In the event of any emergency, CALL 911 from any Vanderbilt Phone; call (615) 421-1911 from any cell phone to reach the Vanderbilt University Police Department. Notifying VUPD is important to allow police dispatchers to direct other first responders to the correct Vanderbilt locations.

Owen Emergency Coordinators:

- Emily Anderson (ext. 2-4068. cell 615-498-2838)
- Kelly Christie (ext. 4-4064. cell 615-491-8586)
- Janet Jordan (ext. 2-2316. cell 615-519-1828)
- Betsy Karounos (ext. 2-4722. cell 615-336-5267)
- Caitlin Mullaney (ext. 2-2763. cell 240-731-9042)
- John Thorpe (ext. 3-4694. cell 615-238-5719)
- Heather Yockey (ext. 2-4452. cell 615-509-1985)

Building Evacuation/Assembly Areas:

The purpose of the Owen Emergency Evacuation Plan is to provide protection of life, safety and health of the Vanderbilt community. **Building Occupants should always evacuate the building in the event of a fire alarm or at the direction of building administration.**

Emergency Exit Routes:

- Proceed to the nearest emergency exit.

Proceed directly to the nearest of two assembly locations:

- Lawn area to the West outside Calhoun Hall
- Lawn area to the South outside the Divinity School

Emergency Exit Routes:

- Proceed to the nearest emergency exit.

Staff and faculty should evacuate the building and route occupants away from the parking lots and to the assembly locations (Calhoun and Divinity Lawns); or by securing in place and requesting building occupants remain in a refuge area. **Surrounding Owen parking lots (lots 6A & 6B) and driveway areas must be kept clear for use by emergency vehicles.**
Read carefully the procedures that follow for each of these emergency situations:

1. General Evacuation Procedures
2. Active Shooter (Workplace Violence)
3. Suspicious Packages
4. Bomb Threat
5. Earthquake
6. Fire Emergency
7. Hostage Situation
8. Medical Emergency
9. Severe Weather or Tornado

1. **General Evacuation Procedures**

1. Building occupants will be notified of the evacuation by the sound of the building fire alarm, by verbal instruction from building staff, emergency personnel or by self-evident hazardous conditions.
2. All occupants must leave the building immediately if the fire alarm is activated, or if directed to do so by building staff.
3. Building emergency coordinators will assist the evacuation to the extent possible.
4. All occupants should exit the building through the nearest safe exit or exit stairwell. Elevators should never be used in an emergency situation.
5. In Owen, building emergency exists and exit stairwells are:
   - Library stairwell
   - South stairwell
   - Central stairwell
   - East stairwell
   - Executive Programs stairwell
6. If nearest exit or exit stairwell is obstructed by smoke, fire, or other hazards proceed to an alternate exit.
7. During a stairwell evacuation, remove high heels and hold onto the handrails. Allow enough room for others to enter the flow of traffic in the stairwell.
8. When outside Owen, all occupants should move to the Owen Evacuation Assembly Areas:
   - Lawn area to the West outside Calhoun Hall
   - Lawn area to the South outside the Divinity School
9. Staff members should ensure that emergency assistance has been summoned by calling the VU Police Department at 911 from a Vanderbilt phone.
10. Once assembled, department emergency coordinators or designees will account for all occupants, using an employee roster for Owen phone directory, in order to inform emergency services if anyone is missing or is still possibly inside the building.
11. Department emergency coordinators will provide emergency personnel with information about the emergency inside the building, including locations of hazards and any known problems.

12. Building occupants will not re-enter the building until cleared by VUPD, or on-site safety personnel.

2. Active Shooter (Workplace Violence)

If you are involved in a situation where a person has entered the area and started shooting, the following actions are recommended:

**RUN** – If there is a way to escape the threat and you are reasonably sure you can do so without being harmed, do it. This is your first and best option.

Be sure to:

- Have an escape route in mind.
- Evacuate regardless if others agree to follow.
- Leave your belongings behind. (Keep your cell phone in your pocket.)
- Help others escape, especially those with special needs.
- Tell others not to enter the area where the active shooter may be.
- Keep your hands visible at all times.
- Follow the instructions of any law enforcement.
- Do not attempt to move injured people.
- Call 911 when it is safe to do so and provide the following information:
  - Your name and location
  - Location of the incident (be as specific as possible)
  - Number of shooters (if known)
  - Number of persons who may be involved

**HIDE** – If evacuation is not possible, you are told “to secure in place,” or the active shooter is outdoors, find a place to HIDE where the active shooter is less likely to find you. Choose the best space that is available quickly.

