Emergency Preparedness Plan for:
ILR Ithaca Office
School of Industrial & Labor Relations

Location:
120 Tower Road, Ithaca, N.Y. 14853

ILR School - Ithaca
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Department Address: 120 Tower Road, Ithaca, NY 14853
Contact: Laura Robinson
Email: lra29@cornell.edu
Phone: (607) 255-6957

Emergency Preparedness Plan

ILR School, Cornell University

As of November 15, 2022

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Introduction

Emergencies can occur at any time, without warning, so it is important that you be prepared at all times. The ILR Emergency Management Plans can be found at**: https://www.ilr.cornell.edu/faculty-and-staff-resources/emergency-preparedness**

Everyone – faculty, staff, students, and visitors – must take appropriate and deliberate action when an emergency strikes a building, a portion of the campus, or the entire Cornell community. Decisive leadership and effective communication and coordination 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.

Objective

This Emergency Preparedness Plan expects that during an emergency, anyone can call 911. The School's 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 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 the Ives Classroom Building, the Ives Faculty Building, the Ithaca Conference Center, Dolgen Hall, and the Research Building. The NYC, Rochester, and Buffalo Offices have separate plans and procedures which are appended to this plan. These plans are designed to address physical and technological threats and incidents such as building fires, flooding, weather situations, power outages and technology disruptions. They are not intended to address student crises, reputational harm incidents and other non-facilities and non-technology incidents.

Goals

The objectives of the Emergency Operations Plan are to apply University and community resources to:
- Preserve human life
- Protect University research including animals and plants
- Protect University property and structures
- Protect the environment
- Facilitate continuity of academic and business operations

ILR Emergency Management Team

Dean, Emergency Management Team Leader(s), Emergency Coordinators, Fire Marshals

Name	Room	Work Phone	Cell - Primary	Secondary
Dean				
Alex Colvin, Dean	309E Ives	(607) 255-2185	(607) 342-8284	N/A
Crisis Managers				
Rebecca Hann – Crisis Manager	609F Ives East	(607) 254-6374	(315) 744-8487	N/A
Ariel Avgar - Co-Manager	356A Research	(607) 255-3746	(607) 342-2801	N/A
Emergency Coordinators, Communications Coordinator				
Laura Robinson – Lead Coordinator	146 Ives	(607) 255-6957	(607) 342-4096	(607) 869-4096
Jeff Bishop - Technology	146 Ives	(607) 255-7632	(607) 227-5997	(607) 539-7361
David Yantorno – Communications	358 Ives East	(607) 255-6889	(607) 229-2221	N/A
Mary Catt - Communications	379 Ives East	(607) 255-7495	(315) 651-1168	N/A
Larry Mancuso – Human Resources	621 Ives	(607) 254-4488	(585) 802-0944	N/A
David Lippincott – Buildings Manager	251 Research	(607) 255-9071	(607) 227-5877	(607) 539-7287
Theresa Woodhouse–Dean Office	309 Ives Hall	(607) 255-5028	(315) 730-7069	N/A
Kara Lombardi - Students	309 Ives	(607) 254-6471	(740) 590-5161	N/A
Charles Yee – NYC Bldg. Cor.	NYC	(212) 340-2882	(917) 615-4876	N/A
Veronica Moore – Buffalo – Bldg. Cor.	Buffalo	(716) 852-8256	(716) 418-3307	N/A

ROLES AND RESPONSIBILITIES OF EMERGENCY MANAGEMENT TEAM

Dean: The Dean is the ultimate decision-maker, and he will be consulted on all emergencies, but the Emergency Management Team Leaders and Coordinators are responsible for managing the crisis or incident.

Crisis Manager and Co-Manager: The Crisis Managers are responsible for making decisions about closing an office, sending people home, whether to evacuate and convene at ILR's alternative location, and initiating a recovery plan. They and the Emergency Lead will be the ones to communicate with the communications Coordinator about sending out directions related to a crisis.

Lead Coordinator: The Lead Coordinator is responsible for ensuring all communication and coordination systems are working, that the emergency plans are updated and operational, and to operationalize the emergency plan.

Technology Coordinator: The Technology Coordinator is responsible for developing and instituting a plan to address technology crises including e-mail outages, server problems, hacking attempts, malware attempts, etc.

