



STANFORD UNIVERSITY

**DEPARTMENT
EMERGENCY PLANNING
GUIDELINES**



**Stanford University Emergency Preparedness Steering
Committee**



DEPARTMENT EMERGENCY PLANNING GUIDELINES

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INTRODUCTION

Emergencies and disasters can happen at any moment---and, they usually occur without warning. When an emergency strikes, our immediate safety and prompt recovery will depend on the existing levels of preparedness among faculty, staff, and students.

Each School and department at Stanford has an important role to play in maintaining the University's emergency preparedness and safety. We are an interdependent community.

At Stanford, Department Emergency Plans are written to provide fundamental support for the general campus Emergency Plan. During a major emergency or disaster, the University Emergency Management Team (EMT) will rely on effective communication between the campus "Emergency Operations Center (EOC)", corresponding "Satellite Operations Centers (SOCs)" in Deans and Vice Presidents' headquarters, and individual campus departments.

Clearly, Department Emergency Plans are an essential building block of the University's emergency response. They are also part of every unit's basic health and safety responsibilities and business continuity planning. Department Emergency Plans outline how an organization will

- ✓ Protect the safety of students, faculty, staff and visitors in the department,
- ✓ Safeguard vital records and resources related to the department's mission, and
- ✓ Coordinate with the University's emergency response and recovery procedures

This "Blue Emergency Handbook" is distributed to every Stanford School and Department to provide a current copy of the University's Emergency Plan, and to offer a model for developing local area contingency plans. The guidelines for Department Emergency Plans will produce comprehensive, yet simple and flexible, procedures that units can apply to a variety of emergency incidents that may occur, including

- ◆ Earthquakes
- ◆ Fires or Explosions
- ◆ Hazardous Materials Releases
- ◆ Extended Power or Utility Outages
- ◆ Floods
- ◆ Mass Casualty Events

Emergencies are classified as Level 1, 2, or 3 at Stanford, according to their severity and potential program impact. (Emergency Levels are defined on pp. 7-8 of the University Emergency Plan).


Materials in this Handbook provide guidance for any emergency level. The guidelines will help department managers identify key emergency roles and responsibilities, plan ahead for safe building evacuations and effective emergency communications, and develop strategies for resuming normal functions after emergency conditions subside.

INTRODUCTION



The manual is divided into three sections:

- A) PREPAREDNESS
- B) RESPONSE
- C) RECOVERY

Each section contains information, checklists and forms (marked with a ) that outline the basic components of these three critical areas. The materials can serve as templates to create a new Department Emergency Plan, or they can be incorporated directly into existing School or Department documents. By keeping emergency preparedness plans in a loose-leaf binder, departments can easily customize or update the contents

The enclosed forms should be adapted or augmented to fit an organization's mission, staffing, relative location(s), or other unique circumstances. For example, an emergency plan in a laboratory science department will address hazardous materials concerns; while an administrative service unit will address client issues.

Whatever form a Department Emergency Plan takes, it should include the unit's policies relating to the emergency "chain of command," a definition of essential personnel and mission-critical functions, staff release-time policies, and internal emergency communications procedures.

The Emergency Plan must be known and understood before an emergency occurs. Department heads should take immediate steps to:

- ◆ Share this important safety information with all faculty, staff, researchers and students annually
- ◆ Brief all new personnel as they join the department
- ◆ Keep multiple copies of the Plan in accessible locations throughout the organization
- ◆ Ensure that managers keep a copy of the Department Plan at home

On-line copies of all of the materials contained in the "Blue Emergency Handbook" are available to facilitate making duplicate copies and annual updates. The URL is:

<http://www.stanford.edu/dept/EHS/prod/general/erprep/plans>

Environmental Health & Safety provides planning consultations, hazard assessments, and safety training to support department emergency preparedness programs. Call 723-0448 for more information.



A) PREPAREDNESS

GETTING ORGANIZED

The first step in building department preparedness is to assemble appropriate human and physical resources to do the job.

