

Mason Korea Emergency Operations Team(EOT) Roles and Responsibilities

Representation of Department	Email (@gmu.edu)	During the emergency	Back Up	On-going Duty
Patrick Quinn Chief Business Officer(CBO)	pquinn2	Serve as the primary liaison between ECC and EOT Lead the EOT	Associate Dean of UL	Serve as the leader of EOT team. If the leader is not available, Associate Dean of Student Affairs will replace the role.
Alicia Suh Emergency, Health and Safety	asuh4	Serve as the primary liaison to all employees and students via Kakao and group text. Relay the relevant information and guidelines in English and Korea via IGC broadcasting facilities in the IGC Disaster Management Center(방재실) on B2 floor.	Senior Event Coordinator	Maintain hard copies of Emergency plan and other relevant information Provide routine training to students and employees Procure and maintain emergency supplies Prepare the case by case emergency message templates to relay the accurate information in a timely manner.
Hee Tae Kim Facilities Management(FM)	hkim210	Serve as the primary liaison between Mason Korea and IGC. Lead a building evacuation when needed.	ITS	Inspect regularly the shelter place in the building.
Eric Lee ITS	ylee50	Serve as the primary liaison between local emergency services. Notify the security service provider. Provide technical assistance regarding the emergency response.	FM	Maintain contracts with security service providers that secure the Mason Korea Facilities.
Sang Yong Lee University Life	slee232	Serve as the primary case manager/student advocate. Go to the incident scene if safety permits In case of student related emergency, - Participate in investigation and recovery efforts as necessary - Serve as a liaison between local emergency response personnel and affected students.	AA	Deliver the latest contact information of students to Project Manager to manage the Mason Korea notification system.
Jiye Chang Academic Affairs	jchang22	Serve the primary case manager of faculty related emergency Go to the incident scene if safety permits. Participate in investigation and recovery efforts as necessary Serve as a liaison between local emergency response personnel and affected faculty	UL	Deliver the latest contact information of faculty to Project Manager to manage the Mason Korea notification system.
Hyun Jung Kim University Life	hkim200	Work with media outlets. Provide spokespeople, arrange timely press conference and develop unified statements and press releases. Update Mason Korea homepage and SNS.	PR Manager	Maintain a robust relationship with press.
Jun Kim Finance and HR	jkimyu	Serve the primary case manager of staff related emergency. Go to the incident scene if safety permits. Participate in investigation and recovery efforts as necessary. Serve as a liaison between local emergency response personnel and affected staff	Finance Manager	Maintain contracts with an appropriate international/domestic insurance provider that provides emergency medical and evacuation services.