Communications Coordinator: All communications, whether internal or external, will be issued by the Communications Coordinator and his or her team. Standard communication templates are developed for use. The communications will be issued by a standard e-mail address and to appropriate e-mail list servs by ILR location.

Human Resources Coordinator: All policies about workplace practices in the event of an emergency will be developed and maintained by the HR Coordinator.

Building Coordinator: The Building Coordinators in each ILR location (Ithaca, NYC, Buffalo, and Rochester) will be responsible for the physical safety of each building. If there are fires, smoke, fumes, floods, etc. the Building Coordinator will address this with the Lead and with building managers or University Facilities Management.

Student Coordinator: The Student Coordinator is responsible for leading all incidents involving students. However, this plan only relates to students with respect to physical and technological safety in ILR facilities. In the event of student crises, the Student Coordinator would follow a separate set of guidelines and plans.

NYC Coordinator: The Associate Dean of Outreach will be the coordinator of the NYC Office in terms of working with the Crisis Manager and the Lead on whether to close the office for weather emergencies, building emergencies, or other reasons. This is meant to be a decision-making role and not a coordinating role.

Buffalo Coordinator: The Administrative Assistant will be the coordinator of the Buffalo Office in terms of working with the Crisis Manager and the Lead on whether to close the office for weather emergencies, building emergencies, or other reasons.

Campus Emergency Numbers

Police, Fire, or Medical Emergencies…………………………………………………………………………**911**
> If you are calling from a Cornell phone, Cornell Police will respond to your call directly and route it to local police, fire, ambulance, and other services.

Facilities-Related Incidents or Emergencies...**(607) 255-5322**
> **M-F 8:00 a.m.-5:00 p.m.** ....**(607) 255-5037**

Campus Response/Information Services/Hotlines

Cornell Police...**(607) 255-1111**
Emergencies...**911**
Environmental Health and Safety ....**(607) 255-8200**
Gannett Health Services ....**(607) 255-5155**
University Operating Status ....**Inclement Weather Phone**.........................**(607) 255-3377**
ILR School Operating Status Phone...**(607) 255-1812**
University Operating Status Web Site... **https://www.cornell.edu/status/**
University Emergency Info ....**http://emergency.cornell.edu**

Faculty and Staff Assistance Program .... **http://fsap.cornell.edu**   **(607)-255-2673**
Cornell Campus and Student Information Hotline... **(607) 254-INFO**
Radio Station...**WHCU 870 AM**

Emergency Communications

> TO REPORT AN EMERGENCY **CALL 911** for any situation that requires IMMEDIATE police, fire, or medical response to preserve life or property. To report a campus emergency to Cornell Police using a cellular phone call (607) 255-1111.

> You may also use any outdoor Blue Light phone (situated throughout campus) or indoor

designated emergency phone to report a campus emergency

- 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 is an external (outside the building) Blue Light Phone in the ILR Complex, located at: Corner of Tower Rd. and Garden Ave.
- There are many internal (inside the building) "Red Light Phones" in the ILR Complex, located as follows:
    - There is a Red Light in all ILR Complex Elevators
    - There is a Red Light in the 1st floor stairwell by the Ives East Entrance
    - There is a Red Light in the 3rd floor of the stacks
    - There is a Red Light in the East Stairwell of the stacks
    - There is a Red Light in the B-12 Grad Lounge hallway
    - There is a Red Light in the Ives West Classroom Building
    - There is a Red Light in the 2nd Floor of the Classroom Building near room 305

Emergency Action Guide Reference

http://emergency.cornell.edu

Operating status

Campus Information Services & Hotlines

University Operating Status .... Inclement Weather Phone .... (607) 255-3377
University Operating Status .... http://www.cornell.edu/status/
Cornell Campus and Student Information Hotline .... (607) 254-INFO
ILR School Operating Status Phone .... (607) 255-1812
ILR School Status Page .... https://www.ilr.cornell.edu/faculty-and-staff-resources
University Emergency Info .... https://emergency.cornell.edu/
Radio Station .... WHCU 870 AM

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. If there is a catastrophic event, call (607) 255-1812 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.

All communications in relation to an Emergency Incident must come from and be approved by the ILR Emergency Communication Lead.

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ILR School Operating Status Phone (607) 255-1812

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After the emergency is reported by calling 911 or (607) 255-1111, Contact the 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 designate.

