



## **Memorandum**

**TO:** EPIRT Team Members

**FROM:** Anne Khademian, Executive Director  
Michael Wahl, Public Safety Manager

**SUBJECT:** Emergency Preparedness and Incident Response Team

**DATE:** July 12, 2022

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

Jane Briggs, Director of Facilities and Planning  
Robyn Dinicola, Chief Student Affairs Officer  
Jim Johnson, Manager, IBBR Facilities Operations  
Jonathan Kandell, Director, Center for Counseling & Consultation  
Michael Keeney, Chief Financial Officer  
Anne Khademian, Executive Director  
Mary Lang, Chief Strategy Officer  
Karen Lenz, Coordinator for the Office of the Executive Director  
Chris Saxton, Director, Information Technology Services  
Steve Simon, Director of Marketing & Communications  
Michael Wahl, Manager, Public Safety & Security  
Erin Ward, Manager, Administrative and Financial Services

The EPIRT is charged with managing a crisis incident response, as well as 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 Crisis Management 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, and will also serve as the USM emergency preparedness representative. The PSM will ensure regular and appropriate training on emergency response plans for key USG 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.

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