Your hiding place should:

- Be out of the view of the active shooter.
- Provide protection if shots are fired in your direction (i.e., a room with a door that can be locked).
- Not trap you or restrict your options for movement.
To prevent an active shooter from entering your hiding place, you should:

- Turn off lights.
- Lock all doors and windows, if possible.
- Place heavy furniture or equipment in front of any doors (especially if the door does not lock or opens into the hallway).
- Close blinds, and cover and move away from windows.

To keep yourself safe while hiding you should:

- Remain quiet.
- Hide behind large items (i.e., cabinets, desks).
- Silence your cell phone and turn off vibrate mode.
- Turn off any sources of noise (i.e., radios, TV’s).
- Don’t respond to voice commands or move barricades until you are sure that commands are coming from police.
- If you can speak to a dispatcher without being overheard by the assailants, dial 911, to alert police to the situation.
- If you cannot speak, mute the speaker and leave the line open so the dispatcher can listen.
- Do not approach emergency responders; let them come to you.

If outside when a shooting occurs:

- Drop to the ground immediately, face down and as flat as possible. If within 15-20 feet of a safe place or cover, duck and run for it.
- Move or crawl away from gunfire, trying to use any obstacle between you and the gunfire. Remember, obstacles may conceal you from sight, but may not be bulletproof.
- When you reach the relatively safe place, stay down, do not move. Do not peek or raise your head to try to see what is happening.
- Wait and listen for further instructions from law enforcement.

FIGHT—as a last resort if your life is in danger. If you cannot evacuate or hide effectively, or have been discovered, be ready to fight.

Take steps to incapacitate the active shooter:

- Act as aggressively as possible against him or her.
- Throw any items available at the intruder(s) to distract them (books, backpacks, etc.)
- Use improvised weapons such as a fire extinguisher or chair.
• Yell.
• Commit to your actions.

3. Suspicious Letter, Package, or Other Items

If you notice protruding wires, strange odors, smoke, vapors, beeping, ticking, or a suspicious powdery substance on letters, packages or any other unattended items that you discover, you should treat that item as suspicious, and follow these instructions:

1. Do not open, shake or disturb the contents.
2. Do not try to smell the item.
3. Do not pass to others or transport contents out of the area.
4. If you are holding the item, set it down carefully and walk away from it, then wash your hands with soap and water.
5. Call Vanderbilt Police (911 on campus phones, 322-2745 all other phones) and provide the location of the item, a description including size, and your location and contact number.

If the suspicious letter, package, or item has a powdery substance on the outside or is leaking:

1. Follow the instructions listed above.
2. Do not try to clean up powders or fluids.
3. Place the envelope or package in a plastic bag or some other type of container to contain leakage of contents.
4. If nothing is available, cover the item and leave it undisturbed. Close windows; turn off fans, close door, or section off the area to minimize exposure to others.
5. Wash your hands with soap and water, and move to an area that minimizes your exposure.
6. Remain in the area and restrict others from entering until the arrival of Vanderbilt Police.
7. Terminate response when directed by Vanderbilt Police.
8. Complete a "First Report of Injury" report and contact Occupational Health (6-0955) or, during off hours, call the Emergency Department (2-0145) if exposure occurred.

9. If any of these characteristics are present, you may need to consider a letter or package to be suspicious:

- No return address
- Use of restrictive markings
- Excessive packaging material.
- Addressed to title only, common words misspelled, poorly typed or written
- Excessive postage
- Oily stains, discolorations or crystallization on wrapper
- Strange odor or protruding wires

4. **Bomb Threat**

   In you receive a PHONE CALL about a bomb threat, remain calm and follow these instructions:

1. Attempt to keep the caller on the phone line as long as possible.
2. Ask caller to repeat the message and record every word.
3. Use the telephone bomb threat checklist (below).
   - Ask for the exact location where the bomb is located
   - Get as much information as possible about the caller, i.e., vocal characteristic, race, sex, group affiliation, why the bomb was placed.
   - Listen for clues from background noises, which might indicate the caller's identification and location.
4. Immediately after the caller hangs up, report the threat to the Vanderbilt University Police Department. Make this and other notifications on a different phone if possible. Officials may be able to trace the call via Star 69 or caller ID.
5. Remain available when law enforcement personnel arrive. They will want to interview you.
6. Do not spread rumors.

