



MEMORANDUM TO FILE

FROM: Stew Edelstein, Executive Director

SUBJECT: Emergency Preparedness and Incident Response Team

DATE: February 28, 2018

The following individuals are designated as members of the Emergency Preparedness and Incident Response Team (IRT):

John Brandt, Safety, Security & Transportation Manager
Jane Briggs, Director of Facilities and Planning
Joe Bucci, Director of Communication & Marketing
Robyn Dinicola-Wagle, Chief Student Affairs Officer
Stew Edelstein, Executive Director
Jim Johnson, Manager, IBBR Facilities Operations
Jonathan Kandell, Director, Center for Counseling & Consultation
Mary Lang, Chief Strategy Officer
Karen Lenz, Coordinator for the Office of the Executive Director
Carl May, Senior Director, Operations
Nico Washington, Chief Operations Officer
Chris Saxton, Director, Information Technology Services

The committee is charged with reviewing, updating, and testing all policies and procedures relating to emergency preparedness at USG. The committee will meet once each semester. The committee will perform yearly tests of the USG Emergency Operations Plan, using tabletop exercises, drills, full-scale simulations, or other methods of testing and evaluation, with priority given to the top hazards faced by the institution.

The Public Safety Manager (PSM) is the individual who will oversee campus emergency planning. The PSM will ensure regular and appropriate training on emergency response plans for key emergency response staff and other members of the campus community, including staff, faculty, and students. The PSM will also administer programs to advise, involve, and solicit feedback from students on issues of campus safety and security and emergency preparedness.

A handwritten signature in black ink, appearing to read "Stewart Edelstein".

Stewart Edelstein, Ph.D.
Associate Vice Chancellor for Academic Affairs, USM
Executive Director, Universities at Shady Grove