

**Important
Contacts**

Call 911 to report
any life-threatening
emergencies

Security

650-723-7222

Facilities

**Operations / Work
Flow Desk**

650-721-2146



**STANFORD
SCHOOL OF MEDICINE
DEPARTMENT
EMERGENCY PLAN**

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Section 1: Introduction

Every department at Stanford School of Medicine is responsible for emergency and disaster preparation. Part of this preparation includes the development, maintenance and implementation of the Departmental Emergency Plan (DEP).

The Department Emergency Plan is intended to compliment the School of Medicine Emergency Operations Plan (EOP) in:

- Protecting the lives of students, staff, faculty and visitors;
- Protecting the environment, health, and safety of students, staff, faculty, and visitors;
- Protecting University property;
- Safeguarding resources related to the School of Medicine’s mission;
- Coordinating the school-level emergency response with campus-wide procedures;
- Implementing specific emergency response activities.

Purpose

A DEP guides the response of appropriate departmental personnel and resources during a major emergency. Specifically, this plan has been developed to identify:

- Work rules and policies for response to an emergency
- Appropriate emergency information and training for department personnel
- Effective emergency reporting and notification protocols
- Department communication strategies during an emergency (such as a departmental department phone tree or staff roster)

Scope

This plan applies to all employees of Stanford School of Medicine and any person occupying a School of Medicine managed building including students, staff, faculty, and visitors.

The scope of this plan is intended to encompass all hazards. This plan may be consulted when responding to any and all emergencies. When encountering a situation which has not been expressly addressed in this plan, use good judgment and the guiding principles outlined in Appendix C.

Section 2: Plan Development, Maintenance, and Implementation

Plan Development

All departments share the responsibility for emergency and disaster preparation and therefore must create and maintain their own Department Annex to be included with the DEP Base Plan. The Department Annex contains department specific information, such as department key contacts, staff rosters, and buildings occupied whereas the DEP Base Plan contains general emergency response procedures.

To develop and administer the DEP, each Department Director of Finance and Administration (DFA), or equivalent, must become or appoint a departmental Emergency Coordinator. The Emergency Coordinator serves as the department's representative for day-to-day emergency management program activities. The Emergency Coordinator must have appropriate authority and responsibility to:

- Develop the department response plan
- Identify and obtain emergency supplies and equipment to support the plan
- Arrange appropriate safety training and ongoing information programs for staff and faculty
- Assist the department manager during an emergency

The department leadership and the department Emergency Coordinator play a vital role in both the preparation and the execution of the DEP. The department Emergency Coordinator will provide assistance within their department to ensure effective integration of the policies and guidelines detailed herein into individual plans.

Plan Maintenance

In order for the DEP to be useful during an emergency it must be regularly updated, revised, and reviewed annually with department members and any new department members during their onboarding. The creation and regular review of all rosters and forms is extremely important to the health and safety of faculty, staff, students, and visitors. The department Emergency Coordinator will conduct annual assessments to review and update the DEP and related procedures in accordance with established maintenance and planning requirements outlined below in this section.

Whenever the plan is updated, it should be reissued with the update recorded on the Record of Changes page in the Department Annex. Any time a change is made to the plan a copy of the updated plan should be updated in your Department Emergency Plan BOX folder set up by Safety & Emergency Management.

Action	Frequency
Update staff contacts / phone tree	Every 6 months
Review entire DEP	Annually by July 31
Review plan with employees	Annually and as part of new hire onboarding

It is the responsibility of the department Emergency Coordinator to ensure that all department members review the DEP. It is important that all employees are aware of the department emergency activities, communication processes and expectations since training of employees is the most important aspect of implementation.

All new hires should be presented with an appropriate orientation on the DEP, evacuation procedures, and other information related to the possible hazards that may exist in the workplace. The orientation should also cover elements that convey the individual role and responsibilities an employee has in support of the department’s emergency planning and response procedures.

All employees should maintain a base awareness of emergency response planning and procedures. Employees should be asked to acknowledge their understanding and awareness of these plans and procedures during their annual evaluation and review process, and managers and supervisors should ensure employees under their direction understand what to do in a crisis.

