

**Emergency Preparedness Plan for:**  
ILR NYC Office  
School of Industrial & Labor Relations  
Extension & Outreach

**Location:**  
**570 Lexington Ave,**  
**11<sup>th</sup> and 12<sup>th</sup> Floors**  
**New York, NY. 10022**

**Confidential Information**

Information contained in this Emergency Preparedness Plan is not for general distribution and contains highly confidential information.

ILR Extension - NYC

**Date Prepared:** August 2001  
**Date Updated: March 5, 2019**

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## Plan Overview

This plan is a subset of the ILR Emergency Management Plan. The ILR Plan should be read in coordination with this plan. The primary goals of the NYC Office Emergency Plan are:

- To protect lives and facilities.
- To prevent or minimize the impact of emergencies and to maximize our effectiveness in responding to inevitable occurrences.
- To provide for the continuity of operations in pursuit of the mission of teaching and public services.

### Emergency Management Team

The Emergency Management Team ascertains the scope of an incident/situation and advises the Associate Dean for Finance and Administration, Associate Dean for Outreach and Sponsored Research, and the Director of Infrastructure Operation. The Emergency Management Team also establishes response strategies and tactics, deploys resources and initiates the recovery process. The team's response actions are guided by the desire to protect people first then equipment and facilities. The NYC Office Emergency Management Team is made up of the following staff :

Name	Role	Work Phone	Home Phone	Cell
<b>Emergency Coordinator Roles</b>				
<b>Laura Robinson (Ira29)</b>	<b>ILR Emergency Coordinator</b>	<b>(607) 255-6957</b>	<b>(607)869-4096</b>	<b>(607) 342-4096</b>
<b>Jasminy Joe (jd51)</b>	<b>Registrar</b>	<b>(212)340-2874</b>	<b>(718)547-4656</b>	<b>(347)920-6500</b>
<b>Edward Martinez (em244)</b>	<b>Building Coordinator and Fire Warden (12 West)</b>	<b>(212)340-2834</b>	<b>N/A</b>	<b>646-361-9517</b>
<b>Joe Grasso (Jeg68)</b>	<b>ILR Crisis Manager</b>	<b>(607)254-6374</b>	<b>(315)685-0832</b>	<b>(607)220-4462</b>
<b>Linda Barrington (ljb239)</b>	<b>Outreach Lead</b>	<b>(212) 340-2849</b>	<b>(212) 316-0589</b>	<b>(917) 689-5235</b>
<b>Sarah Chowdhury (11 East)</b> <b>Courtney Crawford (11 West)</b> <b>Allison Zdunczyk (12 East)</b>	<b>Fire Warden</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>Phil Mincone (pmincone@feilorg.com)</b>	<b>Building Engineer</b>	<b>(212-583-0474)</b>	<b>N/A</b>	<b>(347)203-4472</b>

## Emergency Communications

### General information

We expect that during an emergency we all share the responsibility for ensuring that life-safety emergencies are reported by:

- Calling 911 and Building Security at **212-583-0474**
- Accounting for the safety of faculty, staff and students.
- Deliver critical information and instructions to our staff and clients/students.

### Overview

Everyone - students, faculty, staff, and visitors – must take appropriate and deliberate action when an emergency strikes a building. Decisive leadership is essential. Please, follow these important steps when there is an emergency:

- Confirm and evaluate conditions
- Report the incident immediately to the Associate Dean or the Facilities Manager
- Follow instructions from emergency staff precisely

### Emergency Occurrence After Hours

There is a significant chance an emergency may occur outside regular office hours. While the structure of this plan remains precisely the same, its implementation may vary depending upon available resources until the proper officials can be notified. Until that time, however, 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 the Building Coordinator of the situation so as to obtain verification or advice on their actions.

**AFTER HOUR CONTACT: Linda Barrington – NYC Outreach Lead**  
**Cell Phone: 917-698-5235**  
**Home Phone: 212-316-0589**

**Edward Martinez – NYC Building  
Coordinator**  
**Cell Phone: 646-361-9517**  
**Home Number: N/A**

## **General Introduction**

When an alarm is sounded on either the 11<sup>th</sup> and 12<sup>th</sup> floors of the building, staff are directed to call building security at **212-583-0474** or use the Red Phone located at the front entrance (by the elevators) to determine if an evacuation is mandated.

Should an evacuation be required, occupants should exit immediately, putting the NYC Office evacuation plan into effect. Whenever an alarm sounds on any of the floors of the 570 Lexington Street building, the building's management/security will evacuate the floor from which the alarm originates as well as the floor above it and subsequently conducts an inspection. Should it be necessary to evacuate additional floors, building management will advise the occupants. After the floors have been evacuated, occupants must wait for a safety inspection before re-entry.