Staff and Faculty Roster

A list of all regular employees, their work locations, and work units can be used to check on which employees and the number of employees located at each site. An ILR School Staff and Faculty Roster is available at:

http://www.ilr.cornell.edu/people

Minor Building Incidents, Nonemergency

The emergency each College or Unit deals with most frequently is that of a Minor Building Incident.

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
- Fumes, smoke, and odors
- Minor Flooding
- Plumbing Mishaps

Situations will be dealt with by the Building 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.

OPERATIONS

ILR School's Emergency Operations Centers (EOC)

ILR EMERGENCY OPERATIONS CENTERS		
On-Site (Primary) (nonlife threatening emergencies)	Building/Room: **Conference Room** Phone:	**Ives Classroom Building 309F, Dean's** **(607) 254-1241**
Campus-Site (Secondary)	Building/Room: Phone:	**ILR Conference Center, 525** **(607) 254-2825** Fax:**(607) 254-5173**

In the event of a (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.

An 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 ILR Conference Center Room, 525. Here the Dean along with the Emergency Management Team will evaluate the emergency situation, decide whether or not to cancel classes, and determine the need for essential personnel and services.

The Crisis Manager 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 decision to declare 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) 254-2825, 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. Zoom communications may also be used for convening. Further instructions will be made available through the School's Communications Coordinator and via the ILR School's Operating Status Phone - (607) 255-1812

In the Dean's absence, the task of convening the Management Committee, et. al. is delegated to the ILR School's Emergency Management Crisis Manager. In his absence, the Co-Leader would convene the Team and Committee. If the Emergency Management Co-Team Leaders are unavailable, 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 routines in collaboration with the Communication Lead,
- create and initiate response strategies and tactics.
- deploy resources; and
- initiate the recovery process.

The member of the Management Committee or Manager of the area will call the individual(s) listed under his/her name on page 4 to implement the Contact Procedures. 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 [Emergency Preparedness Plan](#)

The Lead Emergency Team Coordinator, or the Building Coordinator, 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, 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

Communications Coordinator:

Within a very short time following any emergency, word will spread. People will be looking for information and external communication is crucial. Parents, spouses, and family members will want answers. The Communication Coordinator will be responsible for establishing the School's Communications Plan in concert with the Crisis Manager, Co-Manager, and Lead. The Communications Lead will coordinate with the University's Communications Office and decide 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 and the University. The Communication Coordinator has developed a set of standard responses (see Appendix X) that will be used to communicate about specific situations (e.g., fire, weather incidents, etc.) 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 signs on campus.

- requesting that the University provide access to the University's website to convey operational information.

The Crisis Manager, in coordination with 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. Notification will be accomplished using the ILR School Operating Status Phone – (607) 255-1812; via the and/or via the ILR School Contact Procedures.

Technology Emergency Coordinator:

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 Central IT (CIT) Office at (607) 255-5500. CIT 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.

CIT is open during regular business hours andis available to assist with major infrastructure changes to phones. If there is a need to involve Central, the Technology Emergency Coordinator will contact CIT. Contact information for CIT – 607-255-5500 or by e-mail at **it.cornell.edu/support**

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 the Business Continuity Plan (Appendix A). The plan will be invoked 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:
  - Example:
    - Explain emergency situation
    - 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.

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.

REFUGE ASSEMBLY AREAS (for Faculty and Staff)	
ON-SITE (Primary)	IVES CLASSROOM BUILDING, 1st Floor, Auditorium (305 Ives)
Campus-Site (Secondary)	ILR CONFERENCE CENTER, 525

Ives Classroom Building, First Floor, Auditorium as the "primary" Rendezvous/Evacuation Point in which to assemble in the case of 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 an evacuation of ILR, the ILR Conference Center First Floor Auditorium is the "secondary" or "campus" refuge area.
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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.

Evacuation and Gathering 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 – 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 **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.**

Other Disaster Preparedness Procedures

Medical Emergency Procedure:

a. Protect victim from further injury by removing any persistent threat to the victim. Do not move the victim unnecessarily. Do not delay in obtaining trained medical assistance. b. Notify Emergency Service of the location, nature and extent of the injury by calling
b. 911 or using an Emergency Telephone. Always call from a safe location and maintain contact with the building security station.
c. Provide first aid until help arrives if you have appropriate training and equipment and it is safe to do so.
d. Send someone outside to escort emergency responders to the appropriate location, if possible.

