.

In the event of multiple simultaneous technical outages, the Technical Business Continuity (Disaster Recovery) Plan should be consulted. This document can be found at the end of this Business Continuity Plan (Appendix A). The plan will be evoked when there is an event that renders one or more major technology systems unavailable within the ILR School’s facilities for more than one business day.

Technology Management advises that in the event of an emergency, Help Desk Operations will initiate the necessary arrangements to:

- post an alternate land or cell phone number to contact the Help Desk to schedule support,
- set up at least one computer with web browser and internet access to respond to e-mails, and
- assist with access to shared printers.

Servers will be needed to maintain and/or restore the web, e-mail, printing, and administrative systems. The existing infrastructure in Rhodes Hall will provide for minimal authentication, web, and e-mail services.
Fire Marshals’ responsibilities include:

• Assist Emergency Team Coordinator(s) with evacuations;
• Communicate clearly and succinctly:
  o Example:
    ▪ We have a Level ___ Emergency
    ▪ Evacuate to ________.
• Advise faculty and staff to take their belongings (if possible);
• Ensure that no one uses the elevators during an evacuation;
• Check offices, classrooms, and restrooms;
• Leave lights on;
• Turn equipment off, if possible;
• Close windows and doors, but do not lock them;
• Assist persons with disabilities;
• Gather at the appropriate rendezvous/evacuation site and await instructions; e.g., Ives Classroom Building: 1st Floor Auditorium (305 Ives) or ILR Conference Center: First Floor, Auditorium Foyer – depending on the level of the emergency.
Contact Procedures

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Room</th>
<th>Home Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kevin Hallock, Dean</td>
<td>(607)</td>
<td>309E</td>
<td>(315) 685-2065</td>
</tr>
<tr>
<td>Joseph E. Grasso, Crisis Manager and Emergency Management Co-Team Leader</td>
<td>(607) 254-6374</td>
<td>309M</td>
<td>(315) 257-6819</td>
</tr>
<tr>
<td>Robert Smith, Emergency Management Co-Team Leader</td>
<td>(607) 255-7650</td>
<td>352</td>
<td>(607) 532-4760</td>
</tr>
<tr>
<td>Laura Robinson, Lead Emergency Team Coordinator</td>
<td>(607) 255-6957</td>
<td>118B</td>
<td>(607) 227-5997</td>
</tr>
<tr>
<td>Jeff Bishop, Technology Emergency Team Coordinator</td>
<td>(607) 255-7632</td>
<td>118D</td>
<td>(607) 227-5997</td>
</tr>
<tr>
<td>Joseph Zappala, Communications Coordinator</td>
<td>(607) 255-3276</td>
<td>403 Dolgen</td>
<td>(607) 277-8897</td>
</tr>
<tr>
<td>David Lippincott, Building Coordinator</td>
<td>(607) 255-9071</td>
<td>251</td>
<td>(607) 539-7282</td>
</tr>
<tr>
<td>Laura Lewis, Student Emergency Coordinator</td>
<td>(607) 255-2223</td>
<td>101 E</td>
<td></td>
</tr>
<tr>
<td>Theresa Woodhouse, Dean's Office Coordinator</td>
<td>(607) 255-5028</td>
<td>309 Ives</td>
<td></td>
</tr>
</tbody>
</table>

LOGISTICS

Egress/Emergency Exits and Refuge Assembly Areas

Two general refuge Assembly Areas – Ives Classroom Building, First Floor, 305 Ives (the large auditorium), and the ILR Conference Center, room 525, have been designated a refuge for those having to evacuate their office. The general assembly sites will afford you the opportunity to notify friends and family of your location and a safe haven will be provided.

