Public Safety Advisory Committee (PSAC) – Meeting Minutes
December 16, 2022
12:30-1:30pm
Held via Zoom

Members: Caplan (institutional), Davis-Frost (institutional), DeLorenzo (student), Juan (student), Ladley (institutional), Loebach (student), Ovadia (student),

Absent: Byrne (faculty), Pender (faculty)

Guests: Maas (staff)

Co-Chairs: DeStefano, Lombardi
Staff: Honan, Matta, Conrad, Hodges, Blackwell

START: 12:32pm

I. General Updates & Introductions

PSAC Co-Chairs, Joanne DeStefano and Ryan Lombardi, welcomed committee members and introduced guest presenter, Dan Maas. There were no general updates, but DeStefano and Lombardi wished the committee happy holidays.

II. Update on CRT Search

Compliance Administrator, Peggy Matta, updated the committee on the search for a CRT Director and Coordinators. We are still recruiting nationally for the director position. We are suggesting candidates who applied to the director position but were not quite qualified to consider the coordinator positions. We have been keeping contact between the subcommittees and candidates to move this along quickly.
III. Emergency Management Discussion

DeStefano introduced guest speaker, Dan Maas, who presented on Emergency Management in the Office of Emergency Management. This office manages everything from before an emergency to the conclusion of an emergency, and everything in between. This includes prevention, mitigation, preparedness, response, and recovery. All is accomplished through planning, training, exercises, supporting the response, and creating after action reports and improvement plans. DeStefano pointed out that this methodology is transferrable to nearly any situation. Maas pointed out that each area overlaps as some parts of the response will begin before the previous part has ended.

An Emergency Operation Plan contains emergency report functions to inform responses across all varieties of emergencies. The Emergency Operation Plan is publicly available online and can be located on the website or via this link: https://emergency.cornell.edu/cuemp/#response.

Maas broke down the stakeholders who could be included in an emergency response. Often, emergencies are handled solely by first responders; however, the subsequent groups may step in during non-routine incidents.

- **First Responders**
  - incident response and commands
  - Management of On-scene incident operations
  - Initial Emergency messaging
  - Local Emergency Services – Ithaca Fire Department

- **Incident Management Team**
  - Coordinate Emergency Support function
  - Support first responders
  - Support follow up
  - Coordinate response to secondary impacts
  - Information gathering and sharing

- **Incident Leadership Team**
  - University Statements
  - Fiscal authorizations
  - Policy decision recommendations
  - Strategic prioritization and guidance
  - Communication with President and others

- **President’s Office**
  - Policy level decision
  - Communication with Board of Trustees
  - Strategic guidance for recovery
  - University spokesperson
Emergency Management intervenes in non-routine incidents by using an incident Management Team. Emergency Management steps in to take the burden off First Responders. The team is only assembled with who is needed for a specific emergency. This team can also be mobilized by request of first responders or the Institutional Leadership Team.

Maas showed the committee the Emergency Management website (Emergency.cornell.edu). He noted that the middle column will have any emergency alerts or information relative to an on-going emergency.

Continuity Planning focusing on the ability to deliver core essentials functions during and after a wide range of significant disruptions. These strategies focus on the common disruptions and their impact on necessary functions.

They ask, “What strategy do we implement if...”:

- We don’t have people?
- We don’t have the building/space?
- We do not have our resources?

Davis-Frost asked if the personnel in the Office of Emergency Management do any programming. Maas said that they share materials, however, since there are only 2 of them, programming is not really feasible. Davis-Frost also asked if there was ever a need to manage off campus emergencies. Off campus is not common, however, they do help to craft University response to any off-campus crisis as appropriate. Lombardi mentioned that we are trying to be more intentional about preparedness training in the sophomore year for students as they likely transition to off campus living, so they are more equipped when disaster strikes.

Ladley asked if the C-COOP was a full plan or just for reference. Mass said it is a reference. It helps groups to decide what are priorities and what needs a continuity plan, and what tools are needed, all to develop the plans for these critical responses. Departments must create the continuity plan themselves based on this resource.

Davis-Frost asked how does Emergency Management define an emergency or crisis. Maas said that emergencies tend to narrowly focused and often occur unexpectedly. A crisis can be a larger event that might be able to be seen on the horizon. DeStefano mentioned that we have a risk council that looks to manage potential crises.
IV.  **Threat Assessment Team**

Vice President of Public Safety, Dave Honan, spoke to the team about the Threat Assessment Team. This covers generic threats to the university, threats from/to faculty/staff, threats from/to students. This team also brings together needed stakeholders per each situation. This team put in referrals and follows up as needed.

V.  **Public Safety Mission Statement & Communication & Rebranding Public Safety**

Honan shared with the group that Hodges and Byrne helped with the final mission statement and the leaders in Public Safety liked it. The final document will be shared with the group.

Meeting adjourned at 1:30 PM  
Notes by:  Maggie M Blackwell