Fire or Explosion Emergency Procedure:

a. Alert people in the immediate area of the fire and evacuate the room.
b. Confine the fire by closing doors as you leave the room.
c. Activate the building fire alarm system by pulling the handle on a local fire alarm box.
d. Notify Fire Department of the location and size of the fire by calling 911 or using an Emergency Telephone. Always call from a safe location.
e. Evacuate the building using the established Emergency Evacuation Procedure. Once outside, notify emergency responders of the location, nature and size of the fire.
f. 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.

Power Outage:

a. Assess the extent of the outage in the area and,
b. Report the outage to the building manager at (607) 227-5877.
c. Assist other building occupants to move to safe locations.
d. Evaluate the unit's work areas for hazards created by power outage. Take actions to preserve human health.
e. Turn off and/or unplug non-essential electrical equipment, computer equipment and appliances. Keep refrigerators and freezers closed throughout the outage to help keep them cold.
f. If needed, open windows (in mild weather) for additional light and ventilation.
g. Release of faculty, staff and students during an extended power outage is decided by the Office Administrator.

Criminal Activity or Active Shooter, Violence Emergency Procedure:

- Attempt to remove yourself from any danger. DO NOT pursue or attempt to detain suspects.
- Notify Police by calling 911. Try to call from a safe location if possible.
- If possible, provide the police with the following information: Location of crime
- Nature of crime and specifics (number of people involved, any weapons, etc.) Any injuries
- Description of suspect(s) (height, weight, sex, race, clothing, hair color etc.)
- Direction of travel of suspects
- Description of any vehicles involved in the crime

Bomb Threat Procedure:

Remain calm and obtain as much information as possible from the caller. Try to write down the caller's exact words. Ask for and try to obtain the following information:

Exact time the call is received
Information about caller including:
> Sex- Discernible Speech Patterns - Location of caller
> Age -Background noise- Caller's attitude
> Accent - Speech impediments or traits

Immediately notify the police by calling 911. Always call from a safe location. Provide the police with the context of the threat, telephone number on which it was received, your name, room number and telephone number where you can be reached. Take no other action unless directed to by Police.

Suspicious Package Procedure:

If you receive or observe a suspicious letter or package that is unexpected or unknown with the following characteristics:
Excessive postage
Misspellings of common words
Excessive weight

Rigid envelope
Foreign mail, air mail or special delivery
Handwritten or poorly typed address
Restrictive markings such as confidential, personal, etc.
An excessive amount of securing material used, such as masking tape, string, etc.
Incorrect titles
Oily stains or discoloration
Visual distractions Lopsided or uneven
Titles but no names
No return address
Protruding wires or tinfoil
Unusually heavy envelope and/or the presence of small bulges of powder or granules

If you are concerned about a particular envelope or package, DO NOT OPEN IT. Contact your building facilities manager who will decide to call 911 and inform the emergency dispatcher that we have a suspicious envelope or package. If you open an envelope or package and you find a letter that contains a threatening message or states that you have been contaminated with anthrax or some other biological substance, and no substance is found:

a.   Replace the letter in the envelope and place the envelope in a plastic bag.
b.   Wash your hands with soap and water.
c.   Contact the Office Administrator; remain at your work location, and wait for emergency personnel.

If you open an envelope or package and you observe some type of powder, REMAIN CALM: Slowly and carefully place the letter back in the envelope and put the envelope in a plastic bag if possible and seal it. If a plastic bag is unavailable, place the envelope on a counter or floor and cover the envelope with empty garbage or recycling container. Do not walk around the office to show other people, nor invite co-workers to come in and take a look. Immediately wash your hands with soap and water. Extensive body decontamination (i.e., removing clothing, showering) is not indicated. Contact the Office Administrator immediately to report the incident, and remain in place to assist emergency responders

If any powder spills out of the envelope or package:
Do not clean it up yourself and prevent others from contacting it.
Do not brush off your clothes and disperse the powder into the air
Wash your hands with soap and water.
Contact the Office Administrator and she will call 911
Remain in place
If there is a small explosion or release of an aerosol spray from a package: Vacate the space immediately and prevent others from entering. Call 911 immediately and remain on the premises to provide information to emergency responders. Treat yourself and your clothes as described above.

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

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.