Section 3: Communications and Resources

Where to Report Emergencies

School of Medicine Campus and Research Park Buildings

(9)911 desk phones -or- **911** cell phones,
then Security Operations Center **650-723-7222**

Other School of Medicine Locations

(El Camino, Watson Ct., and Redwood City Campus - SRWC)

(9)911 desk phones -or- **911** cell phones

Stanford Hospital, Lucile Packard Children's Hospital Stanford, and 875 Blake Wilbur

(Advanced Medicine Center / Lane Surgery Center)

Medical: **211 ext. 1** desk phones
All Other: **211 ext. 2** desk phones
or **650-723-7222** cell phones

Stanford Medicine Outpatient Center

(Redwood City Healthcare Campus at 420-450 Broadway)

(9)911 desk phones-or- **911** cell phones,
then Security Operations Center **650-723-7222**

Emergency Notification: AlertSU and SoM Alert

AlertSU

- AlertSU is Stanford University's emergency notification strategy used to communicate time-sensitive information during an emergency event affecting campus. The nature of the incident will determine which of the following methods will be employed to alert the campus community:
 - Mass Notification System that sends messages via SMS text message, email, and/or VoIP phone to members of the Stanford community
 - Outdoor Warning System composed of seven sirens positioned throughout main campus that emit alert tones and verbal instruction intended to reach those who are outdoors

More information on AlertSU can be found here: <https://police.stanford.edu/index.html>.

SoM Alert

- Similar to AlertSU, SoM Alert is an emergency notification system used to communicate time-sensitive information via SMS text and/or email during an emergency event affecting either University wide and/or the SoM campus; however, it is targeted to the School of Medicine community.

Stanford Hotline

For information during university-wide emergencies, call the Stanford Emergency Information Hotline (650) 725-5555 or check the Stanford University Emergency Information website (<https://emergency.stanford.edu>).

Section 4: SoM Department Operations Center (DOC) Activation

When an emergency arises that cannot be resolved on a local level and/or within a short period of time, the Office of Facilities Planning and Management (OFPM) notifies the SoM leadership to determine the need to activate the SoM Department Operations Center (DOC) to manage the incident.

The DOC is the headquarters where SoM emergency operations are performed. The activation of the DOC is to ensure a coordinated and effective response and management of resources.

If the DOC is activated to manage an incident that affects your department, DOC staff will outreach to your department leaders.

SoM DOC Location(s)

- **Primary DOC**
Biomedical Innovations (BMI), Room 1021 & 2020
240 Pasteur Drive
Stanford, CA 94305
- **Alternate DOC**
1701 Page Mill Road, Room 203
Palo Alto, CA 94304
- **Mobile DOC**
SoM DOC Trailer
1701 Page Mill Rd, Parking lot near entrance
Palo Alto, CA 94304

APPENDIX A: Glossary of Acronyms & Terms

AED	Automated External Defibrillator
BAT	Building Assessment Team Volunteer team trained by the SU EHS to visually inspect buildings for external damage after an earthquake and to report findings to the DOC.
BSC	Biosafety Cabinet
DEP	Department Emergency Plan. Priority operations specific to the department. May include those operations that would cause adverse effects on students, patients, clients, loss of income, or loss of important research.
DFA	Director of Finance and Administration
DOC	Department Operations Center (School of Medicine)
DRT	Department Recovery Team. Team chosen by department to implement research protection plans and document effects of emergency
EAP	Emergency Assembly Point. Outdoor location specified for each building where upon evacuation personnel assemble, usually denoted by gray post with blue symbol of triangle inside a circle
EHS	Environmental Health and Safety (Stanford University)
EOC	Emergency Operations Center (Stanford University)
ERT	Emergency Response Team. Team trained by S&EM to assist in evacuation, assembly, medical and other emergency operations
HCC	Hospital Command Center
S&EM	Safety & Emergency Management
LPCH	Lucile Packard Children's Hospital
OFPM	Office of Facilities Planning and Management
PI	Principal Investigator
SoM	School of Medicine
SU	Stanford University

APPENDIX B: SoM Emergency Management Roles and Responsibilities

Department Emergency Roles

Department Chair / Division Chief / Executive Director / Associate Dean

- Sets priorities and policies for the organization's emergency management activities including preparedness, response, and recovery activities

Director of Finance and Administration (DFA)

