

# **SCHOOL OF MEDICINE DEPARTMENT EMERGENCY PLAN**

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## **SCHOOL OF MEDICINE – OVERVIEW**

The primary missions of the School of Medicine are teaching, research in the field of medicine and clinical care. We have over 60 departments that include over 900 faculty, nearly 2,000 staff, 1,000 post doctoral fellows, more than 150 research associates and almost 800 students in the MD, Ph.D. and MS programs.

Protecting and preserving the academic and research missions involves extensive emergency planning at the University, School, Hospital, and within each department.

## **PURPOSE OF PLAN**

The purpose of the Plan is to provide a framework for Emergency Planning. This Plan establishes guidelines and procedures to allow the School of Medicine (SoM) to effectively respond to any emergency. The Plan was written in compliance with the Stanford University Campus Emergency Plan, and will be reviewed annually.

## **EMERGENCY POLICY**

The School of Medicine’s emergency policy is to be as prepared as reasonably possible for potential emergencies so that response to and recovery from an emergency takes place smoothly and efficiently.

The School actively prepares for emergencies by developing new and updating existing emergency response and recovery plans within the School and its departments.

## **EMERGENCY PRIORITIES:**

1. Protect Life Safety
2. Protect research animals and materials
3. Secure critical infrastructure and facilities
4. Support the resumption of the teaching, research, and administrative programs

## **EMERGENCY ORGANIZATION**

The University Plan establishes a central campus coordinating body at the campus Emergency Operations Center (EOC). The campus is organized into Satellite Operations Centers (SOC’s), which coordinate local emergency operations and report to the central campus EOC. The SoM SOC coordinates emergency response for the SoM.

## **RISK ASSESSMENT**

The hazards that face Stanford University School of Medicine are:

Earthquakes	Fires or Explosions	Terrorist Incidents
Hazardous Materials Releases	Extended Power Outages	Workplace Violence
Floods	Mass Casualty Events	Other Surprises

## LEVELS OF EMERGENCY

The SoM uses the three levels of Emergency Conditions established in the University *Plan*:

- **Level 1** - A Minor Incident that is quickly resolved with internal resources or limited assistance.
  - The *Emergency Plans* are not activated.
  
- **Level 2** - A Major Emergency that impacts sizable portions of the campus or may impact mission-critical functions or life safety:
  - The University *Emergency Plan* is activated and the University EOC may be opened.
  - The SoM SOC may be opened at the request of the University. The SoM SOC may also be opened if the emergency impacts the School of Medicine and the *Emergency Plans* for the areas impacted will be activated.
  - Depending on the scope of the activation, members of the SoM Emergency Organization will be mobilized to the extent required and report to their duty stations.
  
- **Level 3** - A Disaster that involves the entire campus and surrounding community.
  - The University and SoM *Emergency Plans* are activated and the Emergency Facilities are opened.
  - A full activation will mobilize all members of the SoM Emergency Organization who will report to their duty stations.
  - In the case of an earthquake large enough to shake books off a shelf, the members of the Emergency Organization should self-activate and report to their duty stations.

## SCHOOL OF MEDICINE SATELLITE OPERATIONS CENTER (SOC)

During a Level 2 emergency involving the SoM and any Level 3 emergency, the School will open its Satellite Operations Center. The SOC is located in Conference Room X-169 in the Medical School Office Building (MSOB), or an alternate or field location if MSOB is unavailable.

## DEPARTMENT & BUILDING EMERGENCY RESPONSIBILITIES

Departments are responsible for maintaining their own Department Emergency Response Plan. The departments will update their plans a minimum of once per year or at the request of the Health & Safety Programs Office. If the Emergency Coordinators, Building Response Team Members or Recovery Team Members for a department changes, the department is responsible for notifying the SoM Health & Safety Programs Department immediately.