<table>
<thead>
<tr>
<th>REFUGE ASSEMBLY AREAS (for Faculty and Staff)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON-SITE (Primary)</td>
</tr>
<tr>
<td>IVES CLASSROOM BUILDING, 1st Floor, Auditorium (305 Ives)</td>
</tr>
<tr>
<td>Campus-Site (Secondary)</td>
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<tr>
<td>ILR CONFERENCE CENTER, 525</td>
</tr>
</tbody>
</table>

Ives Classroom Building, First Floor, Auditorium as the “primary” Rendezvous/Evacuation Point in which to assemble in the case of a **Level One Emergency** calling for an evacuation of offices, classrooms, etc., but not the entire facility due to a localized emergency warranting an evacuation of specific areas; i.e., a localized fire or flood. Faculty and staff are encouraged to go to the Auditorium where they will be met by the Emergency Management Team for instructions. Emergency Management Team Coordinators will have cell phones available for use in the Auditorium. If the Auditorium is inaccessible, or in the event of a **Level Two Emergency** calling for an evacuation of ILR, the ILR Conference Center First Floor Auditorium is the “secondary” or “campus” refuge area.

To reiterate, a **Level One Emergency** may be the result of a localized incident. In some instances, the Cornell University Emergency Management Team may advise that it will not be necessary to completely vacate the premises. However, if the Auditorium is the site of the emergency, everyone should egress to the campus-site location, at ILR Conference Center, as is the case in a **Level Two Emergency**.

In the event of a major catastrophe, **Level Three Emergency** situation or the weather simply is so bad it is unbearable to stand out in the cold, faculty and staff should report to the secondary or campus-site rendezvous site where they will receive instructions or be dismissed and sent home.
Posted throughout the facility are egress signs, including evacuation procedures in offices, classrooms and seminar rooms. These signs provide two egress paths; a primary and secondary. Familiarize yourself with these exits and egress in an orderly, efficient fashion. In addition to the Emergency Coordinators, there are twenty-seven (27) Fire Marshals, including Alternates, who will be at posts throughout the facility to help you exit the building in an orderly fashion in the case of a fire or other emergency. Those individuals serving as Fire Marshals will be attired in Orange Vests for easy recognition. The Fire Marshals are listed on Page 4 of this document.

Rendezvous/Evacuation Points for Fires/Drills for all Faculty, Staff and Students:

- Ives Classroom Building, 1st floor – ILR Lower Courtyard
- Ives Classroom Building, 2nd floor - Front Entrance, Tower Road
- Ives Classroom Building, Library - ILR Upper Courtyard
EVACUATION PROCEDURES

The need to account for and mobilize ILR School faculty, staff and students in an orderly way is crucial to an effective response in any emergency situation – particularly when the response requires some sort of evacuation or movement of staff from one place to another.

Three are four types of evacuation:

- Partial Building Evacuation
- Complete Building Evacuation
- Partial Campus Evacuation
- Complete Campus Evacuation

Note that it may or may not be necessary to vacate the premises or necessary only to vacate specific areas. Occupants affected may be directed to remain on-site and shut down systems, or they may be asked to move to other sectors of their floor or building. In some events (specifically Minor Building Incidents), evacuations are not necessary unless the incident has generated a hazardous materials situation or immediate health and safety risk. If a complete campus evacuation and closure is necessary during an emergency, it will be announced and coordinated by the Cornell Emergency Management Team from the University Emergency Operations Center. Campus evacuations will be sequential to maintain safety and avoid traffic gridlock.

An evacuation will be coordinated by the Emergency Coordinators. During implementation faculty, staff, and students should proceed as follows:

- Remain calm.
- Notify others in the area of the alarm if they did not hear it.
- Exit the room.
  - Take jackets or other clothing needed for protection from the weather and personal items.
- If you are away from your office when the alarm sounds you should exit the building immediately and do not return to your office.
- DO NOT use the elevators.
- Turn equipment off, if possible.
- Take personal items.
- Close windows and doors, but do not lock them.
- Leave lights on.
- Gather at the appropriate rendezvous/evacuation site and await instructions; e.g., Ives Classroom Building, Dyson Atrium or the ILR Conference Center, First Floor, Auditorium Foyer – depending on the level of the emergency.