Every Stanford School and Department executive should have an “Emergency Coordinator” to help develop and implement their Department Emergency Plan. An Emergency Coordinator must be familiar with the Department’s programs and physical facilities, and should be a person with the management experience and financial authority to:

- ◆ Collaborate with the Department head to develop and maintain the information in the Department Emergency Plan.
- ◆ Recruit a core “Emergency Preparedness Committee” that represents staff, faculty, and principal investigators from the department’s major divisions or locations.
- ◆ Arrange related staff safety education and training.
- ◆ Purchase department emergency supplies and equipment
- ◆ Be ready to support the Department manager during an emergency incident (and be called back to campus if necessary).
- ◆ Be ready to help prepare post-disaster impact summaries and insurance claims
- ◆ Emergency Coordinators whose supervisors serve at the University Emergency Operations Center will also interface with the News-Service as “Information Coordinator” for their area.

Some Schools and Departments already have individuals assigned to coordinate safety functions (for example, areas with active “University Safety Partners”), and may already have broad-based Safety Committees. These units can easily incorporate emergency preparedness planning into their programs.

Both existing and newly formed Emergency Preparedness Committees should consider dividing their members into an Emergency Response Team and an Emergency Recovery Group to handle those specialized activities.



A) PREPAREDNESS

- ✓ The “Emergency Response Team” should be trained to help disseminate emergency instructions, assist evacuations and security, and provide first aid if necessary.
- ✓ “Emergency Recovery Team” should be prepared to document the effects of the emergency and coordinate facility and program restoration, according to priorities identified by the Department executive

SUPPLIES AND EQUIPMENT

Departments will need basic emergency supplies and equipment to be as self-sufficient as possible after an emergency. Department emergency kits will vary in size and composition according to an organization’s structure and function, but all Stanford departments should have the following essentials in an accessible location:

- ✓ First aid supplies, with instructions
- ✓ Flashlights/batteries, approved power strips and extension cords
- ✓ Portable AM/FM radios/batteries
- ✓ Laboratory spill kits
- ✓ Portable emergency water
- ✓ Employee rosters

Several campus departments have developed extensive disaster supplies caches. These resources include such items as megaphones, two-way radios, rescue tools, stretchers, cots, and packaged emergency rations.

Every Stanford manager should encourage employees to keep a personal emergency kit in their work area. These kits should contain the employee’s flashlight, back-up eyeglasses and medications, sturdy shoes, a sweater, a wrapped snack and water packet, and personal emergency contact numbers.

ESTABLISHING EMERGENCY COMMUNICATIONS SYSTEMS

The Stanford Emergency Plan explains that, during an emergency, department heads

- ◆ Ensure that life-safety emergencies are reported to 9-911 (911 from payphones and 286 in the Medical Center)



A) PREPAREDNESS

- ◆ Account for the safety of department personnel
- ◆ Contact appropriate campus emergency response departments for safety or repairs assistance (e.g., Facilities Operations, EH&S)
- ◆ Deliver critical University information and instructions to their constituents
- ◆ Forward disaster impact reports to their respective Deans' or Vice Presidents' Satellite Operations Centers (SOCs) and disseminate SOC disaster instructions

Be certain that your Emergency Plan includes procedures for making critical notifications during business hours and during after hours emergencies.

✓ Establish “telephone trees” and “distribution” voicemail and email lists to initiate rapid emergency notifications. (Be ready to use your web page for making updates during extended incidents).

✓ Create a department “Emergency Hotline” so that faculty, staff, and students can call into your department to hear recorded announcements and instructions about emergency effects on your program

All departments equipped with voicemail can designate a hotline without incurring any additional cost. Contact Communication Services at 5-HELP for more information

✓ Publicize the University Emergency Information Hotlines. Ask your telecommunications coordinator (the “STAR”) to affix a Communications Services’ phone sticker with this important information to every department telephone. (Call 5-HELP to obtain more stickers).

| | |
|--------------------------------------|--------|
| Campus Emergency Information Hotline | 5-5555 |
| Student Information | 7-9000 |
| Hospital Information | 8-8888 |

✓ Keep your Dean’s or Vice President’s Satellite Operations Center (SOC) numbers at-hand.

