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# Appendix

## I. Letter of Promulgation

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Approval Date: April 1, 2009

To: Student's, Faculty and Staff

The preservation of life, property, and the environment is an inherent responsibility of local, state, and federal government. The Universities at Shady Grove has prepared this emergency operations plan to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the community in time of emergency.

While no plan can completely prevent death and destruction, good plans carried out by knowledgeable and well-trained personnel can and will minimize losses. This plan and related policies helps establish guidelines for emergency organization, assigning of tasks, specifies policies, and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements utilizing the Incident Command System (ICS).

The objective of this plan is to incorporate and coordinate all the facilities and personnel of the campus into an efficient organization capable of responding to any emergency. The plan will be reviewed and updated prior to each semester to address changes in the hazards our campus potentially faces.

The University Administration gives its full support to this plan and urges all students, faculty, and staff, individually and collectively, to do their share in the total emergency effort of the Universities at Shady Grove Maryland.

Stewart Edelstein  
Executive Director  
The Universities at Shady Grove