If you receive a WRITTEN MESSAGE about a bomb threat, remain calm and follow these instructions:
1. Avoid handling the message unnecessarily in order to preserve evidence such as possible fingerprint(s), whether the message was hand written or typed, the kind of paper used, and postal marks. This will prove essential in tracing the threat and identifying the writer.
2. While written messages are usually associated with generalized threats and extortion attempts, a written warning of a specific device may occasionally be received; it should never be ignored.
3. Immediately contact Vanderbilt University Police Department.
4. Do not spread rumors.

Bomb Threat Notes

Exact time of call: ___________________________ AM / PM

Exact words of caller: ___________________________________________

Questions to ask the caller:

1. When is bomb going to explode? ___________________________
2. Where is the bomb? ___________________________
3. What does it look like? ___________________________
4. What kind of a bomb is it? ___________________________
5. What will cause it to explode? ___________________________
6. Did you place the bomb? ___yes ___no
7. Why? ___________________________________________
8. Where are you calling from? ___________________________
9. What is your address? ___________________________________________
10. What is your name? ___________________________________________

Caller’s Voice (Circle all that applies):

- Calm
- Disguised
- Nasal
- Angry
- Broken
- Stutter
- Slow
- Sincere
- Lisp
- Rapid
- Giggling
- Deep
- Crying
- Squeaky
- Excited
- Stressed
- Accent
- Loud
- Slurred
- Normal

If the voice is familiar, who does it sound like? ___________________________
List any background noises you remember hearing: ____________________
________________________________________________________
Remarks: _______________________________________________________________________________________
Person receiving call: ________________________________
Telephone number call received at: _______________________
Date: _______________________________________________________________________________________

5. **Earthquake**

Earthquakes strike suddenly, violently, and without warning. The majority of injuries result from collapsing walls, flying glass, and falling objects.

**If indoors:**
1. Stay away from windows.
2. DO NOT stand in a doorway.
3. DO NOT use the elevators.
4. DO NOT run for the exits or attempt to leave the building. Most injuries occur when people inside buildings attempt to move to a different location or exit the building.
5. Protect yourself from falling objects such as light fixtures, books, and shelves.
6. DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If no tables or desks are near, cover your face and head with your arms and crouch in an inside corner of the building.
7. In laboratories, extinguish all flames (if possible) before taking cover. Stay clear of areas with large quantities of hazardous materials.

**If outside:**
1. Move away from structures, power lines or other possible hazards.
2. Lie down or crouch low to the ground (legs will not be steady).
3. Keep looking around to be aware of dangers, which may demand immediate movement.

**When the shaking stops:**
1. Check for injuries to personnel in your area. DO NOT attempt to move seriously injured persons unless they are in immediate danger.
2. Check the area for safety hazards such as building damage, fires, chemical spills, or gas leaks.
3. Exit the building and go to your designated assembly area. Stay at least 500 feet away from the affected building or other hazards. Keep streets, fire lanes, and walkways clear for emergency vehicles and crews.
4. Take roll and report missing persons, injuries, damages and/or potentially hazardous conditions to building manager or designated point of contact.
5. Supervisors and designated points of contact should contact the Vanderbilt University Police Department to report any immediate emergencies.
6. Once you have exited the building, DO NOT re-enter the building until the building has been inspected by trained emergency personnel.
7. Use the telephone system only for urgent matters.

