



Stanford University
Environmental Health & Safety

EMERGENCY PREPAREDNESS

for Students, Faculty, Staff, and Visitors



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Emergencies or disasters can happen any time, and they usually occur without warning. When an emergency (such as a fire, earthquake, hazardous materials release or outage) strikes at Stanford, our safety and prompt recovery will depend on existing levels of preparedness and a thoughtful response among students, faculty, staff and visitors. Please read the information in this brochure carefully, and make it part of your personal emergency plan.

How To Prevent Campus Emergencies and How To Protect Your Own Safety

✓ FIRE PREVENTION

- ❑ Note the location of alarms 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

✓ EARTHQUAKE PREPAREDNESS

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

✓ LABORATORY SAFETY

- ❑ Maintain a clean work environment
- ❑ Post lab safety work rules, train all personnel
- ❑ Inventory and label chemicals. Segregate incompatibles
- ❑ Keep flammables in flammable storage cabinets
- ❑ Do not block access to eyewashes, showers, or fire extinguishers
- ❑ Keep copies of Material Safety Data Sheets. (See <http://goddard.stanford.edu/msds>)
- ❑ Back up cultures and data off-site
- ❑ Investigate emergency power options
- ❑ Install seismic restraints on chemical storage shelves
- ❑ Anchor equipment and furniture. Latch cabinet doors. 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 Chem Waste Help Line at 5-7520)

Know What To Do When An Emergency Occurs

✓ ACCIDENT

- ❑ Call 9-911(911 from non-SU phones, 286 from Med Center)
- ❑ Administer first aid if your are trained to do so
- ❑ Do not attempt to move seriously injured persons

✓ FIRE

- ❑ Call 9-911(911 from non-SU phones, 286 from Med Center)
- ❑ Activate nearest alarm.
- ❑ 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 the floor as you exit
- ❑ If you see fire, confine it by closing doors and windows
- ❑ Use extinguishers on small fires only if it is safe to do so
- ❑ Pull the Pin, aim at the base of the fire
- ❑ Squeeze the nozzle, sweep back and forth
- ❑ Never use an elevator during a fire evacuation
- ❑ Go outdoors to the Emergency Assembly Point (EAP)

✓ EARTHQUAKE

- ❑ Take cover immediately. Do not run or panic
 - Under a desk, table or chair
 - Between seating rows in classrooms
 - Against a corridor wall
 - Outdoors – away from falling hazards
- ❑ Expect aftershocks
- ❑ MAJOR QUAKE (violent motion)
 - Restore calm. Assist others
 - Report injuries or fires to 9-911(911 from non-SU phones, 286 from Med Center)
 - Report damage to department head
 - Evacuate carefully
 - Take emergency supplies
 - DO NOT USE ELEVATORS
 - Meet at Emergency Assembly Point (EAP)
 - Do not enter buildings until they are examined
 - Await instructions, be patient, help others
- ❑ MINOR SHAKE (brief rolling motion)
 - Restore calm. Examine your area for damage
 - Report damage/hazardous releases

Know What To Do When An Emergency Occurs, Cont.

☑ HAZARDOUS MATERIALS SPILL

- ☐ MINOR release in the lab
 - Follow 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. For chem waste pick-up, call EH&S 5-7520
- ☐ MAJOR release in the department
 - Call 5-9999(24 hrs.) to report the spill.
 - (Med Center, call 286)
 - Assist injured persons. Isolate contaminated persons
 - Close doors or control access to spill site
 - Alert Supervisor or Department Chair
 - Follow evacuation instructions precisely

☑ POWER OUTAGE

- ☐ Assess the extent of the outage in your area
- ☐ Report the outage to Facilities Work Control 3-2281
- ☐ Help persons in darkened work areas move to safety
- ☐ If practical, secure current experimental work, then move it to a safe location. Get assistance- hazardous spills are a significant risk during transport
- ☐ Keep lab refrigerators/freezers closed during the outage
- ☐ Unplug personal computers and non-essential equipment
- ☐ Open windows for additional light and ventilation
- ☐ If asked to evacuate, secure any hazardous materials
- ☐ Release of personnel after an extended outage is determined by the department executive

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, non-perishable wrapped snack
- Your out-of-state telephone contact, coins or calling card

✓ AT HOME

- Flashlight, small 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: campstove/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 workgloves
- 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

Emergency Wallet Card

The Emergency Wallet Card provides emergency instructions, contact information, and emergency hotline numbers for use during emergency situations. Please cut out this card, complete the personal information section, and carry it with you at all times.

EMERGENCY INFORMATION

FIRE-POLICE-MEDICAL EMERGENCY	9-911
Payphones or SLAC	911
Medical Center	286
(Outdoor Blue Tower Phones will automatically reach 911 Operator)	
Hazardous Materials Incident	5-9999
Sexual Assault, Response & Recovery Team	5-9955
Escort Service	5-SURE
Safe Transportation	5-STOP
EMERGENCY INFORMATION HOTLINES (Call to hear recorded emergency bulletins)	
University Announcements	5-5555
Student Information	7-9000
Hospital Bulletins	8-8888
My Department Hotline	

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	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. 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).
- EAPs are adjacent to every SU building.
- 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