- Responsible for managing and coordinating the emergency management, health and safety and training programs for the department / division
- Associated program work may be delegated to personnel knowledgeable about the organization's operations
- Identify and delegate key personnel that would have responsibility in responding to an emergency during and after normal business hours
- Dictates emergency response and recovery actions implemented by key personnel in consultation with the Chair/Chief and SoM DOC
- Acts as point of contact for the department's emergency management program and interfaces with Safety & Emergency Management (S&EM)
- Implement emergency response and recovery actions as directed by SoM DOC and department leadership

Associate Director of Finance and Administration / Department or Division Manager

- Responsibilities are similar to that of the Director of Finance and Administration if they have been delegated to the Associate Director of Finance and Administration or Department / Division Manager

Emergency Coordinator (DFA or designee)

- Acts as secondary or alternate point of contact for the department's emergency management program and interfaces with Safety & Emergency Management (S&EM) on planning efforts during day-to-day operations with oversight by the DFA (if applicable)
- Coordinates the annual review and revision of the Department Annex with key department staff
- Creates and updates staff rosters and assigns an Emergency Assembly Point (EAP) Captain for each occupied building for evacuation accountability
- Ensures that all new or transferring faculty, staff, and students receive an emergency orientation specific to their primary work location

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- An Emergency Coordinator may also be an Emergency Response Team (ERT) volunteer OR an Emergency Assembly Point (EAP) Captain, but not all three positions

Emergency Response Team (ERT) Member (volunteer)

- Stanford Medicine ERT volunteers are trained and equipped by SoM S&EM or SHC/SCH Office of Emergency Management to:
 - Help disseminate emergency preparedness and response instructions
 - Assist during evacuations
 - Be familiar with their DEP
 - Help protect the safety of the SoM community
- An ERT member may also be an Emergency Coordinator, but cannot be an Emergency Assembly Point (EAP) Captain
- It is recommended that each department and/or unit have a minimum of two ERT volunteers

Emergency Assembly Point (EAP) Captain (primary and alternate)

- Every department/division occupied building with 5 or more staff must have a primary and alternate EAP Captain assigned.
- Primary responsibility is taking roll-call at their assigned EAP when there is a building evacuation
- Notifies manager and Emergency Coordinator of any unaccounted staff member and provide names to ERT member or first responder
- An EAP Captain may be an Emergency Coordinator, but cannot be an ERT volunteer

Principal Investigator (if applicable)

- Determines priorities and critical functions for research preparedness, response, and recovery activities
- Associated laboratory emergency preparedness work may be delegated to personnel knowledgeable about the research and laboratory operations
- Identify and delegate key personnel that would have responsibility in responding to an emergency during and after normal business hours
- Identify critical equipment, data, specimens, research materials and processes and develop plans to protect laboratory specific assets

SoM and University Roles

Emergency Operations Center (EOC)

- Stanford University's management center where University Leadership coordinates critical university operations among Department Operations Centers

Department Operations Center (DOC)

- Comprised of senior leadership and key personnel from Dean's Office and administrative departments
- Sets response and recovery priorities for the SoM
- Implements response and recovery actions for school-level functions (i.e., facilities, internet and telecommunications, human resources, financial, public communication, etc.)
- Collects and reports damage assessment and other response information
- Disseminates information to SoM community, SU EOC, hospital command center, external response partners (Palo Alto Fire and Police), and news media
- Coordinates resource requests from departments, divisions, institutes, centers, programs, and laboratories
- Manages SoM-specific resources
- Dictates policy on the allocation of scarce resources and specifies how they will be utilized among departments, divisions, institutes, centers, programs, and laboratories

Building Assessment Team (BAT)

- Volunteer team trained by SU Environmental Health and Safety to support earthquake disaster response
- Conducts external surveys of buildings after an earthquake to identify any of seven specific signs of damage that could indicate that the structure of a building was compromised by shaking
- Authorized to post preliminary signs regarding occupancy of buildings based on damage assessment
 - Closed – Do not enter. Building is temporarily closed pending a detailed inspection.
 - Caution – No significant exterior damage. Enter at your own risk.
- Final determinations on building damage and ability to occupy are made by University's structural engineers who are deployed by the EOC and/or LBRE
- A BAT Member can also be a trained ERT member and/or an Emergency Coordinator, but cannot be an Emergency Assembly Point (EAP) Captain

