

# Vanderbilt University

## 2015 EOP Quick User Guide

This quick user guide is designed to assist Vanderbilt personnel in assembling their departmental emergency operations plan. To begin your EOP please complete the following steps:

### Departmental Information

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Step 1—fill in your departmental/school/section name on the front title page

Step 2—fill in the current date at the top right of page 2.

Step 3—enter the department head name on page 5.

Step 4—enter the DEC name on page 5.

Come back to step 3 and 4 for submission information

Step 5—enter the department head contact information on page 7.

Step 6—enter the primary DEC contact information on page 7.  
(*Enter the Secondary DEC contact information if applicable.*)

Step 7—add any applicable departmental emergency contact numbers to the Vanderbilt Contact Numbers listed on page 14.

Step 8—identify and enter your primary evacuation rally point on page 21.

Step 9—identify and enter a secondary evacuation rally point on page 21.

Step 10—Identify and enter your designated tornado shelter areas in your department on page 34.  
(*Tornado shelter areas are any area indoors towards the most interior portion of the building away from windows and doors, i.e. restrooms, stairwells, interior windowless offices, etc.*)

Step 11—complete the departmental faculty/staff roster, Appendix I, located on page 35.  
(*You may insert your own document if you've already compiled this roster information.*)

Step 12—we encourage all departments to list the most applicable emergency contact information, Appendix II, located on page 37.

Step 13—departments can insert their own area specific emergency plans, Appendix III, located on 39.

Step 14—we encourage all departments to build emergency contact cards, Appendix IV, located on page 40.

***You have completed the departmental information sections. Please complete the last section, EOP Review and Submission***

If you have any questions or comments, please contact Johnny Vanderpool at VUPD by email [johnny.vanderpool@vanderbilt.edu](mailto:johnny.vanderpool@vanderbilt.edu) or phone at (615) 566-1119.

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Once you have completed the departmental information sections, you are ready to review and submit your EOP to the Vanderbilt University Police Department. To complete your EOP, please complete the following steps:

### EOP Review and Submission

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Step 1—review your EOP to ensure all the information is correct and current.

Step 2—have the designated department head review and approve the EOP.

*(The EOP must be approved and reviewed by every designated department head and DEC on July 1 of each year.)*

Step 3—enter the designated department head approver name on page 5.

Step 4—enter the corresponding date for the department head approval on page 5.

Step 5—enter the DEC approval name on page 5.

Step 6—enter the corresponding date for the DEC approval on page 5.

Step 7—enter the date on which you submitted the EOP to the Vanderbilt University Police Department

Please email your completed EOP to [campus.emergency@vanderbilt.edu](mailto:campus.emergency@vanderbilt.edu)

If you have any questions or comments, please contact Johnny Vanderpool at VUPD by email at [johnny.vanderpool@vanderbilt.edu](mailto:johnny.vanderpool@vanderbilt.edu) or phone at (615) 566-1119.

**YOU ARE DONE!** We thank you for your time and assistance in completing this EOP.

Vanderbilt University Police Department

Emergency Preparedness Unit