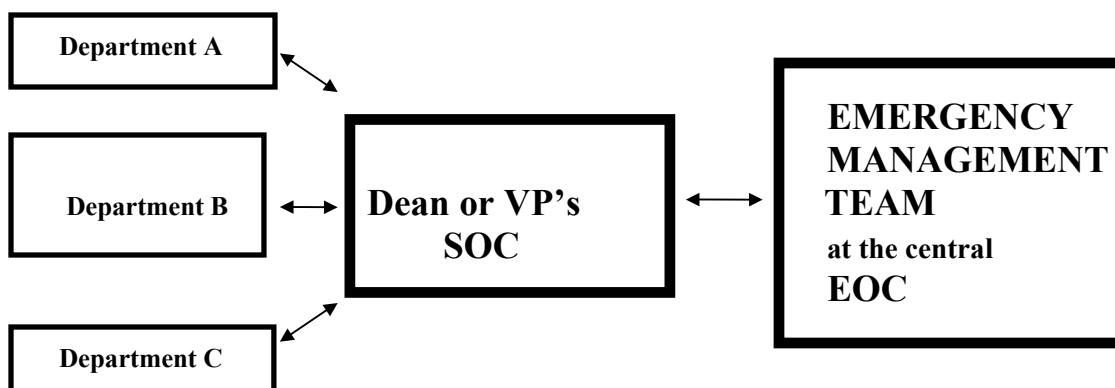


A) PREPAREDNESS

DISASTER COMMUNICATIONS AT STANFORD

During a disaster, campus departments send emergency impact reports to their SOC (Satellite Operations Center), and the SOC transmits the information to the University EOC (Emergency Operations Center). The EOC serves as a central coordination point for deploying resources and information to campus locations.

The flow of information in a disaster is shown below:



PLANNING AHEAD FOR EVACUATIONS

A building evacuation is mandatory whenever a fire alarm sounds, and building occupants should exit immediately. Building evacuations also follow severe earthquakes, after the shaking stops. After a building has been evacuated, occupants must wait for a safety inspection before re-entry.

If a complete campus evacuation and closure is necessary during a disaster, it will be announced and coordinated by the Stanford Emergency Management Team from the EOC (Emergency Operations Center). Campus evacuations will be sequential to maintain safety and avoid traffic gridlock.

Note that it may or may not be necessary to vacate the building during minor Level 1 emergency incidents, or even during some Level 2 events. Occupants in the area may simply be directed to remain on-site and shut down systems, or they may be asked to move to other sectors of their floor or building. In some events (such as extended power outages), evacuations are not necessary unless the incident has generated a hazardous materials incident or immediate health and safety risk. In limited emergencies, wait for evacuation instructions and engage your Emergency Response Team to communicate the information throughout the department.



A) PREPAREDNESS

PREPAREDNESS FOR BUILDING EVACUATIONS

Review evacuation information and responsibilities with faculty, PIs, staff and students.

Conduct evacuation drills annually. Plan evacuation needs with disabled personnel

Plan where to go during an evacuation, and know the routes to get there

Building evacuees go to your department's Emergency Assembly Point (EAP). Stanford has adopted blue signage with this symbol to denote EAP locations:



EAPs are safe outdoor destinations where personnel meet to notify managers of their safety and get emergency information and assistance. All SU buildings have EAPs. They are identified on hallway evacuation signs.

- ✓ See <http://www-leland.stanford.edu/dept/EHS> to review you EAPs
- ✓ Contact the Fire Marshal at 3-0609 for information on site selection.

Know how to announce and implement evacuation

A sample script is: We have a _____ emergency.
Evacuate to _____ (the EAP)
Take your belongings.
Do not use the elevators.

Use your Emergency Response Team to assist with the evacuation.

Know what to do next

Be prepared to account for your personnel.
Know how to obtain and disseminate emergency information and instructions.



A) PREPAREDNESS

REDUCING EXPOSURE TO RISKS AND HAZARDS

The following tips can prevent emergencies from happening in your department, and will certainly mitigate their effects when they do occur.

