Mental Preparation for Emergency’s

As the go-to person for any given production, it is important to think about what you should do when things do not go as planned. Preparing for an emergency is simply asking yourself ‘what if…’ and then being able to answer the question. Below are some questions you should ask yourself:

1. Where is the nearest fire extinguisher?
2. What is the address of the place you are in? (See below)
3. What is your communication plan that you developed with the Stage Manager/ House Manager?
4. Where are the emergency exits and are they cleared?
5. Where is the first aid box?

Important Stanford Contact Information

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>Dial 911 or 9-911 (on-campus phones)</td>
</tr>
<tr>
<td>Campus Security</td>
<td>650-723-9633</td>
</tr>
<tr>
<td>Custodial</td>
<td>650-723-7888</td>
</tr>
<tr>
<td>Facility Emergency</td>
<td>650-723-2281</td>
</tr>
</tbody>
</table>

Technical Supervisors (Call as soon as you are able)

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ross Williams</td>
<td>650-740-3933</td>
</tr>
<tr>
<td>Erik Sunderman</td>
<td>408-318-1907</td>
</tr>
</tbody>
</table>

** Please contact Supervisors in any emergency or incident**

Stanford Theater Addresses

**Pigott Theater**
Memorial Auditorium
551 Serra Mall (on Memorial Way)
Stanford CA, 94305
(West side of Memorial Auditorium)

**Prosser Studio**
Memorial Auditorium
551 Serra Mall (on Memorial Way)
Stanford CA, 94305
(2nd Level Enter on the North side of Memorial Auditorium)

**Memorial Auditorium**
551 Serra Mall
Stanford CA, 94305

**Nitery Theater**
520 Lasuen Mall (Old Union)
Stanford CA, 94305

**Roble Gymnasium**
375 Santa Teresa Street
Stanford CA, 94305