A complete building evacuation is mandatory whenever a Fire Alarm sounds, an evacuation announcement made, or a university official orders you to evacuate.

Fire Marshals will be responsible for:

- Assist Emergency Team Coordinator(s) with evacuations;
- Communicate clearly and succinctly:
  - Example:
    - We have a Level ___ Emergency
    - Evacuate to ________.
- Advise faculty and staff to take their belongings (if possible);
- Ensure that no one uses the elevators during an evacuation;
- Check offices, classrooms, and restrooms;
- Leave lights on;
• Turn equipment off, if possible;
• Close windows and doors, but do not lock them;
• Assist persons with disabilities;
• Gather at the appropriate rendezvous/evacuation site and await instructions; e.g., Ives Classroom Building: Dyson Atrium or ILR Conference Center: First Floor, Auditorium Foyer – depending on the level of the emergency.

□ As you are evacuating:

• Each of us needs to assume collective responsibility for making sure that everyone evacuates, as we evacuate, as well.
• On your way out, knock on your neighbors’ doors, intrude into meetings, and ensure that students and staff leave the building. Fire Marshals will assist in these endeavors, but there is no way to guarantee the Fire Marshal responsible will actually be in the building at the time of the emergency.
• If possible, practical, and safe bring your personal belongings like coats, backpacks, handbags, wallets, etc., with you. **DO NOT**, however, go back into an area or your office to retrieve them.

If you are unable to leave the building due to a physical disability, injury or obstruction:

□ Go to the nearest area where there are no hazards.
□ Use a telephone to call Cornell Police at 911, or use other means to advise them of your situation and location.
□ Be sure to give the Police your room number so they can send help.
□ Signal out the window to on-site emergency responders, if possible.
□ One person may remain with you if they wish to assist you.

As soon as you have evacuated:

□ Move away from the building;
□ Report to the designated Rendezvous/Evacuation Point and meet with other persons from the building.
□ Report any missing or trapped people to the Emergency Responders.
□ Keep existing groups together.
□ Account for faculty, staff and students and sign in at Rendezvous/Evacuation Point.
□ Wait at Rendezvous/Evacuation Point for directions
□ **Do not re-enter the building until emergency staff gives the “all clear” signal.** The silencing of the building Fire Alarm system is normally used as the “all clear” signal. In some cases the Fire Alarm will be silenced and staff members placed at building entrances to keep people out until the incident has been resolved.

When you arrive at the designated Rendezvous/Evacuation Point you will need to sign in:

• If pre-designated members of the Emergency Team are present, one or more of them will have sign in forms and you will be asked to sign in.
• If pre-designated members of the Emergency Team are not present, then at least one staff member present should assume responsibility for creating a sign-in sheet and obtaining all signatures.
• If you were not in the building when it was evacuated and come upon the emergency, go directly to the rendezvous site for accounting purposes.

*Haven: Stairwells are considered a “safe haven” as all the doors are fire rated. A stairwell is considered a refuge, but if there is access to a telephone, that, too can be considered a safe haven.*
RECOVERY AND RESTORATION

Introduction

After an emergency, the focus should be on recovery of those associated with the ILR School and the operational processes. Once the safety and security of the faculty, staff, and students has been assured and emergency conditions abated, the restoration process should be implemented.

Cornell’s Emergency Recovery Team is prepared to document the effects of the emergency and coordinate facility and program restoration according to priorities identified by the Dean.

Resources Available to Faculty, Staff, and Students Traumatized Include:

- Counseling
- Housing Listings
- Child Care Referrals
- Special Services
- Academic Assistance
- Emergency Relief and Referrals

For specific information on personal counseling, advising and information services see the following web site: [http://cuinfo.cornell.edu/Student/CAS/](http://cuinfo.cornell.edu/Student/CAS/). Campus Response/Information Services/Hotlines and Contact Numbers are repeated below.

