

Vanderbilt University

2016 EOP Quick User Guide

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

Departmental Information

Step 1—Fill in your Department/Building name on title page

Step 2—Enter applicable information for Department Head, DEC, and Secondary DEC on page 7

Step 3—Enter the location of the nearest AED on page 22 (*a map of campus AEDs is here: http://emergency.vanderbilt.edu/vu/AED_Location_Map.pdf*)

Step 4—Enter your primary and secondary emergency evacuation points on page 25

Step 5—Enter your designated tornado shelter gathering area 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 6—We encourage departments to complete the departmental faculty/staff roster, Annex B, on page 38. (*You may insert your own document if you've already compiled this information.*)

Step 7—We encourage departments to complete the departmental telephone call tree and emergency contact information, Annex C, on page 40

Step 8—Departments can insert their own area-specific emergency plans, Annex D, on page 42.

Step 9—We encourage departments to build emergency contact cards, Annex E, on page 43.

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 Jeff Burrowes by email at jeffrey.d.burrowes@vanderbilt.edu or phone at (615) 497-4805.

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

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EOP Review and Submission

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 by July 1 of each year.)

Step 3—Enter Department Head name, Department Head approval date, DEC Name, DEC approval date, and VUOEP submittal date on page 5

Please email your completed EOP to jeffrey.d.burrowes@vanderbilt.edu

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

Vanderbilt University Office of Emergency Preparedness