



STANFORD UNIVERSITY

ENVIRONMENTAL HEALTH & SAFETY

What to do After Completing General Safety, Injury Prevention (IIPP) and Emergency Preparedness

If you haven't yet done so, take the TNAT questionnaire in STARS (<http://axess.stanford.edu>) to determine what training is required and recommended for your position. Do this with your supervisor if possible, as your supervisor is familiar with your position and your work area. Be sure to complete all required training within 30 days of beginning your new job.

Talk with your supervisor to see if there is any "Tier III" training that you need to complete. This site- and task-specific training will not be covered by the TNAT questionnaire.

Ensure you put this document where you can get to it quickly in case of an emergency. It contains phone numbers and URLs that you may need, especially when you do not have time to search for them.

Inspect your new workplace for hazards. If you identify any hazards in your new workplace, correct them as soon as possible, or ask your supervisor or manager to facilitate correction and provide interim solutions.

Locate and visit the Emergency Assembly Point for your building, so that you can get to it in the case of an emergency.

Locate pull station alarms, fire extinguishers and alternate routes of evacuation for your work area.

Prepare your living space and work place for earthquakes.

Store an emergency kit where you can get to it in the case of an emergency: in your car, in your workplace, and/or at home.



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General Safety References

Numbers to call in case of emergency:

For on-campus phones: 9-911

For off-campus buildings: 911

For on-campus phones in the School of Medicine and in the Clark Center: 268

For School of Medicine buildings off campus, most have a local emergency number of 286, but check with your building manager to confirm, and write it down here:

Training Needs Assessment

Link: <http://axess.stanford.edu>

Take the Training Needs Assessment to determine which courses are needed for your position.

SU-17 Incident Investigation Report

Link: <http://iipp.stanford.edu>

Employee and supervisor must complete this form within 24 hours of incident, then fax to Risk Management at (650) 723-9456.

Reporting Health and Safety Concerns

Link: http://www.stanford.edu/dept/EHS/prod/aboutus/new_concern.html

Health and safety concerns must be reported to EH&S online or by phone at (650) 723-0448.

Workplace Inspection Checklist

Link: <http://www.stanford.edu/dept/EHS/prod/training/checklist/gencheck.pdf>

Inspect your office at least annually or whenever a new hazard is discovered in the workplace.

Emergency Assembly Point Map

Link: http://maps.stanford.edu/sites/all/lbre-shared/files/maps/files/shared/file/maps_records/EAP-Locations.pdf

Use this map to view your nearest Emergency Assembly Point.

Personal Emergency Preparedness Course EHS-5090

Link for course through STARS: <http://axess.stanford.edu>

Learn how to become more prepared for emergencies at work and at home.

Ergonomics Course and Evaluations

Link: http://www.stanford.edu/dept/EHS/prod/general/ergo/ergo_train.html

EHS 3400 must be completed if you use a computer for more than one hour per day.

AlertSU

Link: http://www.stanford.edu/dept/EHS/prod/general/erprep/AlertSU.html#GFAQ_01

AlertSU is the emergency notification system for Stanford University. Find out more information on the website.



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Wallet cards with emergency information and instructions:

**Stanford University
EMERGENCY INFORMATION**

FIRE-POLICE-MEDICAL EMERGENCY	9-911	<i>Outdoor Blue Tower Phones will automatically reach 911 Operator</i>
Payphones or Cellphones	911	
Medical Center	286	
Hazardous Materials Incident	725-9999	
Sexual Assault	725-9955	
General Counseling	723-3785	
Help Center	723-4577	
Escort Service	725-7873	

EMERGENCY INFORMATION HOTLINES (Call to hear recorded emergency bulletins)

University Announcements	725-5555
Student Information	497-9000
Hospital Bulletins	498-8888
My Department Hotline	
Out-of-area callers	1-800-897-4253 or -1-602-241-6769

EMERGENCY INSTRUCTIONS

Accident Report the emergency. Give first aid. Stay with the victim.
Fire Report the fire. Pull fire alarm. Evacuate. Do not use elevators.
Earthquake Duck, cover, and hold on. Wait until shaking stops to evacuate. Do not use elevators. Buildings will be examined before re-entry.

Bomb Threat Report a threat or suspicious object. Follow police instructions.
Power Outage Most outages are resolved quickly. Wait for situation updates.

IF THERE IS AN EVACUATION

- Go to the nearest Emergency Assembly Point (EAP).
- Nearest EAP _____
- Use a payphone to call an out-of-area emergency contact.
- Name _____ Phone () _____

Wait for instructions after an evacuation. Be patient. Listen to SU bulletins and updates on the Stanford Emergency Information Hotlines and on KZSU (90.1 FM), or check the emergency website for updates at <http://emergency.stanford.edu>. Make sure your contact information is available for use by the AlertSU emergency system. Go to <http://alerts.stanford.edu> for more information.

CampusCard 2010

School of Medicine wallet cards:

My Building EAP location

My Department HOTLINE

Security Escort, Building/Office Access Directions
MEDICAL CENTER SECURITY 723-7222

CALL

SU bulletins/updates on KZSU (90.1 FM) / KCBS (740 AM) emergency.stanford.edu

Needle-Stick & Exposure Hotline 498-4000

Student Information in the School of Medicine 725-4600

Lucile Packard Children's Hospital Bulletins 497-8888

Stanford University Hospital Bulletins 498-8888

University Announcements 725-5555

School of Medicine Emergency 723-7233

EMERGENCY HOTLINES Stanford University School of Medicine

WHAT TO DO IN AN EMERGENCY

Reporting Emergencies in School of Medicine Buildings
FIRE/EXPLOSION • POLICE/SECURITY • MEDICAL SPILLS/RELEASES (Chemical, Biological, Radiological)
WORK INJURY • ODDR • UTILITY FAILURE

In Stanford Hospital, Clinics & LPCH Buildings

From payphones, cell phones and campus phones (Outdoor Blue Tower Phones will automatically reach 911 Operator)

CALL 286

211

911

Medical Report the emergency. Give first aid. Stay with victim.
Fire Pull fire alarm. Evacuate. Do not use elevators.
Earthquake Drop and take cover. Wait until the shaking stops to evacuate. Do not use elevators. Buildings will be examined before re-entry.
Bomb Threat Report a threat or suspicious object to 286. Follow instructions.
Power Outage Most outages are resolved quickly. Wait for updates.

PERSONAL PREPAREDNESS INFORMATION

My out-of-area emergency contact:

Name _____

Phone _____

Work, family, friends emergency contact information:

Evacuation Procedures

- Cease all work immediately upon notification of the event (by alarm or direct communication)
- Shut down critical equipment in the area, if possible, without placing yourself, your work or research at risk
- Take essential personal belongings and your emergency kit
- Close doors but do not lock them
- Proceed to the nearest stairwell (noting any injuries, hazards or personnel remaining in the building) - DO NOT attempt to use elevators
- Go to the floor of the building that exits to street level and exit the building immediately
- Report to your Emergency Assembly Point
- Check in with your Building Response Team Member to be accounted for and to report any issues
- Keep entrances, sidewalks, driveways and fire lanes clear
- Do not re-enter the building until you have been notified that it is safe to do so - DO NOT enter the building simply because the alarm has been silenced!

05/2010