Deliverable	Existing Policy or Resource?	Initial Point of Contact(s)	Where It Is or Will Be Posted	Review/Update Interval	Racial Risk Assessment?	Training Recommended?	Approval, Check, and/or Consequence
Complaints and Reporting Policy	URGE Deliverable but needs work	DGS, Student Advisor - recognizing hierarchical nature of these points is problematic	Will be on Website	Yearly	Not planned	Role of TAs can be made clear in dept. TA training (e.g. mandatory reporter status)	Student survey?
Demographic Data	We (dept. Head and DUGS) keep track of some of this data. We also have data at the college/University level	Lily Claiborne; Steve Goodbred	Some is private, some available on Vanderbilt website	Yearly		N/A	
Policies for Working with Communities of Color	None in place	Kelsea	Department website	Yearly (maybe check in after field work/interacting with communities to make sure that it includes all the needed information)		Include in extended TA training? Could be connected to field safety training	
Admissions and Hiring Policies	Some work towards admissions best practices.	Jessica	Password protected website for internal use	Yearly (admissions), and for each faculty search		Implicit bias training for faculty	Rubrics for student admissions interviews and evaluations
Safety Plan	EES URGE DELIVERABLE We have checklists	Lydia, Lily, Neil	Should be posted in some form on	Yearly or potentially every semester to		Wilderness first aid training has been discussed.	Student surveys? Annual assessment of incidents, injury or

	and forms that help with organizing for safety in the field but could be much more proactive on this (compare Maymester safety plans for examples)		department website and also communicated in relevant courses (i.e. before field trips)	review how field trips went		Specific training related to BIPOC and other marginalized groups in the field could be useful.	threats identified in the field?
Resource Map	We identified a variety of resources outside EES but nothing internal EES Resource Map	Kat	Website, would also like to include it in the grad student handbook both on website and in the printed version given to students	Yearly, also as we become aware of resources		Include in orientation	Student survey + content input/suggestions

- **Complaints and Reporting Policy -**

- **Demographic Data -**

- **Policies for Working with Communities of Color -**

- **Admissions and Hiring Policies -**

- **Safety Plan -** Lydia has been talking to Andrea Bordeaux is coordinator of 'global safety' working with study abroad office dealing with emergencies. Building out more resources (first aid kits, locator beacons) & training (wilderness first aid) would be useful. Field safety gear have it and use it. Safe bathrooms and bathroom stops identified for each field trip. Setting proper expectations & guidelines with a checklist of things to talk about before going out into the field (personal health & safety, code of conduct).

- **Resource Map -**

Brainstorming - specific steps to take:

'Field Gear Supply Scholarships' for undergrads - promoted in intro courses & on flyers

Report out on URGE activities to Faculty & Admin?

DEI Library - physical in office & digital

Better TA training - lasts over a whole semester (or beyond)

Grad/Undergrad mentoring program especially for intro courses - activities supported by department (?)

- Could be officer position in EES grad council
- Could also make a DEI officer position in EES grad council?

Grad student involvement in hiring decisions

Safety plan with field focus - continue to develop this

Address historical scientific racism in curriculum

Commit to inviting a diverse group of seminar speakers to talk about their research, not just DEI

Hire an administrator to be part of our department who is trained in issues of JEDI who can maintain these documents, consult with faculty and students on DEI issues, keep all this stuff up to take the burden off of faculty and students AND do this work most effectively.