APPENDIX C: Incident Response / Emergency Protocols

<h3>Incident Response</h3> <p>(Localized Area)</p>	
<ul style="list-style-type: none"> • Call 911 for life safety assistance (i.e. fire, medical assistance, etc.) • Call SoM Security to notify of an incident (650) 723-7222 • Call Facilities Work Flow Desk (650) 721-2146 for technician assistance • Notify Department Manager, DFA and other key personnel • Contact Safety & Emergency Management at somemergency@stanford.edu, if necessary • Administer first aid ONLY if trained to do so • Do not attempt to move a seriously injured person unless they are in immediate danger 	
<h3>Safety & Emergency Management Contacts</h3>	
<p>David Strick, Ph.D. Director of Safety & Emergency Management djstrick@stanford.edu Office: 650-725-0664 Direct: 650-709-5466</p>	
<h3>Emergency Management Team</h3>	
<p>Monica Dibble, CEM mdibble@stanford.edu O: 650-723-9600 D: 650-683-5926</p>	<p>Ada Flores, M.S. adaflores@stanford.edu O: 650-723-6869 D: 650-521-6854</p>
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<p>Naomi Takahashi ntaka@stanford.edu O: 650-665-3734 D: 650-483-8756</p>	<p>Kyle Riesenber, M.S. Kyle.riesenberg@stanford.edu O: 650-498-5238 D: 650-387-7958</p>
<p>Sean Umamoto, Ph.D. Umamoto@stanford.edu O: 650-723-6336 D: 650-353-8784</p>	<p>Scott Cooper cooper13@stanford.edu O: 650-497-1199 D: 650-304-7637</p>
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Office of Facilities Planning and Management
Safety & Emergency Management (S&EM)

Emergency Response

Depending on your circumstances and the type of emergency, the first important decision is whether to stay put or get away. Understand and plan for both possibilities and the reasoning behind the plan.

Use common sense and available information, including the following response guides, to determine if there is immediate danger. Use available information to assess the situation.

In some scenarios, such as large hazardous materials spills (i.e. oil spills or train derailments) or police actions, it is safer to remain where you are. In other scenarios, such as fire or earthquake, it is advisable to evacuate your location for a safer space. In any scenario, if you are specifically told to evacuate, do so immediately.

Air Quality / Wildfire Smoke

Wildfires are unplanned fires that burn in natural areas like forests, grasslands or prairies. These dangerous fires spread quickly and can devastate not only wildfire and natural areas, but also communities.

Air Quality

In the event of a wildfire smoke event, individuals take the following steps to address their personal health and comfort:

- Monitor the [Air Quality Index \(AQI\)](#) periodically

Daily AQI Color	Levels of Concern	Values of Index	Description of Air Quality
Green	Good	0 to 50	Air quality is satisfactory, and air pollution poses little or no risk.
Yellow	Moderate	51 to 100	Air quality is acceptable. However, there may be a risk for some people, particularly those who are unusually sensitive to air pollution.
Orange	Unhealthy for Sensitive Groups	101 to 150	Members of sensitive groups may experience health effects. The general public is less likely to be affected.
Red	Unhealthy	151 to 200	Some members of the general public may experience health effects; members of sensitive groups may experience more serious health effects.
Purple	Very Unhealthy	201 to 300	Health alert: The risk of health effects is increased for everyone.
Maroon	Hazardous	301 and higher	Health warning of emergency conditions: everyone is more likely to be affected.

- Limit strenuous outdoor activity where possible. For more susceptible populations including older adults, children, and those with pulmonary/respiratory conditions, minimize time spent outdoors
- Discourage working outdoors if the AQI is at an unhealthy level and/or getting worse.
- When indoors, keep windows and doors closed. If possible set up a portable air cleaner to keep indoor pollution levels low.
 - If smoke is preventing you from continuing your work, contact your supervisor to discuss options ([Administrative Guide Chapter 7.5.1](#))
- In vehicles, use air-recirculation mode
- Drink plenty of water to help minimize potential irritation.
- Avoid using anything that burns, such as candles.

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Safety & Emergency Management (S&EM)**

Bomb Threats, Suspicious Devices and Explosions

Explosions can occur from improvised explosive devices (IED), faulty equipment or chemical reactions, creating life threatening conditions.

