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 utilities 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.

**EMERGENCY PREPAREDNESS FOR STUDENTS, FACULTY, STAFF, & VISITORS**

**HOW TO PREVENT CAMPUS EMERGENCIES & 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.

**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.
- 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 725-7520)

**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.

**AT HOME**
- Flashlight, portable radio and batteries.
- First aid supplies and instructions.
- Sturdy closed shoes.
- Extra glasses, critical medications.
- Container of water and non-perishable snack.
- Out-of-state telephone contact, coins or calling card.

**IN THE CAR**
- Flashlight, portable radio and batteries.
- First aid supplies and instructions.
- Sturdy closed shoes, jacket, socks, umbrella.
- Extra glasses.
- Container of water and non-perishable snack.
- Auto fire extinguisher.
- Tools: jumper cables, crowbar, rope.
- Flares, light sticks, weatherproof matches.
- Out-of-state telephone contact, coins or calling card.

**EMERGENCY KIT CONTENTS**

**FOR WORK**
- Flashlight, portable radio and batteries.
- First aid supplies and instructions.
- Sturdy closed shoes.
- Extra glasses.
- Container of water and non-perishable snack.
- Out-of-state telephone contact, coins or calling card.

**AT HOME**
- Flashlight, portable radio and batteries.
- First aid supplies and instructions.
- Sturdy shoes (also keep shoes & a flashlight under the bed).
- Extra glasses, medications, sanitation supplies.
- Fire extinguisher.
- Bottled water (1 gallon/person or pet/day).
- Emergency food for at least 3 days (people and pets).
- Cooking supplies: camp stove/barbecue, manual can opener, paper plates, utensils.
- "Space" blankets, extra clothing, waterproof matches.
- Special items for pets, infants, elderly or disabled household members.
- Tools: adjustable wrench, crowbar, axe, shovel, broom, heavy work gloves.
- Staple gun, heavy tape, plastic sheeting for windows.
- Out-of-state telephone contact, address book.
- Cash (including small bills and coins).
- Important documents (insurance, bank, real estate).

**EMERGENCY COMMUNICATIONS**

Depending on what is appropriate for the situation, information will be available through the following:
- Notices posted on the campus emergency website (https://emergency.stanford.edu) or emergency information hotlines (650-725-5555, 800-89SHAKE).
- Messages broadcast on KZSU 90.1FM or our outdoor warning system.
- Alerts communicated through our AlertSU mass notification tool, via phone, email, and text messaging.
- To keep your AlertSU contact information up to date, go to http://stanfordyou.stanford.edu (faculty/staff) or http://axess.stanford.edu (students).

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## WHAT TO DO WHEN AN EMERGENCY OCCURS

### ACCIDENT
- Call 9-911 (911 from non-SU phones, 286 from Med Center)
- Administer first aid if you 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)

### 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 spill
- Collect, containerize and label waste. For chem waste pick-up, call EH&S 725-7520

**MAJOR release in the department**
- Call 725-9999 (Med Center, call 286) to report the spill.
- Assist injured persons
- Isolate contaminated persons
- Close doors or control access to spill site
- Alert Supervisor or Department Chair
- Follow evacuation instructions precisely

### EARTHQUAKE
- Do not run or panic
- Take cover immediately
  - 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
- Go outdoors to the 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

### 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 spill
- Collect, containerize and label waste. For chem waste pick-up, call EH&S 725-7520

**MAJOR release in the department**
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