



## Emergency Orientation

- Identify your Building's Emergency Assembly Point (EAP)
- Walk through two evacuation routes from your work area to your EAP
- Review the following Evacuation Expectations:
  - Cease all work immediately upon notification of the event, (either by alarm annunciation or direct notification)
  - Shut down critical equipment in the area, if possible, without placing yourself or your work/research at risk
  - Take essential personal belongings (keys, wallet, eyeglasses, medications, etc.) and your emergency kit
  - Close doors but do not lock them.
  - Proceed to the nearest stairwell (noting any injuries, hazards or personnel remaining in the building) - DO NOT attempt to use elevators
  - Go to the floor of the building that exits to street level and exit the building immediately
  - Report to your Emergency Assembly Point
  - Check in with your Response Team Member to be accounted for and to report any issues
  - Keep entrances, sidewalks, driveways and fire lanes clear
  - Do not re-enter the building until you have been notified that it is safe to do so by Emergency Response Personnel, Security or the Drill Coordinator – DO NOT enter the building simply because the alarm has been silenced!
- Identify locations of nearest fire alarm pulls and fire extinguishers
- Identify locations of emergency and first aid kits
- Identify locations of spill kits (Laboratories)
- Verify the emergency number for your work area (286, 211, 9-911, 911)
- Program the Security Dispatch number into your cell phone (650) 723-7222
- Review your Emergency Instruction Card and add your specific information (cards are available from Security or SoM Health and Safety Programs)
- Go in to StanfordYou and enter your emergency contact information (while you are there, verify that your directory information is up to date)
- Bookmark our website for up to date emergency information – <http://med.stanford.edu/somsafety/>