Bomb Threat:

- Take all bomb threats seriously
- If you receive a bomb threat call, try to note:
 - Caller's gender, age, or any unique speech attributes
 - Indications about where the device is, when it is set to go off, what it looks like, why it was placed
- If a threat was delivered, describe messenger or any suspicious persons in the area
- Report threats to University Department of Public Safety (DPS) at **(650) 723-9633** or **911**
- Notify SoM Security at **650-723-7222**
- Notify supervisor immediately
- Do not search for a device or touch suspicious objects
- For bomb threats:
 - SU Department of Public Safety (DPS) or the University Administration will determine evacuation decisions on Historic Campus and Palo Alto Police Department (PAPD) will determine evacuation decisions for Research Park evacuation
 - Follow instructions precisely as evacuation may be to an alternate site

Building Evacuation

- Assume all alarms are for real events
- Cease all work immediately
- Turn off any equipment that cannot be left unattended
- Take only what you have on you
 - **DO NOT** go back for personal belongings
- Proceed directly to nearest emergency exit
 - Use stairs. **DO NOT** use elevators
- Report to your Emergency Assembly Point (EAP) and check-in with department representative (EAP Captain) conducting roll call
- If you have a guest or visitor, make sure they are accounted for at EAP
 - If missing, notify a first responder. **DO NOT** return to the building to look for your guest or visitor
- Keep entrances, sidewalks, driveways and fire lanes clear
- Avoid interrupting first responders as they respond to the incident
- **DO NOT** re-enter the building until you have been notified by Security or Emergency Response Team (ERT) members that it is safe to do so
- **DO NOT** re-enter the building simply because the alarm has been silenced
 - Fire Department may silence the alarm upon arrival, this is **NOT** an “all clear”
- Security personnel will provide the “all clear” after SoM technicians have reset building systems



Photo of EAP Post

Building Evacuation (cont.)

- If significant time has passed and no update has come from Security, request an ERT member or other representative to call:
 - SoM Security **650-723-7222** for on-campus and Research Park

Assisting People with Access or Functional Needs during an Evacuation

- **To Alert Visually Impaired Persons:**
 - Announce the type of emergency
 - Offer your arm for guidance to lead them. Do not push or pull them
 - Tell the person where you are going. Alert them to obstacles you encounter.
 - When you reach safety, ask if further help is needed.
- **To Alert People with Hearing Limitations:**
 - Turn lights on/off to gain person's attention or
 - Indicate directions with gestures or
 - Write a note with evacuation directions
- **To Evacuate Persons Using Crutches, Canes or Walkers:**
 - Evacuate these individuals as injured persons
 - Use the Stryker Evacuation Chair if one is available in your building and you are trained to use it.
 - Assist and accompany them to the EAP

Building Evacuation (cont.)

- **To Evacuate Wheelchair Users:**
 - Access the individual's ability before attempting to assist them.
 - If trained to do so, help evacuate the individual to the EAP using the Stryker Evacuation Chair if one is available
 - Non-ambulatory persons' needs and preferences vary. Non- ambulatory individuals should be evacuated with the assistance of first responder personnel ONLY. To assist, move non-ambulatory wheelchair users into the stairwells and alert emergency responders or Emergency Response Team (ERT) members of their location. The Fire Department will evacuate them
 - Most wheelchairs are too heavy to take down stairs, but if possible attempt to take personal wheelchairs out with the individual. Otherwise, reunite person with their chair as soon as it is safe to do so.

Chilled Water Curtailment

Chilled water is produced and distributed from the Central Energy Facility (CEF) on Stanford campus. Chilled water is used by many buildings on campus to provide building space and equipment cooling. Not all buildings are supported by campus chilled water.

The need to implement a chilled water curtailment can be caused by various situations or conditions. Some of the reasons are equipment problems or system failures, extreme temperatures and high humidity conditions or distribution problems.

Chilled Water Curtailment is broken down into seven stages. For more information on the stages of curtailment, please see the Stanford University, [Lands, Buildings and Real Estate \(LBRE\)](#) website.