Note that it may or may not be necessary to vacate a specific area during an emergency incident. Occupants in the area may simply 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 (such as extended power outages), evacuations are not necessary unless the incident has generated a hazardous materials incident or immediate health and safety risk. In limited emergencies, wait for evacuation instructions.

### **ILR NYC Office and Conference Center Closure Procedures** **December 2018**

The primary goal for delayed opening, reducing hours or closing the NYC Conference Center and Office is to ensure the safety of our employees, instructors, and program participants. The decision to delay opening, reduce hours or close could be due to inclement weather, power outages, fumes, public safety issues, or other reasons.

#### **Criteria Prompting Consideration to Delay Opening, Reduce Hours, or Close the NYC Facility<sup>[1]</sup>:**

Any time the safety of ILR employees is at risk, the NYC Emergency Response Team (Grasso, Robinson, Manning) will make the decision to delay opening, reduce hours or close the office. The team will use the following criteria to make the assessment.

- Has the Mayor declared the city unsafe to travel and issued a "no travel" order.
- Are the City schools closed?
- Has NYU and CUNY closed and Columbia University?
- Are there public safety or public hazard situations which require closure?
- Do police, fire or other emergency management units or the building management recommend or require the building to be closed and employees sent home.

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<sup>[1]</sup> ILR Outreach employees in other locations (Buffalo, Rochester, remote-work arrangements) should confer with their supervisor or Joe Grasso if they believe a situation warrants delayed opening/reduced hours/closing.

It is likely that a decision to delay opening, reduce hours or close the office will happen early in the morning before people begin their commute to work, but it is possible that a decision to close the office may be made the evening before.

The ILR School strongly **prefers to treat the entire ILR facility in NYC uniformly** as opposed to allowing the conference center to operate but close the offices, for example. However, there may be certain circumstances where we cancel programming in the conference center, but keep the offices operating as usual. Similarly, due to special circumstances, we might close the offices and operate the conference center. Certain conference center employees are deemed “essential employees” in order to operate the conference center.

#### **Decision and Communication Procedures:**

The **open/delay/reduce/close decision will be published no later than 5:30 am** on the ILR NYC Emergency Contact Phone # [866-470-1922](tel:866-470-1922) and will be distributed through the NYC e-mail list serve. Please continue to check this phone number and email throughout the day for status updates.

- ILR Associate Dean of Finance and Administration (Grasso) and the Director of Infrastructure Operations (Robinson) will make the closure decision based on information provided by the ILRNYC Facilities Coordinator- (Martinez or his NYC backup) They will consult with the Outreach Registrar (Joe) and conference center Director (Manning) to discuss how the decision to close will affect external partners, clients, and program participants.
- ILR Facilities Coordinator will update the status phone message as soon as a decision is made and no later than 5:30 a.m.
- The conference center scheduler will contact all external clients to alert them to the closure.
- The ILR Program Manager/Registrar will contact the instructor of ILR classes as well as the enrolled participants in all **open enrollment programs** to let them know that the class is either being held or being cancelled. The internal and external clients should be given the [866-470-1922](tel:866-470-1922) phone number to check for status updates.
- The ILR **Custom Program** Managers will be responsible for contacting their instructors and clients with respect to any weather-related disruptions.
- The **ILR Facilities Manager will send a global message to all ILR Lists** to alert the school about the office closure. The NYC Facilities Coordinator will ensure caterers and other vendors (including temporary staff) providing services to the NYC conference center are notified of the closure.

The following University Policy defines how ILR Staff and Faculty will manage their time in Workday.

#### **Policy 8.2 Inclement Weather**

In the event of a delayed opening, partial closing, or closing, regular full-time and part-time employees who are not required to report to or remain at work will be paid at their regular rate for regularly scheduled hours while the university is closed.

Nonexempt employees should record this time as "paid leave."

Regular full-time or part-time nonexempt employees who are required to work during a delayed opening, partial closing, or full closing will receive pay at time and one-half their normal rate for hours actually worked, plus paid leave equal to the hours worked during this closing. Alternatively, upon mutual agreement between the employee and the supervisor, the nonexempt employee may receive straight pay for the day, plus paid leave equal to one and one-half times the number of hours actually worked during this closing. All paid leave must be taken by October 15, or it will be forfeited. The time and attendance system is the official accrual record for paid leave for nonexempt staff members.

Employees who cannot report to or cannot remain at work due to personal travel conditions when the university is open may charge the time off to health and personal leave or vacation; make up the time within the same workweek at the mutual convenience of the employee and the supervisor; or request leave without pay.

Those employees on an approved scheduled vacation or on health and personal leave will be charged leave time regardless of the weather or the operating status of the university. Temporary employees are paid for time worked only.