FIRE PREVENTION

- ◆ Know the location of alarm stations and extinguishers. Know how to use them
- ◆ Leave fire doors closed at all times
- ◆ Clear obstructed corridors, aisles and room exits
- ◆ Use only grounded electrical plugs
- ◆ Limit use of extension cords and multiple outlets
- ◆ Do not use mechanical rooms or utility rooms for storage
- ◆ Do not smoke in University buildings

LABORATORY SAFETY & PREPAREDNESS

- ◆ Maintain a clean work environment
- ◆ Post lab safety work rules, train all personnel
- ◆ Inventory and label chemicals. Do not purchase excess quantities of chemicals
- ◆ Segregate incompatible chemicals. Keep flammables in flammable storage cabinets
- ◆ Keep copies of Material Safety Data Sheets: <http://stanford.edu/dept/EHS/prod/MSDS>
- ◆ Back up cultures and data off-site
- ◆ Investigate emergency power options
- ◆ Install seismic restraints on chemical storage shelves. Latch cabinet doors
- ◆ Anchor equipment, animal containers, and furniture. Avoid high storage of heavy items
- ◆ Chain compressed gas cylinders at 1/3 and 2/3 points
- ◆ Do not store hazardous materials on mobile carts
- ◆ Dispose of chemical waste properly:
- ◆ Call EH&S Chemical Waste Help Line at 5-7520

BEFORE A POWER EMERGENCY

- ◆ Identify and prioritize vital power-dependent functions, operations, and equipment
- ◆ Determine whether you have emergency power outlets (red) in your area. Plan to use them for priority functions only
- ◆ Determine if there is emergency lighting in your area. Keep flashlights available in all work areas
- ◆ Do not overload power strips. Extension cords are for emergency use only
- ◆ Keep offsite duplicates of critical data and cultures



A) PREPAREDNESS

EARTHQUAKE PREPAREDNESS

- ◆ Know how and where to take cover during a quake
- ◆ Anchor bookcases, cabinets, and files over 42". Do not stack furniture
- ◆ Move tall furniture away from exits. Do not use tall furniture as room dividers
- ◆ Secure computers, equipment, and display cases.
- ◆ Store heavy items at floor level
- ◆ Back-up data and sensitive information, store duplicates off-site

Communicate these important preparedness measures to your students, faculty, researchers and staff. Your department's level of readiness for an emergency situation depends not only on having an up-to-date plan document, but also on keeping your constituents aware of their personal responsibility for safety at Stanford.

EMERGENCY PREPAREDNESS PLANNING TEMPLATES FOLLOW...



EMERGENCY ORGANIZATION: TEAM ROSTERS

(SEND A COPY TO YOUR DEAN OR VICE PRESIDENT)

form last revised on _____

EMERGENCY RESPONSE TEAM

| | <i>Room & Bldg.</i> | <i>Office Phone</i> | <i>Home Phone</i> |
|--------------------------------|-------------------------|---------------------|-------------------|
| <i>(Department Chair)</i> | _____ | _____ | _____ |
| <i>(Emergency Coordinator)</i> | _____ | _____ | _____ |
| <i>(Team Members)</i> | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |

EMERGENCY RECOVERY TEAM

| | <i>Room & Bldg.</i> | <i>Office Phone</i> | <i>Home Phone</i> |
|--------------------------------|-------------------------|---------------------|-------------------|
| <i>(Department Chair)</i> | _____ | _____ | _____ |
| <i>(Emergency Coordinator)</i> | _____ | _____ | _____ |
| <i>(Team Members)</i> | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |



EMERGENCY ORGANIZATION: HEADQUARTERS AND SUPPLY LOCATIONS

form last revised on _____

DEPARTMENT EMERGENCY HEADQUARTERS & Alternate Site

Bldg./Rm. _____

Phone _____ Fax _____

EM _____

DEAN'S/VICE PRESIDENT'S "SATELLITE OPERATIONS CENTER (SOC)" & Alternate Site

Bldg./Rm. _____

Phone _____ Fax _____

EM _____

SOC Hotline _____

DEPARTMENT EMERGENCY SUPPLY LOCATIONS

| | Room | Building | Other |
|--|-------|----------|-------|
| First Aid Kit(s) | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| Lab Spill Kit(s) | _____ | _____ | _____ |
| Communications Eqpmt. (megaphones, radios) | _____ | _____ | _____ |
| Other supplies _____ | _____ | _____ | _____ |



