

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 Medicine

WHO SHOULD READ THIS POLICY

- All members of the university community

WEB ADDRESS FOR THIS POLICY

- This policy: www.dfa.cornell.edu/policy/policies/emergency-planning

- University Policy Office: www.policy.cornell.edu

POLICY 8.3
Emergency Planning

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MEMORANDUM

Cornell Policy Library
Volume: 8, Risk Management
and Public Safety
Responsible Executive:
Executive Vice President and
CFO/University Counsel and
Secretary of the Corporation
Responsible Office:
Environmental Health and
Safety
Originally Issued: October 2003
Last Updated: April 13, 2018

POLICY 8.3

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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 Mailing](#)

[University Policy 8.2, Inclement Weather](#)

[Emergency Management Program](#)

University Forms and Systems

[Cornell University Emergency Operations Plan \(PDF\)](#)

[C-COOP – Continuity and Recovery System \(NetID login required, restricted access\)](#)

POLICY 8.3 Emergency Planning

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) 255-8200	https://sp.ehs.cornell.edu/
Counseling	Counseling and Psychiatry, Cornell Health	(607) 255-5155	health.cornell.edu/services/counseling-psychiatry
	Faculty and Staff Assistance Program (FSAP)	(800) 327-2255 (607) 255-2673	fsap@cornell.edu fsap.cornell.edu/
Distribution of Supplies	Procurement and Payment Services	(607) 255-3804	procurement.cornell.edu
	Cornell Store	(607) 255-4111	store.cornell.edu/
Emergency Medical Facilities, Emergency	Cornell Health	(607) 255-5155	health.cornell.edu/
Emergency Medical Services, Emergency Technicians	Environmental Health and Safety	(607) 255-8200	https://sp.ehs.cornell.edu/
Emergency Operations Center	Cornell Police	(607) 255-1111	www.cupolice.cornell.edu
Evacuation Route	Environmental Health and Safety	(607) 255-8200	https://sp.ehs.cornell.edu/
General Emergencies		911	
Housing, Emergency and Student	Living@Cornell	(607) 255-0328	living.sas.cornell.edu/live/contactus/maintenancerequest/index.cfm
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	Media Relations Office	(607) 255-6074	http://news.cornell.edu/media-relations www.news.cornell.edu
Plan Administration	Office of Emergency Management	(607) 255-8200	sp.ehs.cornell.edu/em/Pages/default.aspx
Procurement, Emergency	Procurement and Payment Services	(607) 255-3804	www.procurement.cornell.edu
Public Information	Vice President for University Relations	(607) 255-9029	universityrelations.cornell.edu/
Repairs	Facilities and Campus Services Customer Service	(607) 255-5322	fcsinfo@cornell.edu fcs.cornell.edu/facilities-management
Sanitation During an Emergency	Environmental Health and Safety	(607) 255-8200	https://sp.ehs.cornell.edu/
Transportation, Emergency	Transportation and Delivery Services	(607) 255-4600	www.transportation.cornell.edu
Unit Emergency Plan Web Tool	Environmental Health and Safety	(607) 255-8200	https://sp.ehs.cornell.edu/

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CONTACTS, continued

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University Health Services	Cornell Health	(607) 255-5155	health.cornell.edu/
Utilities	Facilities and Campus Services Customer Service	(607) 255-5322	fcsinfo@cornell.edu fcs.cornell.edu/facilities-management
Volunteers During an Emergency	Office of Human Resources	(607) 255-3621	www.hr.cornell.edu

INTERIM