POLICY 8.3

Volume: 8, Risk Management and Public Safety
Chapter: 3, Emergency Planning
Responsible Executive: Vice President for Human Resources and Safety Services/University Counsel and Secretary of the Corporation
Responsible Office: Environmental Health and Safety
Originally Issued: October 2003
Last Updated: November 9, 2012

Policy Statement and Interim Procedures

Emergency Planning

POLICY STATEMENT

Cornell University organizes, coordinates, and directs available resources toward an effective response to, and recovery from, any emergency. The effectiveness of this effort is dependent on the development of periodic review of comprehensive plans. This policy includes a chain of command establishing the authority and responsibilities of campus officials and staff members, and requires that colleges, divisions, and individual departments identify positions as having the authority to make modifications in emergency procedures and commit resources for emergency preparedness and recovery, as necessary.

REASON FOR POLICY

The university is committed to protecting its community members, intellectual property, and facilities; minimizing the impacts of emergencies; maintaining commitments to sponsors of research; and maximizing the effectiveness of the campus community in responding to and recovering from emergencies.

ENTITIES AFFECTED BY THIS POLICY

- All units of the university, excluding the Weill Cornell Medical College

WHO SHOULD READ THIS POLICY

- All members of the university community

WEB ADDRESS FOR THIS POLICY

- This policy: www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/riskandsafety/emergencyplanning.cfm
- University Policy Office: www.policy.cornell.edu

Cornell Policy Library
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RELATED RESOURCES

University Policies and Documents Applicable to All Campus Units
University Policy 4.2, Transaction Authority and Payment Approval
University Policy 5.2, Mass Electronic Notification
University Policy 8.2, Inclement Weather

University Forms and Systems
Cornell University Emergency Plan *(PDF)*
Emergency Planning and Recovery system (EPR)
Emergency Planning and Recovery Manual

INTERIM

CONTACTS

Direct any general questions about this policy to your unit's administrative office. Direct questions about specific issues involving emergency planning to the following offices:

Subject	Contact	Telephone	E-mail/Web Address
Policy Clarification	Environmental Health and Safety	(607) 254-5132	www.epr.cornell.edu
Counseling	Counseling and Psychological Services, Gannett Health Services	(607) 255-5155	www.gannett.cornell.edu/CAPS/
	Faculty and Staff Assistance Program (FSAP)	(800) 327-2255 (607) 255-2673	fsap@cornell.edu www.hr.cornell.edu/life/support/fsap.html
Distribution of Supplies	Supply Management Services	(607) 255-3804	www.purchasing.cornell.edu
	Cornell Business Services	(607) 255-4111	www.cbs.cornell.edu
Emergency Medical Facilities, Emergency	Gannett Health Services	(607) 255-5155	www.gannett.cornell.edu
Emergency Medical Services, Emergency Technicians	Environmental Health and Safety	(607) 255-8200	www.ehs.cornell.edu
Emergency Operations Center	Cornell Police	(607) 255-1111	www.cupolice.cornell.edu
Evacuation Route	Environmental Health and Safety	(607) 255-8200	www.ehs.cornell.edu
General Emergencies		911	
Housing, Emergency and Student	Campus Life	(607) 255-5511	campuslife.cornell.edu/emergency
Insurance	Risk Management and Insurance	(607) 254-1575	www.risk.cornell.edu
Law Enforcement	Cornell Police	(607) 255-1111	www.cupolice.cornell.edu
News Media Relations, Including Hotline Information	Cornell Press Relations Office	(607) 255-6074	pressoffice.cornell.edu www.news.cornell.edu
Plan Administration	Office of Emergency Planning and Recovery	(607) 255-4393	www.epr.cornell.edu
Procurement, Emergency	Supply Management Services	(607) 255-3804	www.purchasing.cornell.edu
Public Information	Vice President for University Communications	(607) 255-9929	www.univcomm.cornell.edu
Repairs	Facilities Customer Service Center	(607) 255-5322	www.fm.cornell.edu/custservice/fmn_ldcustservice.cfm
Sanitation During an Emergency	Environmental Health and Safety	(607) 255-8200	www.ehs.cornell.edu
Transportation, Emergency	Transportation and Mail Services	(607) 255-4600	www.transportation.cornell.edu

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CONTACTS, continued

Subject	Contact	Telephone	E-mail/Web Address
Unit Emergency Plan Web Tool	Environmental Health and Safety	(607) 254-5132	www.epr.cornell.edu
University Health Services	Gannett Health Services	(607) 255-5155	www.gannett.cornell.edu
Utilities	Facilities Customer Service Center	(607) 255-5322	www.fm.cornell.edu/custservice/fmn_ldcustservice.cfm
Volunteers During an Emergency	Office of Human Resources	(607) 255-3621	www.hr.cornell.edu

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