

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

## **Location:**

Buffalo State University  
1300 Elmwood Avenue  
Buckham Hall B234  
Buffalo, N.Y. 14222

### **Confidential Information**

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

ILR Extension - Buffalo

**Date Prepared: July 2016**

**Date Updated: August 2025**

Department Address: Buffalo State University  
1300 Elmwood Avenue  
Buckham Hall B234  
Buffalo, NY 14222

Contact: Veronica A. Moore, CAP-OM  
Email: [vam6@cornell.edu](mailto:vam6@cornell.edu)  
Phone: (716) 852-8256

The primary goals of the 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 Executive Director and the Associate Dean for Extension. 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 Buffalo Office Emergency Management Team is made up of the following staff:

| <b>Name</b>              | <b>Company</b>                    | <b>Work Phone</b>     |
|--------------------------|-----------------------------------|-----------------------|
| <b>Craig Wiggers</b>     | <b>ILR Crisis Manager</b>         | <b>(607) 254-5714</b> |
| <b>David Lippincott</b>  | <b>ILR Emergency Mgmt. Lead</b>   | <b>(607) 255-9071</b> |
| <b>Diane Burton</b>      | <b>Associate Dean of Outreach</b> | <b>(607) 255-8187</b> |
| <b>Veronica A. Moore</b> | <b>Buffalo, Office Manager</b>    | <b>(716) 852-8256</b> |
| <b>Cathy Creighton</b>   | <b>Buffalo Sr. Ext. Associate</b> | <b>(716) 852-4192</b> |
| <b>Sarah L. Reid</b>     | <b>Buffalo State University</b>   | <b>(716) 878-3670</b> |

### **Emergency Communications**

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

- Calling 911\* and University Police at (716) 878-6333
- 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 Cathy Creighton  
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 Office Administrator of the situation so as to obtain verification or advice on their actions.

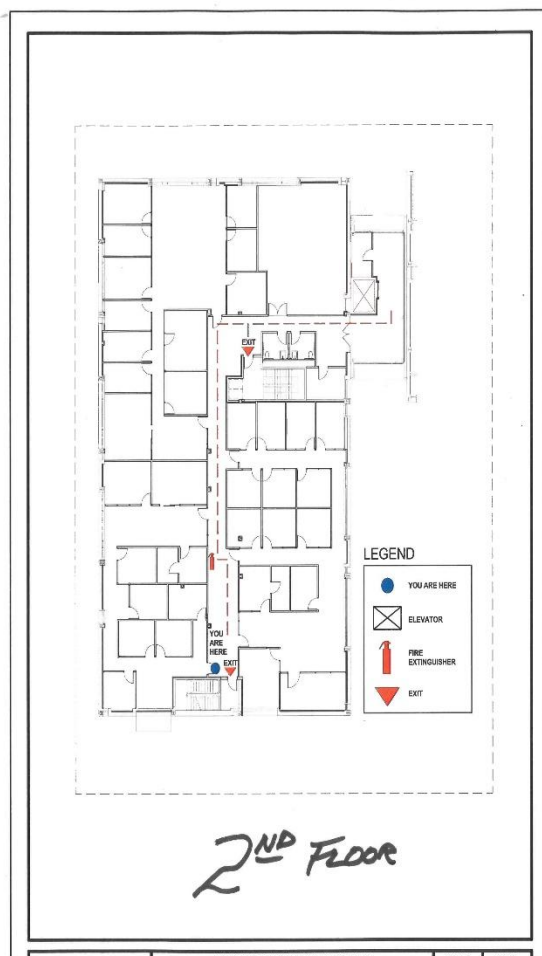
### Emergency Evacuation

When an alarm is sounded, staff is directed to immediately evacuate the facility. You may call building security at (716) 878-6333 to determine if an evacuation is mandated. Should the evacuation be required, occupants should exit immediately, putting the Cornell ILR Buffalo Extension Office evacuation plan into effect.

Whenever an alarm sounds in the **Buckham Hall Building**, gather with our floor leaders to evacuate the floor from the main entrance/exit door of the suite and take the exit door to the left. Should it be necessary to evacuate from one of the two remaining exit doors leave from the doors and take the exit door to the left of our suite and meet our Team on the corner of Rockwell and Rees Streets.

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.



## To Implement an Evacuation

- a. Remain calm.
- b. Alert Veronica Moore to assist with evacuation.
- c. Communicate clearly and succinctly.

Example:

We have a/there is a \_\_\_\_\_ (*type of emergency*).

Evacuate through the suite exit (past freight elevator) or door next to kitchenette.

DO NOT use the elevators.