- DFA
  - Responsible for managing and coordinating the emergency preparedness process for their department
  
- Department Emergency Coordinator (DFA or designee)
  - Point person for Department Emergency Plan
  - Lead Department Preparedness Efforts
    - Ensuring the Plan is up to date
    - Hazard assessment
    - Critical Equipment identification and protection plans
    - Animal population protection plans
    - Data preservation plans
    - Specimen preservation plans
      - Freezer management program
      - Off-site storage of duplicate cell cultures
    - Creation of building evacuation rosters and department contact lists
    - Ensure department staff are trained - all employees are expected to be familiar with their Department Emergency Plan and their building evacuation procedures
  - Create and maintain a department communication plan
    - Hotline
    - Website
    - Email
  
- Building Response Team members (Volunteers or designated by departments within each building)
  - Help disseminate emergency preparedness and response instructions
  - Assist during evacuations
  - Assist with building re-entry
  - Provide first aid if necessary
  - Be familiar with Department Emergency Plans – especially hazards
  
- Department Recovery Team members (Designated by each department)
  - Document the effects of the emergency on Department:
    - Personnel
    - Space
    - Equipment
    - Data
    - Research
  - Coordinate facility and program restoration
  - Track emergency costs

## REDUCING EXPOSURE TO RISKS AND HAZARDS

The following tips can prevent emergencies from happening in your department, and will certainly mitigate their effects when they do occur.

### FIRE PREVENTION

- ◆ Know the location of alarm stations 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 & PREPAREDNESS

- ◆ Maintain a clean work environment
- ◆ Post lab safety work rules, train all personnel
- ◆ Inventory and label chemicals. Do not purchase excess quantities of chemicals
- ◆ Segregate incompatible chemicals. Keep flammables in flammable storage cabinets
- ◆ Keep copies of Material Safety Data Sheets:
- ◆ Back up cultures and data off-site
- ◆ Investigate emergency power options
- ◆ Install seismic restraints on chemical storage shelves. Latch cabinet doors
- ◆ Anchor equipment, animal containers, and furniture. 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 Chemical Waste Help Line at 725-7520 for pick-ups

### BEFORE A POWER EMERGENCY

- ◆ Identify and prioritize vital power-dependent functions, operations, and equipment
- ◆ Determine whether you have emergency power outlets (red) in your area. Plan to use them for priority functions only
- ◆ Determine if there is emergency lighting in your area. Keep flashlights available
- ◆ Do not overload power strips. Extension cords are for emergency use only
- ◆ Keep offsite duplicates of critical data and cultures

### EARTHQUAKE PREPAREDNESS

- ◆ Know how and where to take cover during a quake
- ◆ Anchor bookcases, cabinets, and files over 42". Do not stack furniture
- ◆ Move tall furniture away from exits. Do not use tall furniture as room dividers
- ◆ Secure computers, equipment, and display cases.
- ◆ Store heavy items at floor level
- ◆ Back-up data and sensitive information, store duplicates off-site

\*\*Communicate these important preparedness measures to your students, faculty, researchers and staff. Your department's level of readiness for an emergency situation depends not only on having an up-to-date plan document, but also on keeping your constituents aware of their personal responsibility for safety at Stanford.

## EMERGENCY RESPONSE ACTIONS

### ACCIDENT

#### Medical Center Call 286; Other Areas Call 9-911

- Notify Supervisor, Department Chair
- Administer first aid if you are trained to do so
- Do not attempt to move a seriously injured person

### FIRE

#### Medical Center-Call 286; Other Areas Call 9-911

- **Activate nearest alarm**
- Notify Supervisor and staff
- 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 floor as you exit
- If you see fire, confine it by closing doors and windows
- Use extinguishers on small fires only if safe to do so
  - Pull the pin in the handle
  - Aim at the base of the fire
  - Squeeze nozzle, sweep back and forth
- **Evacuate DOWNSTAIRS if above first floor**
- Go upstairs or to roof as last resort only
- Never use an elevator during a fire evacuation
- Go to the Emergency Assembly Point (EAP)

### HAZMAT SPILL

#### MINOR release or spill in the lab

- Follow lab 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
- Collect, containerize, and label waste
- Call 725-7520 (EH&S) for chemical waste pick-up

#### MAJOR release or spill in the building

- **Call 725-9999 (24-hr. EH&S emergency number)**
- **Medical Center-Call 286**
- Report your name, location, phone number, the material spilled, and possible injuries
- Assist injured persons.
- Isolate contaminated persons
- Avoid contamination or chemical exposure
- Close doors or control access to spill site
- Alert Supervisor, Department Chair
- Communicate critical spill information to responders
- Follow evacuation instructions precisely

