

EMERGENCY KIT CONTENTS

✓ *FOR WORK*

- Flashlight, small radio and batteries
- First aid supplies and instructions
- Sturdy, closed shoes
- Back-up glasses, critical medications
- Container of water, nonperishable wrapped snack
- Your out-of-state telephone contact, coins or calling card# for payphone

✓ *AT HOME*

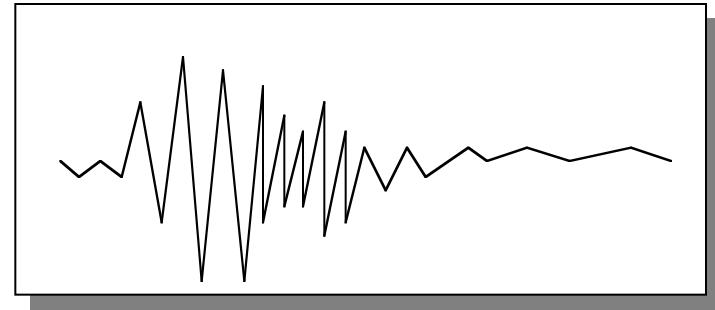
- Flashlight, portable radio and batteries
- First Aid supplies and instructions
- Sturdy shoes (also: keep shoes & a flashlight under the bed)
- Back-up glasses, medications, sanitation supplies
- Fire extinguisher, smoke detectors
- Bottled water (1 gallon/day for people and pets)
- Emergency food for at least 3 days (people and pets)
- Cooking supplies: camp stove/barbecue, can opener, paper plates
- "Space" blankets, extra clothing, waterproof matches
- Special items for infants, elderly or disabled household members
- Tools: crescent wrench, crowbar, shovel, heavy work gloves
- Heavy tape and plastic sheeting
- Out-of-state telephone contact, address book
- Cash, important documents

✓ *IN THE CAR*

- Flashlight, portable radio and batteries
- First Aid supplies and instructions
- Sturdy closed shoes, jacket, socks, umbrella
- Back up glasses
- Container of water and non-perishable snack
- Auto fire extinguisher
- Tools: jumper cables, crowbar, rope
- Flares, lightsticks, weatherproof matches
- Out-of-state telephone contact, coins or calling card



Earthquake Safety for Stanford Faculty and Instructors



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GUIDELINES FOR EARTHQUAKE SAFETY

✓ GET PREPARED BEFORE IT HAPPENS

- ❑ Be familiar with campus emergency procedures. Read emergency information posted in buildings and published in the Stanford Directory. Share safety information with your students and staff.
- ❑ Brace or rearrange your office furniture and equipment to minimize falling hazards.
- ❑ Back-up your data regularly, and keep the disks at a separate location.

✓ WHEN A QUAKE STARTS, TAKE COVER WHERE YOU ARE

- ❑ *If you are teaching, tell students "Earthquake, take cover." Your students will look to you for safety instructions.* Students should drop between the rows of seats or under tables. Instructors should take cover under a podium table if possible, or against a wall.
- ❑ If you are in a hallway, drop to the floor and cover your head and neck.

✓ AFTER AN EARTHQUAKE, RESTORE CALM

- ❑ *After a severe quake, lead students outdoors to the building's Emergency Assembly Point (EAP).* EAPs are evacuation sites in open areas adjacent to campus buildings. Signage inside classrooms and hallways and outdoors note EAP locations.
- ❑ Never use elevators after an earthquake or fire
- ❑ Wait at the EAP for help and instructions
- ❑ Use payphones for personal calls. Campus phones are for

TO REPORT AN EMERGENCY, call

9-911 from campus phones

911 from payphones

286 from Med Center



TO HEAR CAMPUS EMERGENCY BULLETINS, call

725-5555, the Stanford Emergency Information Hotline

REDUCING EARTHQUAKE HAZARDS

✓ IN OFFICES

- ❑ Anchor furniture over 48" high to prevent toppling
- ❑ Move tall furniture away from exits or desks
- ❑ Do not use tall bookcases as room dividers
- ❑ Do not stack bookcases or file cabinets
- ❑ Fasten equipment (e.g., PCs) to prevent falling
- ❑ Move heavy items (boxes, plants, trophies) from high storage to lower areas
- ❑ Use self-locking file cabinets
- ❑ Back-up your research data and keep back-ups at another location

✓ IN LABS

- ❑ Install restraint bars on chemical shelving
- ❑ Install positive latching devices on cabinet doors
- ❑ Close sliding doors when not in use
- ❑ Attach gas cylinders to the wall or lab bench with chains
- ❑ Anchor equipment with special Velcro devices
- ❑ Secure stills with straps and install refrigerator clasp locks
- ❑ Mount animal containers/aquariums or move them to a lower location
- ❑ Segregate acids, bases and solvents from one another
- ❑ Do not keep hazardous materials on mobile carts

✓ AT HOME

- ❑ Rearrange furniture to prevent falling hazards
- ❑ Move beds away from windows, hanging fixtures or plants
- ❑ Move glass framed pictures away from sleeping areas
- ❑ Move furniture that could fall on beds or block exits
- ❑ Anchor tall bookcases, entertainment units, etc. to wall studs
- ❑ Do not use makeshift shelving (e.g. bricks and boards)
- ❑ Brace water heater, air conditioners
- ❑ Use closed hooks to hang pictures, mirrors, and plants
- ❑ Install latches on kitchen cabinets
- ❑ Secure breakable items with earthquake wax products
- ❑ Purchase home fire extinguishers
- ❑ Brace chimneys and roof tiles. Bolt house to foundation
- ❑ Install plastic film on untempered glass