

Cut out this **Emergency Wallet Card**, fill it in, and carry it with you at all times. It will remind you of what to do when an earthquake, or any major emergency strikes at Stanford.

For more information, contact:



Environmental Health & Safety at 723-0448

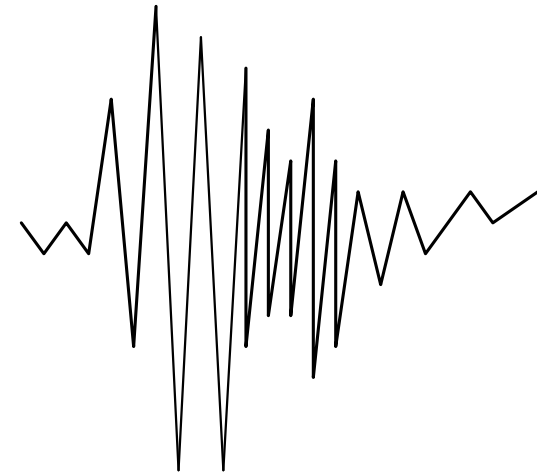
<http://web.stanford.edu/dept/EHS>

BE "QUAKE SAFE" AT STANFORD

2002-2003 Edition

✂—cut here

Stanford University EMERGENCY INFORMATION	
FIRE – POLICE – MEDICAL EMERGENCY	9-911
Pay phones or SLAC	911
Medical Center	286
(Outdoor Blue Tower Phones automatically reach 911 Operator)	
Hazardous Materials Incident	725-9999
Sexual Assault Response & Recovery Team	725-9955
Escort Service	725-SURE
EMERGENCY INFORMATION HOTLINES (recorded emergency bulletins)	
University Announcements	725-5555
Student Information	497-9000
Hospital Bulletins	498-8888
My Department	_____
From out of the area	Call 1-800-89SHAKE or 602-241-6769
EMERGENCY INSTRUCTIONS	
Accident	Report the emergency. Give first aid. Stay with the victim.
Fire	Report the fire. Pull the fire alarm. Evacuate. Do not use elevators.
Earthquake	Drop and take cover. Wait until the shaking stops to evacuate. Do not use elevators. Buildings must be examined before re-entry.
Bomb Threat	Report threat or suspicious object. Follow police instructions.
Power Outage	Most outages are resolved quickly. Wait for situation updates.
IF THERE IS AN EVACUATION	
	<ul style="list-style-type: none"> Go to the nearest Emergency Assembly Point (EAP) EAPs are adjacent to every SU building. Nearest EAP _____ Use pay phone to call an out-of-area emergency contact.
	<ul style="list-style-type: none"> Name _____ Phone () _____
Wait for instructions after an evacuation. Be patient. Listen to SU bulletins and updates on the Stanford Emergency Information Hotlines.	



**An Earthquake Preparedness Guide for Students
developed by Stanford Environmental Health & Safety**

723-0448, or <http://web.stanford.edu/dept/EHS>

September, 2002

Dear Resident,

On October 17, we will observe the anniversary of the 1989 Loma Prieta Earthquake. Measuring 7.1 on the Richter scale, that quake brought the entire Stanford community to a standstill for a short but most memorable time!

Fortunately, no major injuries occurred because of Loma Prieta. As a result of the work of various University agencies, we hope to be better prepared to prevent major structural failure and serious injury when the next large earthquake occurs.

If you have lived in California long enough to unpack, there is a good chance you have already lived through an earthquake. Overall, the state averages one and one-half feeble quakes a day and one a year strong enough to do some damage.

Now that you live in earthquake country you need to think deliberately and frequently about what to do when the next quake occurs. You are much more likely to remain calm and react sensibly if you have thought about it in advance. If you are properly prepared, you can minimize property damage and injury. If you are properly prepared, you will be a resource for your fellow residents, not a casualty requiring their help.

This booklet has been prepared by University staff and students to help you be ready. It contains helpful advice and important steps to take to be as safe as you can be when the next quake occurs. Please read and follow it carefully, so you can be "quake safe."

Sincerely,

Rodger F. Whitney
Executive Director, Student Housing Services

SOME ADDITIONAL TIPS:

- Let your roommate(s) and family know your daily schedule so emergency personnel will have a better idea of your location during an emergency. Encourage your friends and family to take similar steps to prepare for earthquakes so that everyone you care about is as safe as possible.
- Get qualified to administer CPR and first aid. Update your certification regularly.
- Participate in disaster preparedness training programs.

Consider volunteering. If the situation at your residence is under control after an earthquake, and you want to assist recovery efforts at the University or in the community, go to the Haas Center for Public Service, where a Volunteer Operations Center will be established. Listen to KZSU 90.1 FM for information and instructions.

AND THEN...

Be sure to report to a designated leader such as an RA or RF at the Emergency Assembly Point, so that they may account for everyone.

Depending on the severity of the earthquake, RAs and RFs may organize special emergency squads to gather information and support the University's recovery efforts. For example, if the impact of the earthquake affects communication systems, RAs or RFs may identify some student leaders to physically take information to a central location (the campus Emergency Operations Center, the Housing Services SOC, or the Student Affairs Satellite Operations Center). This information would provide critical updates on the status of students in on-campus residences, the status of buildings, etc.

- ✓ If you have special skills in emergency response areas, tell your RA or RF *before* an emergency to become part of your dorm's preparedness programs.