## Evacuation Procedure

*If you are in your office--*

- a. Notify others in the area of the alarm if they did not hear it
- b. Take personal items
- c. Take emergency supplies
- d. Turn equipment off, if possible
- e. Quickly shutdown any hazardous operations or processes and render them safe
- f. Leave room lights on
- g. Assist persons with disabilities
- h. Check offices, conference room and restrooms as you exit
- i. Keep existing groups together
- j. Instructors/Meeting Facilitators assist students and guests
- k. Close doors, but do not lock them



Designated Rendezvous Site Buckham Hall Exit:  
Corner of Rees and Rockwell Streets

- l. Gather at the evacuation site and await instructions
- m. Account for faculty, staff, students, and office/suite colleagues
- n. 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.

*If you are not in your office (visiting others in the building) --*

- a. Go to the nearest area where there are no hazards
- b. Use a telephone to call 911, and University Police at (716) 878-6333 to advise them of the situation
- c. Be sure to give them your location so that you can be helped
- d. If possible, signal out the window to on-site emergency responders

When ordered to evacuate, all staff (including student staff on duty) in the building should go to our predetermined rendezvous point as seen on previous page: Evacuation is required only when an evacuation announcement is made or an order to evacuate is issued.

## Evacuation Procedure for People 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

## Other Disaster Preparedness Procedures

### 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 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 (716) 878-6111
- 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 and University Police at (716) 878-6333. 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 Office Administrator 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 Office Administrator 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:

- 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

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.

## **Building Evacuation Procedure**

The need to account for and mobilize the Buffalo 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:

### **1. When a fire alarm sounds 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 (716) 418-3307. A pre-designated member of the Emergency Response Team will retrieve all messages left at that exchange.**

## **Recovery**

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 Cornell University ILR, Buffalo Extension Office programs. We will also provide all employees with prompt and accurate answers to their questions about the ILR Buffalo 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 Buffalo Extension Office general number at (716) 852-8256 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. Should the facility be so damaged that the recorded message cannot be made, you can contact the Office Administrator at (716) 418-3307 for updates. The Office Administrator will be coordinating the recovery effort.

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:

- 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.
- Personnel issues
- Your need for facilities, equipment, personnel, or other resources that will speed the office business resumption. This may include detailed data for the ILR Buffalo Extension 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 Buffalo ILR Extension 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 Buffalo ILR Extension Office may need to offer some scheduling flexibility or other help in order to achieve resumption of daily activities.

# Buffalo ILR Evacuation Procedures

July 2025

**Whenever a fire alarm sounds, a building evacuation is mandatory.**

*This form must be attached to the ILR Emergency Plan*

*Provide information for identified person(s) with known disability:*

Personal Evacuation Checklist go to: [Emergency Evacuation Planning Guide for People with Disabilities](#)

| Name | Location<br>(specific office/room) | Persons (minimum 3)<br>assigned to assist<br>during an evacuation | Evacuation Route<br>(means of egress) | Evacuation<br>Procedure<br>(How / To Where) |
|------|------------------------------------|-------------------------------------------------------------------|---------------------------------------|---------------------------------------------|
|      |                                    |                                                                   |                                       |                                             |
|      |                                    |                                                                   |                                       |                                             |

**After safe evacuation to the designated meeting site;  
contact your Evacuation Coordinator to confirm all clear.**

## **To Refresh:**

For Additional Information: [www.nfpa.org/disabilities](http://www.nfpa.org/disabilities)

|                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <b>To Assist Visually Impaired Persons</b> <ul style="list-style-type: none"><li>• Announce the type of emergency</li><li>• Offer your arm for guidance</li><li>• Tell the person where you are going, obstacles you encounter</li><li>• When you reach safety, ask if further help is needed</li></ul>                                | <b>To Alert People with Hearing Limitations</b> <ul style="list-style-type: none"><li>• Turn lights on/off to gain the person's attention, or</li><li>• Indicate directions with gestures, or</li><li>• Write a note with evacuation directions</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>To Evacuate People Using Crutches, Canes, or Walkers</b> <ul style="list-style-type: none"><li>• Evacuate these individuals as injured persons</li><li>• Assist and accompany to evacuation site if possible, or</li><li>• Use a sturdy chair (or one with wheels) to move the person, or</li><li>• Help carry individual</li></ul> | <b>To Evacuate Wheel Chair Users</b> <ul style="list-style-type: none"><li>• Non-ambulatory persons' needs and preferences vary</li><li>• Individuals at ground floor locations may exit without help</li><li>• Others have minimal ability to move – lifting may be dangerous</li><li>• Some non-ambulatory persons have respiratory complications</li><li>• Remove them from smoke and vapors immediately</li><li>• Wheelchair users with electrical respirators get priority assistance</li><li>• Most wheelchairs are too heavy to take down stairs</li><li>• Consult with the person to determine best carry options</li><li>• Reunite the person with the chair as soon as it is safe to do so.</li></ul> |

**Note:** 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, names do not need to be included, but specific location of person must be included.