

Department of Biological Sciences Emergency Communications SOP

In case of unexpected events and emergencies in Department labs, classrooms and offices that represent potential ongoing threats to safety, security, property or resources, faculty, staff, and students should follow the emergency communications plan below:

1. Faculty/Staff/Students in the affected areas first ensure their own safety, and that of others. Evacuate if necessary following the emergency plan for your lab/unit.

2. Alert the appropriate VU Emergency Contact

VUPD Emergency 615-421-1911

VU Plant Ops Emergency 615-322-2621

VUEHS Emergency 615-322-2057

Then alert key members of the Department

Douglas McMahon 615-936-3441

Patrick Abbot 615-936-2550

Alicia Goostree 615-322-4287

Ross Denham 615-343-3746

3. If after normal business hours, alert appropriate VU Emergency Contact, and then key members of the Department through their cell phones:

Douglas McMahon 615-516-5335

Alicia Goostree 615-480-0585

Patrick Abbot 615-509-3589

Please note that to reach VUPD Emergency dial 911 from a VU Campus phone, but 615-421-1911 from a non-campus phone (your cell phone). VUPD encourages all VU Faculty, Staff and students to download and use the SafeVU mobile app that automates correct dialing (<http://police.vanderbilt.edu/services/safevu.php>).