## **Emergency Evacuation Procedure**

### **To Implement an Evacuation**

- a. Remain calm.
- b. Alert the Floor Monitor(s) to assist with evacuation.
- c. Communicate clearly and succinctly.

*Example:*  
*We have a \_\_\_\_\_ type of emergency.*  
*Evacuate to \_\_\_\_\_.*  
*Take your belongings.*  
*DO NOT use the elevators.*

- d. Do not use elevators.
- e. Take personal items.
- f. **Assist persons with disabilities.**
- g. Check offices, classrooms, and restrooms.
- h. Turn equipment off, if possible.
- i. Close doors, but do not lock them.
- j. Take emergency supplies, rosters.
- k. Keep exiting groups together.
- l. Instructors assist students.
- m. Gather at the evacuation site and await instructions.
- n. Account for faculty, staff and students.

**Evacuation is required only when an evacuation announcement is made or an order to evacuate is issued.**

When ordered to evacuate, all staff (including student staff on duty) in the building should go to our pre-determined rendezvous point as follows:

***Assembly Area 1: (Primary)***

*Central Park: Upon exiting the building evacuees will be directed North on Lexington Avenue to 59<sup>th</sup> St. and then west on 59<sup>th</sup> St. to 5<sup>th</sup> Avenue at Central Park*

***Assembly Area 2: (Secondary)***

*Bryant Park: Upon exiting the building evacuees will be directed South on Lexington Avenue to 42<sup>nd</sup> St. then west on 42<sup>nd</sup> St. to Bryant Park (between 5<sup>th</sup> and 6<sup>th</sup> Ave)*

**Actual Evacuation Procedures**

- a. Turn equipment off, if possible
- b. Quickly shutdown any hazardous operations or processes and render them safe. Critical emergency coordination staff must follow the NYC Office emergency plan. Without prior review and approval, staff members may not remain in a building once an evacuation signal or order has been given.
- c. Notify others in the area of the alarm if they did not hear it
- d. Take emergency supplies and staff rosters, if possible
- e. Exit the room and,
  - Take jackets or other clothing needed for protection from the weather.
  - Close windows and close, but do not lock doors as you leave.
  - Leave room lights on.
  - If you are away from your office or workspace when the alarm sounds you should exit the building immediately and not return to the room.

**If you are unable to leave the building due to a physical disability:**

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

- f. Exit the building via the nearest safe exit route. Walk, do not run. Do not use elevators to exit.
- g. Move away from the building, report to the unit's designated evacuation point noted above and meet with other persons from the unit or building. Report any missing or trapped people to the emergency responders.
- h. Keep existing groups together.
- i. Account for faculty, staff and students and sign in at evacuation point.
- j. Wait at evacuation point for directions
- k. Do not reenter 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.

### **Evacuation of Persons with Disabilities**

Be aware that faculty, staff and students with "hidden" disabilities (arthritis, cardiac conditions, back problems, learning disabilities, etc.) may also need individual assistance. Use the following list to assist both helpers and disabled persons. Use a "buddy system" naming who is responsible for whom.

#### **To Assist Visually Impaired Persons**

- Announce the type of emergency
- Offer your arm for guidance
- Tell the person where you are going, obstacles you encounter
- When you reach safety, ask if further help is needed

#### **To Alert People with Hearing Limitations**

- Turn lights on/off to gain the person's attention, or
- Indicate directions with gestures, or
- Write a note with evacuation directions

#### **To Evacuate People Using Crutches, Canes, or Walkers**

- Evacuate these individuals as injured persons
- Assist and accompany to evacuation site if possible, or
- Use a sturdy chair (or one with wheels) to move the person, or
- Help carry individual

#### **To Evacuate Wheel Chair Users**

- Non-ambulatory persons' needs and preferences vary
- Individuals at ground floor locations may exit without help
- Others have minimal ability to move – lifting may be dangerous
- Some non-ambulatory persons have respiratory complications
- Remove them from smoke and vapors immediately
- Wheelchair users with electrical respirators get priority assistance



- Most wheelchairs are too heavy to take down stairs
- Consult with the person to determine best carry options
- Reunite the person with the chair as soon as it is safe to do so

## **Emergency Action Plan**

### **Medical Emergency Procedure**

- 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.
- Notify Emergency Service of the location, nature and extent of the injury by calling 911 or using an Emergency Telephone. Always call from a safe location.
- Provide first aid until help arrives if you have appropriate training and equipment and it is safe to do so.
- Send someone outside to escort emergency responders to the appropriate location, if possible.