If a chilled water curtailment is issued:

- Close window coverings on sunny exposures
- Close operable windows in air conditioned buildings
- Ensure building exterior doors are kept closed
- Keep air circulating in office spaces by running box fans, if available
- Turn off lights in unoccupied areas
- Turn off office equipment you may not be using.
- Power down department computing facilities and any unused computers or other electrical equipment. Contact the IRT Help Desk **(650) 725-8000** for assistance regarding computing equipment, if needed
- Stay hydrated and check in on your fellow department members to ensure safety
- Work with your manager and staff to arrange alternate work arrangements if offices become too uncomfortable or if curtailment persists for multiple days

Chilled Water Curtailment (cont.)

For research / labs:

- Close laboratory fume hood sashes when not in use
- Survey equipment (e.g. freezers and cold rooms) routinely to ensure that equipment is operating within parameter
- Where possible, shut off lab equipment not currently being used
 - Consider shutting off any equipment that is sensitive to heat to avoid malfunction
 - If equipment malfunctions, contact the Facilities Work Flow Desk **(650) 721-2146**
- **DO NOT** use fans in laboratories with local exhaust ventilation (fume hoods, snorkels, etc.) or in laboratories that contain biosafety cabinets as environmental air currents adversely affect the fume hood/snorkels ability to capture hazardous fumes and the biosafety cabinet's ability to contain infectious materials and maintain a sterile environment.
- Do not open windows and doors, as this may adversely affect the ability to maintain containment for rooms that contain hazardous materials.
- Continue to wear all designated PPE. If the room is too warm to wear all appropriate personal protective equipment (PPE), in consultation with the PI/Lab manager, consider postponing work
- Reactions may proceed more quickly at elevated temperatures. Consider postponing work that may be temperature sensitive
- Minimize opening refrigerator and freezer doors
 - If your freezer malfunctions, immediately contact Facilities Work Flow Desk at **(650) 721-2146**.
- In impacted areas, please avoid performing animal procedures and return animals to their primary housing locations

Earthquake

If you are inside:

- Immediately “duck, cover, and hold”
 - Under a desk, table or chair
 - Between seating rows in classrooms
 - Against a corridor wall
- **DO NOT** go into a doorway
- **DO NOT** run or panic
- Move away from the danger areas near:
 - Windows
 - Hanging objects
 - Tall unsecured furniture
 - Research and process equipment containing hazardous chemicals
- Stay inside under cover until shaking stops
- Watch for falling objects
- As you leave the area, and it is safe to do so, turn off and disconnect power to equipment containing hazardous materials unless needed to keep process or experiment safe



Earthquake (cont.)

If you are outside:

- Stay outside
- Move to an open area away from buildings, trees, electrical / overhead wires, and other hazards
- If forced to stand near a building, watch for falling objects



Following an Earthquake:

- Remain calm and be prepared for aftershocks
- Once determined it is safe, evacuate the building (if you are inside) and report to the designated Emergency Assembly Point (EAP) for the building you are in if any of the following are noted:
 - Smoke and/or fire
 - Fire and/or sprinkler alarm is activated
 - Other life threatening hazards
 - Significant amount of fallen objects
 - Glass breakage
 - Cracks in walls
- When in doubt, evacuate the building and assess the situation before taking further action
- When walking through the building, move cautiously to avoid damaged stairways, doors or exposed electrical lines
- Open doors carefully, watch for falling objects or exposed electrical lines, and be prepared for damaged stairways
- **DO NOT** use the elevators

Earthquake (cont.)

- **DO NOT** use matches or lighters until outside
- **DO NOT** attempt to move injured persons unless there is a danger of further injury from collapsing structure, fire, etc.
- **DO NOT** re-enter the building until it is declared safe by structural engineers
 - **Minor Quake** (brief rolling motion):
 - Report hazmat spills to **911**, SoM Work Flow Desk **650-721-2146** (x12146) and supervisor
 - Report any damage to your supervisor or department Director of Finance and Administration (DFA)
 - Be alert for aftershocks, avoid potential falling hazards
 - Review safety procedures and kit
 - Await instructions, evacuation is unlikely
 - **Major Quake** (violent shaking):
 - Report injuries to **911** and supervisor
 - Evacuate carefully, be alert for aftershocks
 - Take emergency supplies
 - Be alert for damage and hazards
 - Assist others who may need help
 - Meet at designated EAP and account for personnel
 - Do not enter buildings until they are examined
 - Await instructions, be patient, help others
 - Report damage to your supervisor or department Director of Finance and Administration

**Office of Facilities Planning and Management
Safety & Emergency Management (S&EM)**

Fire

Whenever a fire alarm is activated in a building, immediately evacuate the building by the nearest emergency exit.