The School will designate an offsite location to resume partial and eventually full operations if the emergency prevents re-entering Ives Classroom Building for any period of time. Notification of an alternative site will be via the ILR School Operating Status Phone – (607) 255-1812. If this becomes necessary, a computer will be set up with data lines available for communication.

Specific Recovery Procedures

- Assess the emergency’s impact on the physical plant and operations.
- Report the extent of any damage to the Dean and document it.
- Notify clean up resources and agencies, including the Departments of Building Care and Grounds as well as other outside agencies.
- Contact Cornell’s Emergency Management Team.

Cornell Resources

- Counseling
- Student Loans
- Housing Listings
- Transportation
- Child Care Referrals
- Elder Care Referrals
- Special Services
- Academic Assistance
- University Insurance Claims
Campus Response/Information Services/Hotlines

Cornell Police ........................................... Emergencies ................................................................. 911
Non-Emergencies ................................................................. (607) 255-1111
Environmental Health and Safety ................................................................. (607) 255-8200
Cornell Facilities Customer Service ................................................................. (607) 255-5322
Gannett Health Services ........................................................................ (607) 255-5155
University Operating Status ......................................... Inclement Weather Phone ......................................................... (607) 255-3377
ILR School Operating Status Phone ................................................................. (607) 254-3333
ILR School Status Page ........................................................................... http://emergency.johnson.cornell.edu
University Operating Status Web Site ......................................................... http://www.cornell.edu/about/status/index.cfm

Contact Numbers – Who To Call and Other Pertinent Information

Gannett Health Services ........................................................................... (607) 255-5155
Personal Emergency Counseling, Registrar’s Office .................................................. (607) 255-4793
Center for Crime Victim & Sexual Assault Services .................................................. (607) 277-5000
University Operating Status & Inclement Weather .................................................. (607) 255-3377
Cornell Campus and Student Information Hotline .................................................. (607) 254-INFO
Radio Station ......................................................................................... WHCU 870 AM
COMMUNICATIONS DURING AN EMERGENCY

For the General ILR School Community: How would we reach you via Email if there was a disaster on campus that disabled the campus network? We need your help.

If you have a non-Cornell Email account that you could use in an emergency, we'd like you to subscribe to our Emergency ILR Email list. If you don't have one, follow the instructions below to obtain one.

In the event that we lost campus communications due to some catastrophe, we want to be able to reach faculty, staff, and PhDs with vital communications. To accomplish this, each of us needs a third party Email account; like Yahoo, Hotmail, Gmail, etc. Many already have one that you use on occasion and may wish to use for this purpose.

If You Have A Third Party Account
If you have an account, please login to it and send an empty Email message to EmergencyJohnson-subscribe@googlegroups.com. When you receive a confirmed link in an Email message from the system, just click on it.

If You Don't Have A Third Party Account
Either create an account by going to http://mail.yahoo.com or http://hotmail.com and SignUp. Or, request a Gmail account by replying to this message and we'll create one for you. Then, follow the instructions above to join the Email list.

This effort is part of our Business Continuity program to keep the school operational when catastrophes occur. We will occasionally use this Email list and other services associated for testing our plans and storing important documents. You might notice we already have an off-site emergency web page at http://emergency.johnson.cornell.edu to assist us in conveying important information if a disaster occurred.

For the Communications Coordinator and Emergency Personnel:

1. Recording a message (including the password) on our Emergency Line – 254-3333

To reach this line that has no physical phone, call 4-4444 on campus or 254-4444 off-campus.
Enter 43333#
Enter 254333#
and follow the instructions below to record a greeting.

The present greeting is stored in #1, the default. You can program 8 other greetings to have them ready to go or create them as needed.
If you like the default greeting, then never over write it, just record in one of the other 8 slots and select that number for the active recording.

To record a message on this phone number is no different than any other phone as explained here: http://www.cit.cornell.edu/services/phones/audixhow.html#greetings.