EMERGENCY TEAM WALLET CARD TEMPLATE

front panel

| | |
|--|--|
| Stanford University | |
| DEPARTMENT EMERGENCY TEAM GUIDE | |
| Business Hours | Report emergency conditions Alert & instruct Emergency Team Evacuate area if necessary Disseminate instructions Account for personnel Advise emergency responders Update Dean/VP and personnel |
| Afterhours | Contact Dean/VP for status report Record Department Hotline bulletin Alert & instruct Emergency Team |

back panel

| | |
|--|--------------|
| TO REPORT AN EMERGENCY | |
| Police, Fire, Ambulance | 9-911 |
| Payphone | 911 |
| Medical Center | 286 |
| Hazmat Incident | 5-9999 |
| Facilities Operations | 3-2281 |
| EMERGENCY ASSEMBLY POINT (EAP) | |
| _____ | |
| INFORMATION HOTLINES (recorded bulletins) | |
| SU Campus | 725-5555 |
| Student Info | 497-9000 |
| Department Hotline | _____ |
| LISTEN TO KZSU (90.1FM) for campus news bulletins | |

interior folding panel

| | | |
|------------------------------------|----------|-------|
| CRITICAL CONTACTS | | |
| DEAN/VP OFFICE | Ph _____ | |
| Fax _____ | EM _____ | |
| EMERGENCY OPERATIONS CENTER | Ph _____ | |
| Fax _____ | EM _____ | |
| EMERGENCY TEAM | | |
| Name | Campus# | Home# |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| RECOVERY TEAM | | |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |



EMERGENCY COMMUNICATIONS: ESTABLISHING NOTIFICATION SYSTEMS

TO CREATE AN EMERGENCY NOTIFICATION LIST (or “distribution list”) USING STANFORD VOICEMAIL

Call Stanford Voicemail at 723-0000
Enter *Mailbox number, then enter the Password
Press 4 for the Personal Options Menu
Press 2 for Administrative Options
Press 2 for Group Lists
Press 1 to create the list
 Assign a 2-digit number between 11-25 to the list you want to create
 Record a name for the list...e.g., Emergency Response Team
 Enter the mailbox number or spell the name of each person you want on the list
Press 1 to review the names on the list
Press * to exit (the list is saved)

TO SEND A MESSAGE TO A LIST

Call Stanford Voicemail at 723-0000
Enter *Mailbox number (if you are not at your phone). Then the Password
Press 2. Record your message and press #
Enter distribution list number.

TO RECORD AN EMERGENCY BULLETIN ON A DEPARTMENT EMERGENCY INFORMATION HOTLINE

Hotline # =

Note: When you plan your Department Emergency Information Hotline, consider whether you will use an existing phone line, or whether you will install a designated line *Understand that the phone number will play the Emergency Bulletin until it is returned to normal business use.*

INSTRUCTIONS - If you are using an existing mailbox as a Hotline (*)

Call Stanford Voicemail at 723-0000
Enter *Mailbox Number, then enter the Password
Press 4 for the Personal Options Menu
Press 3 for the Greetings Menu
Press 1 to change the Personal Greeting
Follow prompts and record the emergency announcement
To check your recording, Press 4
HANG UP when the message is satisfactory

(*) If you have any questions about the process for using an existing voicemail line as a Hotline, or if you wish to designate a special phone mailbox for the Hotline, contact Communication Services at 5-HELP.



EVACUATION PLANNING FOR PERSONS WITH DISABILITIES

form last revised on _____

List self-identified disabled persons who request evacuation assistance during an emergency. Designate evacuation assistants to wheelchair users to assist them during an emergency.

NAME: _____

Room/Bldg.: _____ Phone: _____

Disability: _____

Instructions _____

NAME: _____

Room/Bldg.: _____ Phone: _____

Disability: _____

Instructions _____

NAME: _____

Room/Bldg.: _____ Phone: _____

Disability: _____

Instructions _____

B) RESPONSE



OVERVIEW

Everyone in a University facility---students, faculty, staff, and visitors---must take appropriate and deliberate action when an emergency strikes a building, a portion of the campus, or entire campus community. Decisive leadership is essential. Follow these important steps when there is an emergency:

- ✓ Confirm and evaluate conditions
- ✓ Report the incident immediately
- ✓ Follow instructions from emergency personnel precisely
- ✓ Depending on the nature and severity of the event, activate
 - ◆ Emergency Response Team
 - ◆ Emergency Recovery Team
 - ◆ Division Managers
 - ◆ All area staff and occupants
- ✓ Issue clear and consistent emergency notifications. Use all available communications tools
 - ◆ If there is no power or telephone systems are not functioning, emergency communications will be profoundly restricted
 - ◆ Stanford will use messengers, radios, cellular phones, and ham radios
- ✓ Coordinate with your Dean or Vice President at the Satellite Operations Center (SOC) during major emergencies or disasters

When an emergency strikes the campus after normal business hours, on weekends or holidays or, if you are off-campus during a major emergency, obtain instructions from your Dean/Vice President. Monitor the Stanford Emergency Information Hotline and media reports.