### **Fire or Explosion Emergency Procedure**

- Alert people in the immediate area of the fire and evacuate the room.
- Confine the fire by closing doors as you leave the room.
- Activate the building fire alarm system by pulling the handle on a local fire alarm box.
- 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.
- Evacuate the building using the established Emergency Evacuation Procedure. Once outside, notify emergency responders of the location, nature and size of the fire.
- 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**

Assess the extent of the outage in the area and,

- Report the outage to the building engineer at 212-583-0474.
- Assist other building occupants to move to safe locations.
- Evaluate the unit's work areas for hazards created by power outage. Take actions to preserve human health.
- 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.
- If needed, open windows (in mild weather) for additional light and ventilation.
- Release of faculty, staff and students during an extended power outage is decided by the Outreach Lead.

## **Criminal Activity or Violence Emergency Procedure**

- a. Attempt to remove yourself from any danger. DO NOT pursue or attempt to detain suspects.
- b. Notify Police by calling 911. Try to call from a safe location if possible.
- c. 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
  - Age
  - Accent
  - Discernable Speech Patterns
  - Background noise
  - Speech impediments or traits
  - Location of caller
  - Caller's attitude
- Immediately notify the Building Coordinator who will 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
- Hand written 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 the Building Coordinator immediately. Either one 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:

- Replace the letter in the envelope and place the envelope in a plastic bag.
- Wash your hands with soap and water.
- Contact the Building Coordinator, remain at your work location, and wait for emergency responders to arrive

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 an 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 Building Coordinator 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 Building Coordinator and either one 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.**

## **Building Evacuation Procedure**

The need to account for and mobilize the NYC Office staff in an orderly way is crucial to an effective response in many emergency situations - particularly when the response requires some sort of evacuation or movement of staff from one place to another.

Specifically:

**When a fire alarm sounds in one of the NYC Office facilities** -- all staff (including student staff on duty) in the building should go to our pre-determined rendezvous point (Central Park).

### **1. As you are leaving the building:**

- We need to assume collective responsibility for making sure that everyone gets out, as we are getting out quickly ourselves.
- If you are a member of a buddy system please move quickly to help your buddy to exit the building safely.
- On the way out, knock on your neighbors' doors, intrude into meetings and make sure that students and staff get out of the building. It is not practical to assign this responsibility to any one person or even a small group, since there is just no way to guarantee who will actually be in a building at any time of the day or night.
- If possible, practical, and safe -- bring your personal belongings like coats, backpacks, handbags, wallets, etc.

### **2. When you arrive at the designated rendezvous site you will need to sign in:**

- If pre-designated members of the Emergency Response 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 Response Team are not present, than at least one staff member present should assume responsibility for creating a sign-in sheet and obtaining all signatures.
- If you are unable to get to the designated rendezvous site, leave a message indicating that you are safe at [866-470-1922](tel:866-470-1922). A pre-designated member of the Emergency Response Team will retrieve all messages left at that exchange.

## **Recovery**

### **Introduction**

After an emergency, the focus will be on the recovery of the people associated with the office and the recovery of operational processes. Once the safety and security of people in the office has been assured, and emergency conditions have abated, we will assemble the Emergency Recovery Team to begin the restoration process for the NYC Office programs.

We will also provide all employees with prompt and accurate answers to their questions about the NYC Office operational status, safety of the premises, and access.

In such emergencies, those requiring an evacuation of the facility, staff are directed to call the NYC Office general number at [866-470-1922](tel:866-470-1922) for a recorded message that will inform you as to the condition of the office, when you should report to work and additional contact information.

Your cooperation and assistance with thorough documentation is the most important factor in assuring that Cornell achieves the maximum cost recovery possible from federal and state sources. It will be important to begin a timely and comprehensive assessment of the emergency's physical and operational effects. We will provide the forms that serve as documentation of emergency impacts and coordinate with the University's Emergency Operations Center.

### **Specific Recovery Procedures**

In order to assess the emergency's impact on the physical plant and operations, we will gather the following information:

- a. Extent of physical damage to the office, conference center and equipment; photographs or videotape will be taken of the facility and equipment damage before any repairs are made or areas are cleaned.
- b. Personnel issues
- b. Your need for facilities, equipment, personnel, or other resources that will speed the office business resumption. This may include detailed data for the District Office to estimate temporary space needs and strategies.

We will also assess operational status of all areas to document the extent of damage. Most insurance or FEMA claims require extensive documentation of damaged facilities, lost equipment and resources and special expenses. The ILR Fiscal Office will be contacted to see if a special account for recovery expenses will be required.

The NYC Office will prepare unit specific recovery plans indicating plans for resuming partial and eventually full operation that will include possible alternative sites for office relocation.

Finally, emergencies are likely to affect students, faculty, and staff, and the NYC Office may need to offer some scheduling flexibility or other help in order to achieve resumption of daily activities.