In the event of an earthquake large enough to prevent or delay returning to the residences, please be patient and wait for instructions. Staff members may instruct you to move from your dorm's Emergency Assembly Point (EAP) to a campus emergency shelter or to alternate temporary housing.

WHEN CAN I LEAVE?

Stay on campus until you have been accounted for, all damage has been assessed, and you have been permitted to leave. Roads may have been damaged or blocked off by debris, so trying to travel may be dangerous. If you do leave the area where you were during the earthquake, inform your RA or RF of your destination and leave contact information.

GET READY BEFORE A QUAKE...

Understand campus emergency procedures

- Read the emergency information posted in buildings and published in the Stanford Directory
- Know how and where to take cover during an earthquake, wherever you are
- Know where Emergency Assembly Points (EAPs) are for your residence and campus buildings. EAP signposts (with a blue triangle enclosed in a white circle) are installed in open areas near all campus buildings.

A map of all campus EAPs is at

<http://web.stanford.edu/dept/EHS/prod/general/erprep/index.html>

- Think ahead about how you would exit your room and residence
- Know the location of fire extinguishers
- Cut out the Emergency Wallet Card printed on the back cover of this booklet. It summarizes emergency procedures and has Emergency Information Hotline phone numbers. Add your own emergency contact number to it--and carry the wallet card with you at all times. Let your family know that 1-800-89 SHAKE will broadcast recorded Stanford emergency bulletins (1-602-241-6769 for calls from outside the U.S.) *Also, information can be found on the web at emergency.stanford.edu*

Make your room or apartment safer

- Be sure that glass, framed pictures or heavy objects aren't placed over your bed
- Rearrange furniture that could fall on you or block your exit
- Don't use makeshift shelving (bricks & boards)
- Lock the wheels on TV or equipment carts, keep cabinet doors latched

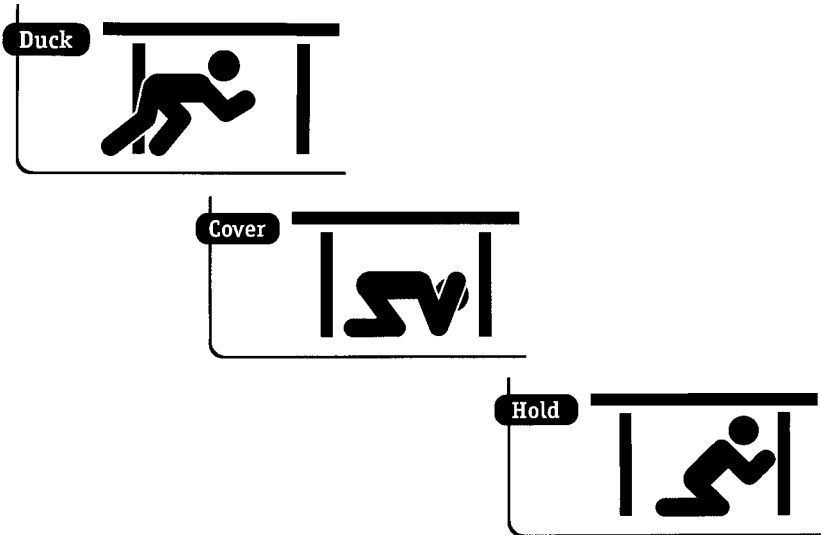
Keep an emergency kit under the bed—include:

- Flashlight with extra batteries and first aid supplies
- Sturdy closed shoes, jacket or sweater
- Personal supplies, back-up glasses, medications, cash
- Portable radio
- Snack, water/juice

DURING A QUAKE...DO NOT PANIC OR RUN

Take cover where you are

Indoors: Under a table or desk, between the rows of seats in a classroom, or against a hallway wall.



Outdoors: Move to an open area away from overhead hazards (falling brick, glass, trees, power lines). Protect your head and neck.

In the car: Stop carefully away from structures or bridges and stay in the car. After the quake, listen to your car radio for information.

Special tips for students with disabilities

- Make a list of any special needs, medications, or equipment that you have. Always keep an updated copy of the list with you
- Keep any auxiliary devices you use, along with extra batteries, medications, or other necessary items, nearby at all times
- Arrange to have “buddies” to help you in an emergency. Practice emergency procedures with them
- Know how to take cover during a quake. If you are in a wheelchair, lock the wheels once you are in a protected location
- If you cannot move safely and quickly, stay where you are. Cover your head and body with your arms, a pillow or a blanket
- Call for help if you need it. Use a whistle or flashlight to bring attention to yourself

AFTER A MAJOR QUAKE...

- Try to remain calm. Do not take risks. Assist others.
- Carefully evacuate to your building’s Emergency Assembly Point
 - Use your flashlight (*no candles or matches*)
 - Wear shoes
 - Take your emergency kit
 - Use stairs - not elevators
- Assemble at the EAP
- Report injuries, fires, other hazards
- Get emergency information from KZSU 90.1 FM and the Stanford Emergency Information Hotlines (see below)
- Use a payphone to call your out-of-area emergency contact
- Do not re-enter buildings until their safety has been evaluated by emergency personnel
- *Expect aftershocks!*

To Report an Emergency, call

9-911 from campus phones
911 from payphones
286 from Medical Center



To Hear Campus Emergency Bulletins, call

725-5555 Stanford Emergency Information
497-9000 Student Information

For out of area callers (e.g., your family)
1-800-89SHAKE or 602-241-6769

Get Additional Information & Instructions at emergency.stanford.edu

KZSU (90.1 FM), the campus radio station