If you are recalled to campus, be certain that your household safety is assured and that your route to campus is safe and functional. Bring your personal emergency kit and a copy of the department plan to campus.



B) RESPONSE

EMERGENCY RESPONSE ACTIONS

The following are basic instructions for various emergency incidents:

ACCIDENT

Call 9-911 for help. Medical Center-Call 286.

Notify Supervisor, Department Chair
Administer first aid if you are trained to do so
Do not attempt to move a seriously injured person

FIRE

Call 9-911. Medical Center-Call 286.

Activate nearest alarm

Notify Supervisor and staff
Feel doors for heat
 If cool, exit carefully
 If hot, do not open the door. Stay where you are
If you see smoke, crouch near floor as you exit
If you see fire, confine it by closing doors and windows
Use extinguishers on small fires only if safe to do so
 Pull the pin in the handle
 Aim at the base of the fire
 Squeeze nozzle, sweep back and forth

Evacuate DOWNSTAIRS if above first floor

Go upstairs or to roof as last resort only
Never use an elevator during a fire evacuation
Go to the Emergency Assembly Point (EAP)

HAZMAT SPILL

MINOR release in the lab

Follow lab eyewash, rinse or shower procedures
Vacate persons in immediate area if necessary
Clean spill if you have suitable training
Wear protective equipment
Use appropriate kit to contain, neutralize and absorb
Collect, containerize, and label waste
Call 5-7520 (EH&S) for chemical waste pick-up

MAJOR release in the department

Call 5-9999 (24-hr. EH&S emergency number)
Medical Center-Call 286

Report your name, location, phone number, the
 material spilled, possible injuries
Assist injured persons.
Isolate contaminated persons
Avoid contamination or chemical exposure
Close doors or control access to spill site
Alert Supervisor, Department Chair
Communicate critical spill information to responders
Follow evacuation instructions precisely



B) RESPONSE

POWER OUTAGE

Assess the extent of the outage in your area

Report the outage to Facilities Work Control 3-2281

To obtain information about a prolonged outage, call

Stanford Emergency Information Hotline 5-5555

Student Emergency Information Hotline 7-9000

Hospital Emergency Information Hotline 8-8888

School of Medicine Information Hotline 3-SAFE

Help co-workers in darkened work areas move to safe locations

If practical, secure current experimental work, then move it to a safe location. If you move chemicals on carts between floors, get assistance. Hazardous spills are a significant risk during transport.

Keep lab refrigerators or freezers closed throughout the outage.

Unplug personal computers, non-essential electrical equipment and appliances

Open windows for additional light and ventilation

If you are asked to evacuate your building, secure any hazardous materials work and leave the building

Release of personnel by the department executive after an *extended outage* is determined

EARTHQUAKE

Take cover immediately, direct others around you

Under a desk, table, or chair

Between seating rows in lecture halls

Against a corridor wall (cover head and neck)

Outdoors--in open area, away from buildings

Be alert for aftershocks, avoid potential falling hazards

MINOR QUAKE (brief rolling motion)

Restore calm. Examine your area for damage

Report damage/hazardous materials releases

Review safety procedures and kits

Await instructions, evacuations are unlikely

MAJOR QUAKE (violent shaking)

Restore calm. Assist others

Report injuries to 9-911

Report damage to Department head

Evacuate carefully, be alert for aftershocks

Take emergency supplies

Do not use elevators

Meet at Emergency Assembly Point (EAP)

Do not enter buildings until they are examined

Report status to Emergency Operations Center (EOC)

Await instructions, be patient, help others



B) RESPONSE

TO IMPLEMENT AN EVACUATION

These directions will help to make the process effective and safe for you and your staff.