## POWER OUTAGE

- Assess the extent of the outage in your area
- Report the outage to Facilities Work Control 723-2281
- To obtain information about a prolonged outage, call
  - Stanford Emergency Information Hotline 725-5555
  - School of Medicine Hotline 723-7233
  - Hospital Emergency Information Hotline 498-8888
- Help co-workers in darkened work areas move to safe locations
- If practical, secure current experimental work, then move it to a safe location. If you move chemicals on carts between floors, get assistance. Hazardous spills are a significant risk during transport.
- Keep lab refrigerators or freezers closed throughout the outage.
- Unplug personal computers, non-essential electrical equipment and appliances
- Open windows for additional light and ventilation
- If you are asked to evacuate your building, secure any hazardous materials prior to leaving the building
- Release of personnel will be determined by the department executive after an extended outage is announced

## EARTHQUAKE

- Take cover immediately, direct others around you
  - Under a desk, table, or chair
  - Between seating rows in lecture halls
  - Against a corridor wall (cover head and neck)
  - Outdoors--in open area, away from buildings
- Be alert for aftershocks, avoid potential falling hazards
- **MINOR QUAKE (brief rolling motion)**
  - Restore calm.
  - Examine your area for damage
  - Report damage/hazardous materials releases
  - Await instructions, evacuations are unlikely
- **MAJOR QUAKE (violent shaking)**
  - Restore calm. Assist others
  - Report injuries to 286 or 9-911 OR at your EAP
  - Report damage to Department head
  - Evacuate carefully, be alert for aftershocks
  - Take emergency supplies
  - Do not use elevators
  - Meet at Emergency Assembly Point (EAP)
  - Do not enter buildings until they are examined
  - Report status to SoM Satellite Operations Center (Fairchild Auditorium)
  - Await instructions, be patient, help others

## 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 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!

## EMERGENCY COMMUNICATIONS

### TO CREATE AN EMERGENCY NOTIFICATION LIST USING STANFORD VOICEMAIL

Call Stanford Voicemail at 723-0000 or 723-1111  
Enter \*Mailbox number, then enter the Password  
Press 4 for the Personal Options Menu  
Press 2 for Administrative Options  
Press 2 for Group Lists  
Press 1 to create the list  
    Assign a 2-digit number between 11-25 to the list you want to create  
    Record a name for the list...e.g., Emergency Response Team  
Enter the mailbox number or spell the name of each person you want on the list  
Press 1 to review the names on the list  
Press \* to exit (the list is saved)

#### TO SEND A MESSAGE TO A LIST

Call Stanford Voicemail at 723-0000 or 723-1111  
Enter \*Mailbox number (if you are not at your phone). Then the Password  
Press 2. Record your message and press #  
Enter distribution list number.

### TO RECORD AN EMERGENCY BULLETIN ON A DEPARTMENT EMERGENCY INFORMATION HOTLINE

Hotline #

**Note:** When you plan your Department Emergency Information Hotline, consider whether to use an existing phone line, or whether you will install a designated line. *Understand that the phone number will play the Emergency Bulletin until it is returned to normal business use.*

#### INSTRUCTIONS

Call Stanford Voicemail at 723-0000 or 723-1111  
Enter \*Mailbox Number, then enter the Password  
Press 4 for the Personal Options Menu  
Press 3 for the Greetings Menu  
Press 1 to change the Personal Greeting  
Follow prompts and record the emergency announcement  
To check your recording, Press 4  
HANG UP when the message is satisfactory

**SCHOOL OF MEDICINE SOC NUMBERS  
(LOCATED AT THE MEDICAL SCHOOL OFFICE BUILDING - RM X169)**

<b>Main Reception</b>	<b>725-4800</b>
Incident Commander	725-5122
Operations Chief	725-5206
Planning Chief	725-5154
Logistics Chief	725-4921
Finance/Administration Chief	725-4914
Liaison Officer	324-6202 (centrex extension 202)
Safety Officer	725-4760
SOC Coordinator	725-4682
Finance/Administration	725-4914
Fax	498-4193
Fax (backup)	725-5210

**UNIVERSITY EOC NUMBERS  
(LOCATED AT THE FACULTY CLUB)**

Intelligence Group	732-8727
Intelligence Group	723-8728
Intelligence Group	723-8729
EOC Public Information Desk	723-8740
EOC Fax	617-7912
Confidential EOC Bulletins for SOC's	725-1133
EOC Email	<a href="mailto:emergency@stanford.edu">emergency@stanford.edu</a>