Reserving space in the ILC Project Classroom LK005 is dependent upon completion of this form. Failure to follow the procedures may result in future permission to use the labs being withdrawn. It is the responsibility of the Stanford Sponsor and the session coordinator to ensure that all of the following procedures are addressed during the session.

**Emergency Response Procedures and Information**

**General:**
1. The course coordinator must review these procedures with the class participants at the beginning of each session.
2. The LKSC Assembly Point (EAP) is the herb garden in the front of the LKSC. Map to LKSC EAP is posted on the door.
3. The course coordinator must establish specific procedures if there is a person with limited mobility in the course. Call 723-0110 for information and guidance.
4. Emergency wall lights located in all ILC rooms and hallways also serve as flashlights in the event of a power outage.

**In case of Earthquake:**
1. All persons must get under their table and wait for the shaking to stop.
2. After the shaking stops all persons must proceed calmly to the LKSC Building EAP.
3. The session coordinator must account for all persons in the course at the EAP.
4. If a person cannot be accounted for they must be assumed to still be in the building and reported to the School's Satellite Operations Center (SOC) in the Medical School Office Building (Room X-169) or alternate location.

**In case of Fire:**
1. Pull one of the fire alarm pull stations. Use fire extinguishers only if you have been trained to do so.
2. All participants and the session coordinator must proceed calmly to the EAP.
3. Call 286 and make yourself available to the Security Officer that reports. If your location is in the hospital call (650)723-7222 from your cellular phone. Program this number into your phone.

**In case of Medical Emergency or Injury:**
1. Call 286 using the room phones. You will be connected to the 911 Emergency Dispatcher and a Security Officer will respond.
2. Follow the direction of the Security Officer and remain available until medical help arrives.
3. Emergency First Aid Kits are located at ILC reception desk, LK 083 (Faculty break room), LK038 (SP Admin), and LK048 (SP Green room).
4. All incidents must be reported on the Stanford SU-17 form.

**LK005 Project Classroom Safety Rules and Procedures**

1. **Food and Beverages or Cosmetic Application are not permitted** in the Project room during the demonstration or examination of materials with chemical or biologic hazards.
2. **Food, Beverages and Cosmetic Application are permitted** when not demonstrating or examining materials with chemical or biologic hazards, following cleaning and disinfecting of all surfaces. Please note: State and Federal law prohibit eating, drinking and applying cosmetics when blood is present.
3. No live or whole animals may be used in the ILC Project Classroom LK005.
4. Review the Medical Waste Disposal poster and refer to it as necessary.
5. Sharps of any kind must be disposed in the sharps containers provided in the labs.
6. **Unfixed** food product must be disposed as “Path Waste” in a black bag. Used toweling should also be placed in the black bag. Anyone bringing such materials into the Labs is responsible for organizing disposal at the Veterinary Service Center (RAF). Call 498-5080 or xt. 3-3876 for additional information. See ILC Food Use Policy http://med.stanford.edu/irt/edtech/policies/.

**Session Coordinator or Sponsor Certification**

I have read and understand the above information and agree to conduct myself, and the session for which I am responsible, according to it.

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**Print Name**

**Signature (no ‘per’ signature)**

**Date**

**Stanford phone #**