- ◆ **Keep calm. Evaluate the situation carefully.**
- ◆ **Alert Emergency Response Team to assist the evacuation**
- ◆ **Use communications tools that are appropriate for the type of incident and the time of occurrence:**
 - Alarms
 - Phone trees or voicemail broadcast
 - Messengers
- ◆ **Communicate clearly and succinctly**

“We have a _____ emergency.
Evacuate to _____ (the EAP)
Take your belongings, do not use the elevators.”
- ◆ **Check offices, classrooms, labs, restrooms**
- ◆ **Turn equipment off, if possible**
- ◆ **Take emergency supplies and staff rosters, if possible**
- ◆ **Keep exiting groups together**
- ◆ **Account for personnel**

- ◆ **WAIT AT THE EAP FOR FURTHER INSTRUCTIONS**



B) RESPONSE

HOW TO ASSIST PEOPLE WITH DISABILITIES DURING AN EVACUATION

◆ TO ALERT VISUALLY IMPAIRED PERSONS

Announce the type of emergency
Offer your arm for guidance
Tell person where you are going, obstacles you encounter
When you reach safety, ask if further help is needed

◆ TO ALERT PEOPLE WITH HEARING LIMITATIONS

Turn lights on/off to gain person's attention, or
Indicate directions with gestures, or
Write a note with evacuation directions

◆ TO EVACUATE PEOPLE USING CRUTCHES, CANES, OR WALKERS

Evacuate these individuals as injured persons
Assist and accompany to evacuation site if possible, or
Use a sturdy chair (or one with wheels) to move person, or
Help carry individual to safety

◆ TO EVACUATE WHEELCHAIR USERS

Non-ambulatory persons' needs and preferences vary
Individuals at ground floor locations may exit without help
Others have minimal ability to move--lifting may be dangerous
Some non-ambulatory persons have respiratory complications
Remove them from smoke and vapors immediately
Wheelchair users with electrical respirators get priority assistance
Most wheelchairs are too heavy to take down stairs
Consult with person to determine best carry options
Reunite person with the chair as soon as it safe to do so

EMERGENCY RESPONSE TEMPLATES FOLLOW...



REPORT AN EMERGENCY INCIDENT

FIRE---POLICE---MEDICAL AID CALL 9-911
(All life-safety emergencies)

Payphones 911
Medical Center 286

HAZARDOUS MATERIALS RELEASE 5-9999

CAMPUS FACILITIES OPERATIONS 3-2281

HOUSING FACILITIES & SERVICES 5-9854

**MEDICAL CENTER ENGINEERING
& MAINTENANCE 3-5555**

WHEN YOU CALL TO REPORT AN EMERGENCY:

Tell the Operator

- 1. The type of emergency**
- 2. If there are victims**
- 3. The location of the emergency**
- 4. Your name, location, and phone number**

Stay on the phone until the Operator ends the call

During a major emergency or disaster, use the provided DEPARTMENT EMERGENCY FAX FORM to:

- update your Dean or Vice President's SOC
- to send emergency reports to the campus EOC
- *or* to send instructions to your organization's divisions.



TO GET EMERGENCY INFORMATION

1. **Receive bulletins from your Dean or Vice President**
SOC Phone# _____
SOC Hotline# _____

2. **Call Emergency Hotlines**
SU Emergency Information Hotline 5-5555
Student Information Hotline 7-9000
Hospital Information Hotline 8-8888

This department's hotline is _____

3. **Read emergency announcements and updates posted on the Stanford Home Page**
<http://www.stanford.edu>

4. **Listen to KZSU (90.1FM) for Stanford emergency bulletins**

5. **Listen to community Emergency Alert System (*) radio stations**
KCBS 740 AM
KGO 810 AM

(* formerly known as the Emergency Broadcast System)

6. **Follow televised reports**

Please:
DO NOT CALL 9-911 or Stanford Public Safety to get information. These lines are only for reporting life safety emergencies.



DEPARTMENT EVACUATION ROUTES

✓ **INSERT A COPY OF YOUR EVACUATION MAP HERE**

These maps are posted in building hallways. Be certain that you indicate your department's "Emergency Assembly Point (EAP)" on the map. EAP information, and extra copies of the evacuation poster may be obtained from the Stanford Fire Marshal, at 3-0609

**This department's Emergency Assembly Point is
at _____**



C) RECOVERY

DOCUMENTING EMERGENCY OUTCOMES

Once the safety and status of your staff has been assured, and emergency conditions have abated, assemble your Emergency Recovery Team to begin the restoration of the department's programs. Your Team's earlier work on defining critical mission-critical operations and staffing will be a starting point for the recovery process.

