

**Medical
Emergency**

Injury

Assist injured person.

Person is in
SOM
Call **286**

Person is in
offsite
building.
Call **9-911**

Report location of victim,
type of injury or illness,
your name, and your phone
number.

Send someone to meet emergency
responders and guide them
to the victim.

Cardiac arrest

**Apply CPR if appropriate
and you are trained**

In SOM
Call **286**

Offsite
building:
Call **9-911**

Report: location of victim,
Condition of victim,
your name and a contact
phone number.

Send someone to meet emergency
responders and guide them
to the victim.

**Important Note on Calling Emergency Numbers in SoM
Buildings**

The Emergency Number 286 can only be reached on Stanford phones. It does not work with cell phones. You must dial 911 from a cell phone and report the event. After help is on the way, call Medical Center Security: 723-7222 and ask for assistance and an escort for emergency responders.

**Threatening
Person
(Mr. Gray)**

**A person is displaying
threatening behavior.**

**Access to a Stanford
Phone**

Call **286**

Calmly describe the location,
situation, and description of
the threatening person.

***If the person is within
hearing range, state that
“Mr. Gray needs
assistance”. The dispatch
operator will contact
Medical Center Security***

Move people away
from the hostile person,
if safe to do so.

**Access to a Mobile (Cell)
Phone**

Call **650-723-7222**

Calmly describe the location,
situation, and description of
the threatening person.

***If the person is within
hearing range, state that
Mr. Gray needs assistance.
Medical Center Security
will respond***

Move people away
from the hostile person,
if safe to do so.

**Hazardous
Material
Release or Spill**

**A chemical spill
or release (>50 ml) occurred**

Attend to anyone in immediate danger.

Call **286**

Tell the Operator:

- Your name, dept., phone number
- Description of the injured, if any
- Building name, room number
- Type of spill, approx. amount
- Where you are evacuating to
- Other pertinent information

Stay on the line until operator releases you.

Close all doors to the spill area.

DO NOT clean up spills >50 ml
(unless trained and equipped to do so)

**Provide information to
Emergency Responders.**

- Wait outside the spill area until responders arrive.
- Keep people out of spill area.

If the spill or release gets into sanitary sewer or storm sewers, report this information to SU EH&S
723-0448 (24 hour line)

If a person has been exposed to hazardous material, call or ask someone to call 286 for assistance.

Remain in a safe place until help arrives or person can be safely transported to the ER

Evacuate if appropriate (e.g., hazardous fumes present), building by activating nearest building alarm

**Radioactive
Material
Release or Spill**

**A radiation emergency
or release occurred**

Attend to anyone in immediate danger.

Call **286**

Tell the Operator:

- Your name, dept., phone number
- Description of the injured, if any
- Building name, room number
- Isotope, amount or type of equipment malfunction
- Where you are evacuating to
- Other pertinent information

Stay on the line until operator releases you.

Close all doors to radiation area

DO NOT clean up the spills
(unless trained and equipped to do so)

**The Operator will notify SU Health
Physics and other Response Personnel**

**Provide information to
Emergency Responders.**

- Wait outside the spill area until responders arrive.
- Keep people out of spill area.

**The Director of Health
Physics assumes
responsibility for
radiation
as soon as they are
notified.**

**If a person has been
exposed to radioactive
material,** call or ask

someone
to call 286 for
assistance.

Remain in a safe place
until help arrives or
person can be safely
transported to the ER

If the spill or release
gets into sanitary sewer
or storm sewers, report
this information to SU
EH&S
723-0448 (24 hour line)

**Fire
(Code Red)**

Smoke or Fire
is detected
from within a
building or
laboratory

Smoke or Fire
is detected
from the
outside of a
building

**Activate Fire
Alarm**

Alert building occupants,
call 286 from Stanford
phones or 911 from Mobile
(cell) phones

Evacuate building occupants to their
assigned Emergency Assembly Point
(EAP).

If occupants are trapped, note location and
other pertinent information.

**Notify Emergency Responders to
rescue them.**

Only Security, SoM Health & Safety Officials or
the Fire Dept. can authorize you to go back into
the building.

During Evacuation

Take note of any
chemical spills or
other hazards.
Inform responders of
any unique situations
in laboratories

If fire is serious and
will close a building
or multiple
buildings, the
School's Incident
Commander in
conjunction with SU
and SoM officials
will determine if
activation of the
SOC is necessary

**Bomb
Threat**

**A bomb threat is received
by phone.**

Ask the caller:

**“Where is the bomb?”
“When will it go off?”**

Is the caller male or female?
Notice the tone of voice.
Notice background sounds.

Call 286

Tell the operator:

- Your name
- Your phone number
- Your location
- Location of the bomb
- Time bomb will go off

*Stay on the line until the
operator has all information
and has released you.*

Prepare to Evacuate the Area

**You see a suspicious
unattended object.**

DO NOT TOUCH IT!

**Remove people / patients
from the immediate area.**

Stay calm.

Get away from the area.

Call 286

Tell the operator:

- Your name
- Your phone number
- Your location
- Location of suspicious item

*Stay on the line until the
operator has all information
and has released you.*

Prepare to Evacuate the Area

**Electrical
Failure**

Main Electrical Power is Down

**Determine extent of the problem
(single area, building, etc.)**

**Call Engineering and Maintenance:
723-5555
If no answer, call Security:
723-7222**

**Notify Building Occupants:
SoM Hotline
Phone
Web
Email**

Strong Earthquake

Strong Earthquake is Occurring

After Building has been cleared for Re-entry

Take cover.
Get away from windows and shelves.

Stay put
until shaking stops.

Keep calm.
Take a deep breath.
Stay in your area but be ready to evacuate.

Look for injured.
Give first aid. Call for help.

Evacuate injured to the Emergency Department
or designated triage area.

Are people trapped?
Check restrooms, patient areas,
Leave doors open.

Evacuate to Nearest EAP

Look for chemical hazards, fire, gas leaks, water line breaks. Report to 286 or SoM SOC, if activated

Prepare to implement the SoM School and Department Plans

Prepare for aftershocks.

Turn off and unplug non-essential equipment.

Limit use of sinks and toilets
until Engineering & Maintenance has determined that sewage lines are not damaged.

Assess damage in the area.
Use Damage Assessment forms.
Deliver forms to the SoM SOC