6. Fire Emergency

If you smell smoke, see a fire, or hear a fire alarm:

1. IMMEDIATELY EVACUATE THE BUILDING. Always use the stairs. *Never use elevators during a fire.*
2. If the fire alarm has not been activated, then pull the manual fire alarm pull station by the nearest exit.
3. Before opening doors, check for heat:
   - **IF THE DOOR IS COOL:**
     - i. Open the door carefully and proceed to the nearest exit.
     - ii. Close doors behind you and leave the lights on.
     - iii. If there is light smoke, stay low and cover your face with a cloth to filter out particulates.
   - **IF THE DOOR IS HOT, DO NOT OPEN IT!**
     - i. Seek another exit.
     - ii. If you are on a ground floor, try to exit through a window.
4. If you are trapped in a room on an upper floor:
   - o Call 911 to report your building, floor, room number, and the number of people with you.
   - o Prevent smoke from entering the room. If accessible, place wet towels or cloth material at the bottom of the door and cover any vents.
   - o If the room begins to fill with smoke, you can open the window slightly. Never break the window because this might cause a chimney effect and help spread the fire.
5. Assist the physically impaired as you evacuate the building.
   - o Offer to guide the visually impaired.
   - o Instruct the hearing impaired to evacuate with you. If you encounter a wheelchair-bound person, assist them to a refuge point and instruct them to wait for Fire Department assistance.
     - i. The first choice for a refuge point would be a widened stairway landing that will accommodate a wheelchair without impeding patrons as they exit.
ii. If no stairway refuge exists, then have them remain in a room with a window.

iii. Make every attempt to ensure they have a phone or cell phone available.

iv. Make note of their exact location and continue to evacuate the building.

6. After you safely evacuate from the building, report to your designated assembly area.

7. Report to your supervisor or designated point of contact and tell them:
   - The location of anyone who could not be evacuated.
   - The location and phone number of any mobility impaired person you helped.
   - About any problems you witnessed while exiting the building, such as hallways/stairs filling with smoke or blocked by fire.

8. DO NOT go back into the building until the Fire Department or VU emergency personnel give the All Clear.

7. **Hostage Situation**

If you witness or become involved in a hostage situation:
1. Immediately remove yourself from any danger.
2. Notify Vanderbilt University Police Department at 911 on any campus phone or (615) 421-1911 from any cell phone.
3. Tell them the following:
   - Your name and location
   - Location of incident
   - Number of possible hostage takers.
   - Physical description and names of hostage takers, if possible.
   - Number of possible hostages
   - Types of weapons and threats

If you are taken hostage:
1. Remain calm, be polite and cooperate with your captors.
2. Be patient and avoid drastic actions. Time is on your side.
3. Do not speak unless spoken to, and then only when necessary.
4. Do not talk down to the captor, as he or she may be agitated.
5. Avoid appearing hostile.
6. Maintain eye contact with the captor, but do not stare.
7. Comply with instructions as best as you can.
8. DO NOT draw attention to yourself with sudden body movements, statements, comments, or by looking hostile.
9. Be observant, as you may be released or escape, and the safety of others may depend on your memory. Observe the captors and try to memorize their physical traits, voice patterns, clothing or other details that would help you to describe them.

10. DO NOT attempt escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.

11. If forced to present terrorist demands to authorities, either in writing or on a tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.

12. Try to stay low to the ground or behind cover from windows or doors, if possible.

**In a rescue situation:**

1. **DO NOT RUN.** Drop to the floor and remain still. It that is not possible, cross your arms, lower your head, and stand still. Make no sudden moves that a tense rescuer may interpret as hostile or threatening.

2. Wait for instructions and obey all instructions you are given.

3. Do not be upset, resist, or argue if a rescuer isn't sure whether you are a suspect or a hostage.

4. Even if you are handcuffed and searched, **DO NOT resists.** Just wait for the confusion to clear.

5. You will be taken to a safe area, where proper identification and status will be determined.

**8. Medical Emergency**

1. Immediately call VU Police Department at 911 from any campus phone, or (615) 421-1911 from any cell phone. Be prepared to give the name and location of the building as well as the nature of the medical emergency.

2. In addition, notify building emergency coordinators (John Thorpe, 343-4694; or Katy Brandt, 322-2763).

3. **Remain with the person with the medical injury. Do not move them unless they are in immediate danger of further injury.**

4. **Once the emergency has been dealt with,** if the injured person is a University employee, the supervisor must notify Vanderbilt Risk & Insurance Management Office at ext. 6-0660 and complete the First Report of Work Injury form.

5. If the injured person is an OGSM student, notify the Owen Academic Relations office at ext. 2-4064 or ext. 2-3128. If the injured person is a Non-Owen Vanderbilt student, notify University Student Life at ext. 2-2591.