It will be important to begin a timely and comprehensive assessment of the emergency's physical and operational effects. Plan ahead for how you will collect this important impact information.

Your Dean or Vice President will need ongoing status reports from your unit during the emergency to estimate when your program can be fully operational and to identify special facility, equipment, and personnel issues or resources that will speed business resumption

The University may need detailed facilities data for the area to estimate temporary space reallocation needs and strategies

Most insurance and FEMA assistance claims will require extensive documentation of damaged facilities, lost equipment and resources, and special personnel expenses. Workers' Compensation claims may arise if there are injuries in your department.

All of your documentation on emergency impacts should be coordinated with your Dean or Vice President. The following forms provide formats for summarizing this crucial information.

Take note that you should also plan to photograph or videotape facility or equipment damage in your department to provide a visual supplement for the written impact data.

It is very important that you record the emergency's physical effects before you clean your area or make repairs.

EMERGENCY RECOVERY TEMPLATES FOLLOW...



Stanford University

SUMMARY: DEPARTMENT EMERGENCY STATUS

DATE _____

PAGES IN THIS REPORT

TIME _____ (a.m. / p.m.)

TO: _____ (Dean/Vice President/Vice Provost)

_____ SOC site

FAX: _____ Ph: _____

FROM: _____ (Department Head)

_____ Dept/Bldg

FAX: _____ Ph: _____

CURRENT OPERATIONAL SITUATION

Immediate facility and space needs

Urgent equipment requirements to become operational

Critical personnel issues



RECOVERY: DETAILED SPACE ASSESSMENT

Use this form to describe damage to utilities, fixtures, ceilings, walls, floors, windows, etc. on each floor of your Department's building(s). Send the information to the Dean/Vice President/Vice Provost with a signed cover memo from the Department head or person currently in charge.

DEPT/BLDG _____ **ROOM** _____

DAMAGE _____

DEPT/BLDG _____ **ROOM** _____

DAMAGE _____

DEPT/BLDG _____ **ROOM** _____

DAMAGE _____

DEPT/BLDG _____ **ROOM** _____

DAMAGE _____

page ____ of ____



RECOVERY: DETAILED *EQUIPMENT* ASSESSMENT

Use this form to describe all damaged furnishings, office-laboratory-research equipment, and materials expended during the emergency. Send the information to the Dean/Vice President/Vice Provost with a signed cover memo from the Department head or person currently in charge.

DEPT/BLDG _____ ROOM _____

Item _____ Manufacturer _____

Model# _____ SU Inventory# _____ Original Cost _____

Damage description _____

Est. repair \$ _____ Est. replacement \$ _____

DEPT/BLDG _____ ROOM _____

Item _____ Manufacturer _____

Model# _____ SU Inventory# _____ Original Cost _____

Damage description _____

Est. repair \$ _____ Est. replacement \$ _____

DEPT/BLDG _____ ROOM _____

Item _____ Manufacturer _____

Model# _____ SU Inventory# _____ Original Cost _____

Damage description _____

Est. repair \$ _____ Est. replacement \$ _____

page ____ of ____



RECOVERY: DETAILED *PERSONNEL* IMPACTS

Use this form to describe the emergency's impact on staffing. Describe personnel issues related to program resumption. Document employee overtime related to your emergency response and recovery. Send the information to the Dean/Vice President/Vice Provost with a signed cover memo from the Department head or person currently in charge.

Summary: EMERGENCY IMPACTS TO DEPARTMENT STAFFING

| |
|--|
| |
| |
| |
| |

LIST: STAFF OVERTIME HOURS RELATED TO THE EMERGENCY and emergency duties performed. Include data for temps hired for emergency recovery

Name _____ Employee # _____

Job Title _____

Hourly Rate _____ OT Rate _____ Benefits % _____

| <u>Date(s) Worked</u> | <u>Hours</u> | <u>Duties Performed</u> |
|-----------------------|--------------|-------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Name _____ Employee # _____

Job Title _____

Hourly Rate _____ OT Rate _____ Benefits % _____

| <u>Date(s) Worked</u> | <u>Hours</u> | <u>Duties Performed</u> |
|-----------------------|--------------|-------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

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