

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

Location:
570 Lexington Ave,
11th and 12th 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: February, 2013

Date Updated: August, 2025

Department Address: 570 Lexington Ave.

Contact: Johnnie English

Email: jje68

Phone: 212-340-2882

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
Diane Burton (burton)	Outreach Lead	(607) 255-8187
Craig Wiggers (cww67)	ILR Crisis Manager	(607) 254-5714
Rachel Joseph (rjoseph)	NYC Admin. Lead	(212) 340-2852
David Lippincott (dgl1)	ILR Lead Emergency Management Coordinator	607-255-9071
Jasminy Joe (jd51)	Registrar	(212) 340-2874
Edward Martinez (em244)	Conference Center Assistant Manager	(212) 340-2834
Johnnie English (jje68)	Building Coordinator	(212) 340-2882
Allison Zdunczyk (alz35)	ILR NYC Emergency Coordinator	(607) 255-6957
Phil Mincone (pmincone@feilorg.com)	Building Engineer	(212) 583-0474

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:

Rachel Joseph – NYC Admin. Lead

Phone: 212-340-2852

Johnnie English – NYC Building Coordinator

Phone: 212-340-2882

General Introduction

When an alarm is sounded on either the 11th or 12th 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 conduct 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.

NYC Office Closure Procedures can be found at the link below:

<https://archive.ilr.cornell.edu/sites/default/files/NYC-Office-Closure-Procedures-December-2022.pdf>

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.

Emergency Action Plan

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 911 or using an Emergency Telephone. Always call from a safe location.
- 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

Assess the extent of the outage in the area and,

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

Criminal Activity or Violence Emergency Procedure

Active Threat to Life – Run. Hide. Fight - <https://www.cornell.edu/video/active-threat-to-life-run-hide-fight>

- 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
 - Discernable Speech Patterns
 - Location of caller
 - Age
 - Background noise
 - Caller's attitude
 - Accent
 - Speech impediments or traits
- 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
- 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 the Facilities Manager immediately. The Facilities Manager 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 Administrative Director or Facilities Manager 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 Facilities Manager 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

Primary rendezvous Location Local:

**Citigroup Center - 601 Lexington Avenue
Located at 53rd Street between Lexington Avenue and
Third Avenue in midtown Manhattan**

Secondary rendezvous Location for wide area impact:

Central Park: Upon exiting the building evacuees will be directed North on Lexington Avenue to 59th St. and then west on 59th St. to 5th Avenue at 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, then at least one staff member present should assume responsibility for creating a sign-in sheet and obtaining all signatures.

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, an email will be sent to all occupants with further directions.

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.