6. More information concerning a supervisor’s responsibility can be found at Human Resources Policy #HR-011—Staff Work-Related Accident and Injury Reporting, or the following websites:

http://hr.vanderbilt.edu/policies/hr-011.pdf
9. **Tornado/Severe Weather**

**If you are caught outdoors and hear the Vanderbilt sirens or receive an AlertVU notice that a tornado may be approaching campus:**

1. Immediately seek shelter in the closest substantial building.
2. Never try to outrun a tornado. If you cannot seek shelter in a building, lie in a ditch or low-lying area and cover your head and neck.

**Once you are indoors:**

1. Alert building occupants of the impending weather.
2. Move quickly to a safe area indoors such as an interior hallway or an interior room away from windows.
   - Basements, which are often recommended for shelter in private residences, may not be practical for high rise buildings or some campus facilities.
   - Stay away from windows, doors and exterior walls.
   - Close all doors leading to exterior rooms.
3. Once you are indoors, stay indoors until the threat has passed. To determine when the threat has passed, monitor a weather radio, commercial radio/television station, Internet or other weather service. Even when a specific storm cell has passed beyond the area, conditions may still be right for high winds, lightning, and other hazardous weather conditions.

**If you are in a classroom or meeting area:**

1. The instructor or staff member should direct occupants to the nearest interior hallways and interior rooms away from windows.
2. Monitor your weather radio, television, or other weather service provider for additional information.

**If someone is injured or there is damage caused by the weather, notify the Vanderbilt University Police Department:**

1. Notify VUPD of the location and nature of injury or damage.
2. Exit a building that smells of natural gas or chemical fumes.
3. Do not tour damaged areas.
4. Do not go into damaged buildings.
5. If you must be outdoors, watch for downed power lines and for possible falling debris.
6. Use the telephone only to report emergencies.
7. Monitor radio and television for reports and guidance.
8. Assist special needs persons.

IMPORTANT CONTACT NUMBER AND ONLINE ACCESS

- If you need to report an on-campus emergency, contact Vanderbilt University Police: Dial 911 from a campus phone or (615) 421-1911 from any phone.

- To access Emergency Guidebooks online, go to https://emergency.vanderbilt.edu/vu/quick-ref-guides/.

Updated September 25, 2018
Emergency Phone Numbers
1-911  615-421-1911

Owen Graduate School of Management
SECOND FLOOR

Designated Assembly Area:
Law & Calhoun Lawn
*YOU MUST BE AT LEAST 50' FROM THE BUILDING*

Emergency Information

Emergency Phone Numbers
1-911  615-421-1911

Designated Assembly Area:
Law & Calhoun Lawn
*YOU MUST BE AT LEAST 50' FROM THE BUILDING*

Emergency Phone Numbers
1-911  615-421-1911

Designated Assembly Area:
Law & Calhoun Lawn
*YOU MUST BE AT LEAST 50' FROM THE BUILDING*

Emergency Phone Numbers
1-911  615-421-1911

Designated Assembly Area:
Law & Calhoun Lawn
*YOU MUST BE AT LEAST 50' FROM THE BUILDING*
EMERGENCY INFORMATION

Owen Graduate School of Management
THIRD FLOOR

Designated Assembly Area:
Law & Calhoun Lawn
*YOU MUST BE AT LEAST 50' FROM THE BUILDING*

STAIRS EXIT INTO GARAGE
LOWER LEVEL GARAGE - TORNADO SHELTER

STAIRS CONTINUE INTO GARAGE
LOWER LEVEL GARAGE - TORNADO SHELTER

Fire/Evacuation—
Follow Lines from your location
to the designated assembly areas

Active Shooter
RUN–HIDE–FIGHT
Do Not Use

Tornado/Severe Weather
Area of Refuge
*Internal Spaces—No Windows—Lowest Level are Best

Handicap Exits

Emergency Phone Numbers
1-911  615-421-1911

STAIRS CONTINUE INTO GARAGE
LOWER LEVEL GARAGE - TORNADO SHELTER

Designated Assembly Area:
Divinity School Lawn
*YOU MUST BE AT LEAST 50' FROM THE BUILDING*