

Summary of the Stanford University Campus Emergency Plan

The Stanford University Campus Emergency Plan provides a management framework for responding to major emergencies that could threaten the health and safety of the University community, or disrupt its programs and operations. The Plan uses an all hazards approach to address a variety of events including earthquakes, fires, explosions, hazardous materials releases, extended power outages, floods, or mass casualty events.

Emergency response actions are guided by Stanford's overriding emergency goals, to:

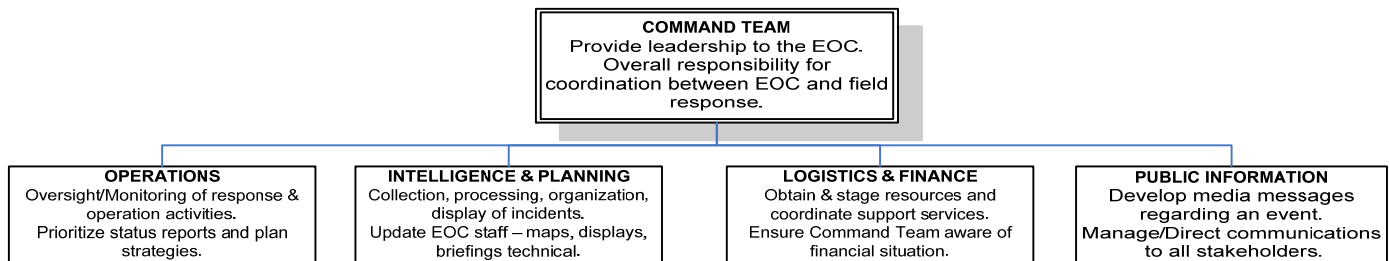
- Protect life safety
- Secure our critical infrastructure and facilities
- Resume the teaching and research program

An emergency event at Stanford may be designated as a Level 1, Level 2, or Level 3 event:

- Level 1** = A minor incident that is quickly resolved with internal resources or limited help. The Campus Emergency Plan is not activated.
- Level 2** = A major emergency which impacts sizable portions of the campus, and may affect mission-critical functions or life safety. Elements of the Campus Emergency Plan are activated.
- Level 3** = A disaster that involves the entire campus and surrounding community. The Campus Emergency Plan is activated.

The Campus Emergency Plan establishes an **Emergency Management Team (EMT)** to ascertain the scope of an incident. The Team establishes response strategies and tactics, deploys resources, and initiates the emergency recovery process. The Emergency Management Team is lead by the President and the Provost and follows Incident Command System (ICS) protocols. During a Level 2 event, an operational subset of the EMT, known as the Situation Triage & Assessment Team (STAT), determines the magnitude of the emergency and coordinates its resolution. The Incident Commander of the STAT team varies based on the type of event. (i.e. EH&S leads HazMat incidents; Land, Buildings & Real Estate leads utility failures; etc.)

STANFORD EMERGENCY MANAGEMENT TEAM



The Emergency Management Team and various support personnel staff the Emergency Operations Center (EOC). The EOC gathers emergency intelligence from University Department Operations Centers and the Hospital Command Center then distributes emergency resources and information to these local emergency headquarters.

Stanford **Department Operations Centers (DOCs)** are the pivotal university unit for gathering and disseminating emergency information in support of the EOC activities. DOCs have written emergency plans for mitigation, emergency preparedness, response, and recovery. DOCs coordinate the collection of damage assessments from their respective departments and buildings. DOCs are also responsible for recruiting volunteers for the Stanford Community Emergency Response Team (SCERT) and Building Assessment Team (BAT) programs.

DOCs work with the University Fire Marshal to establish outdoor **Emergency Assembly Points (EAPs)** for emergency evacuations of occupants of their buildings. Every Stanford building has a posted EAP site. The EAP map is located on the EH&S website at ehs.stanford.edu.

Stanford Community Emergency Response Team (SCERT) volunteers are resources who may be used when emergency services are not available during a disaster. SCERT members report to and are deployed by the Department of Public Safety. Training includes disaster preparedness, fire safety, disaster medical, and light search and rescue. Members are taught to do the greatest good for the greatest number of victims, while protecting themselves from becoming a victim. This training is based on the standard Community Emergency Response Team (CERT) program developed by the Federal Emergency Management Association (FEMA).

Building Assessment Team (BAT) volunteers support the University's earthquake disaster response. BAT volunteers report to and are deployed through their respective DOC. Volunteers are trained to evaluate earthquake damage to building exteriors and are authorized to post preliminary safety signs on buildings based on their observations. DOCs gather this preliminary information and relay it to the Emergency Operations Center. Final determinations of earthquake damage are made by the University's structural Engineers who are deployed by the EOC.

There are currently 24 **Department Operations Centers**: Six are in operational areas and have specific emergency response or specialized emergency service responsibilities, the remaining 18 are in Academic/Administrative units. Operational DOCs plans indicate how the units will provide specific emergency aid for the campus---such as safety assessments, search and rescue, repairs, sheltering, counseling, and other support.

OPERATIONAL DOCS

Department of Public Safety
 Environmental Health & Safety
 Information Technology Services
 Land, Buildings & Real Estate
 Residential & Dining Enterprises
 Vaden Health Center

ADMINISTRATIVE & ACADEMIC DOCS

Alumni & Development Offices
 Athletics
 Business Affairs
 Dean of Research
 Engineering
 Graduate School of Business
 Hoover Institution
 Law School
 Libraries
 President & Provost Offices
 School of Earth Sciences

School of Education
 School of Humanities & Sciences
 School of Medicine
 Stanford Campus Residential Leaseholders
 Stanford Management Company
 SLAC National Accelerator Laboratory
 Student Affairs

PARTNER EOCS

Hospital Command Center

Department plans are developed in each Stanford business unit. These documents outline strategies for protecting department personnel and programs, resuming business functions after a disaster, and coordinating with their Department Operations Centers.

The University maintains **Emergency Information Hotlines**, an **Emergency Website**, a mass notification system, and a siren system to provide instructions and bulletins to faculty, staff, students and the Stanford community. DOCs and departments also use hotlines and call trees to provide information to their constituents.

University Emergency Information Hotline	650-725-5555
Out of State	800-89SHAKE
International	01-602-241-6769
Student Information Line	650-497-9000
Parent Hotline	650-725-0649
Hospital Hotline	650-498-8888
SLAC Hotline	877-447-7522
Emergency Website	emergency.stanford.edu

AlertSU is the Stanford University emergency notification system for faculty, staff, students and other members of the Stanford community. It delivers time-sensitive emergency notifications via voice mail, email and text-messaging to all members of the Stanford community. A system of seven sirens placed throughout university lands is used in conjunction with the mass notification system. When an event occurs, emergency management personnel respond, assess the situation, and determine whether a mass notification is appropriate. For more information on the system and to find out how to manage your data in AlertSU, please see alerts.stanford.edu.

Stanford's emergency documents include the Campus Emergency Plan and the Pandemic Influenza Plan. The Campus Emergency Plan contains guidance for Deans and Vice Provosts, Department Operations Centers, and Departments. An **Emergency Management Steering Committee** reviews Stanford's emergency plans and meets regularly to provide general oversight for related policies and procedures. Stanford evaluates the Campus Emergency Plan by conducting table-top, functional, and full-scale exercises.

All of the University's emergency preparedness rests on the premise that individuals will also prepare in advance for emergencies and disasters...whether they are at work or at home when the incident occurs. Are you ready? If you would like more information on emergency preparedness, visit the EH&S Emergency Preparedness website at ehs.stanford.edu/general/erprep/.