

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

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.

## 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

### 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://ehs.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 725-7520)

## EMERGENCY KIT CONTENTS

### FOR WORK

- 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

### 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).

**BUT DO YOU KNOW WHAT TO DO WHEN SOMETHING HAPPENS?**

# 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



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