- If you see smoke or an active fire activate a fire alarm
- If the fire is small, attempt to put it out with a fire extinguisher if you can do so safely. If you fail to put out the fire with one fire extinguisher, you should evacuate the building and pull the nearest fire alarm as you are exiting. Do not attempt to put out a fire using multiple fire extinguishers.
 - Use extinguishers on small fires ONLY if safe to do so – use the **P-A-S-S** method
 - **P**ull the pin in the handle
 - **A**im at the **B**ASE of the fire
 - **S**queeze the nozzle, while employing a
 - **S**weeping motion



Reference video on P.A.S.S. method: <https://www.youtube.com/watch?v=aU35ioqiJmA>

- Call **911**
- Notify Security at **650-723-7222**
- Never allow the fire to come between you and an exit path
- If the fire involves electrical equipment that is active, attempt to unplug the device

Fire (cont.)

- If you are unable to put the fire out, evacuate by the nearest emergency exit and head to your building EAP
- Touch closed doors with the back of your hand prior to opening them. If it is hot or if smoke is visible, do not open that door. Seek another exit path
 - If cool, exit carefully
- If there is smoke, crouch near the floor upon exit
- **DO NOT** use an elevator during a fire evacuation
- Evacuate down stairs
- Do not re-enter building until Security declares the building is safe for re-entry
- If a fire extinguisher is used, contact SoM Work Flow Desk at **650-721-2146** after the incident so that it can be replaced.

Hazardous Materials / Spills

If incident is a health threatening release

- If the incident occurs indoors, evacuate the area or building and close any doors upon egress in order to isolate the area
- Go to a safe area and call **911**. Give the following information:
 - Your name
 - Telephone number
 - Location of the spill/leak (building, floor, room number, etc.)
 - Name of the material
 - Quantity of material involved
 - Time of the incident
 - If anyone is injured or exposed to material
 - If a fire or explosion is involved
- Notify SoM Security **(650) 723-7222** of the incident
- Notify SU EH&S at **(650) 725-9999** to report the spill

If incident is not a health threatening release

- If the incident occurs indoors, close all doors in order to isolate the area, if it is safe to do so
- If you have knowledge of the material, proper equipment and training you may clean up the spill yourself if it is less than 1 ounce (30 ml). Obtain assistance from others, if necessary.

Hazardous Materials / Spills (cont.)

- If larger than 30 ml, the spill has entered a drain, or you need assistance cleaning up the spill, call Environmental Health and Safety (EH&S) at **(650) 725-9999** and provide the following information:
 - Your name
 - Telephone number
 - Location of the spill/leak (building, floor, room number, etc.)
 - Name of the material
 - Quantity of material involved
 - Time of the incident
 - If anyone is injured or exposed to material
 - If a spill has escaped to the environment (drain, outside, etc.)

- After contacting Environmental Health and Safety (EH&S), contact and notify SoM Security of the spill at **(650) 723-7222**

- **If an individual has been contaminated:**
 - Remove contaminated clothing, if applicable
 - Immediately use eyewash or emergency shower for a full 15 minutes to flush the affected area
 - Call the Occupational Health Center **(650) 725-5308**
 - For urgent care and after hours call the Stanford Emergency Department **(650) 723-5111**
 - Notify the contaminated individual's supervisor
 - Notify SoM Security **(650) 723-7222**
 - Complete a SU-17 and submit the form to Risk Management

**Office of Facilities Planning and Management
Safety & Emergency Management (S&EM)**

Hazardous Materials / Spills (cont.)

If you smell suspicious odors

- Call Facilities Work Flow Desk **(650) 721-2146**, and provide the following information:
 - Your name
 - Telephone number
 - Location of the suspicious odor (building, floor, room number, etc.)
 - Best description of the odor
- If you smell a suspicious odor along with an individual who looks incapacitated, this may suggest a hazardous environment. If this is the case:
 - **DO NOT** enter the area without the appropriate equipment
 - Call **911** and notify first responders of the incapacitated individual along with the suspicious odor
 - Call SoM Security at **(650) 723-7222** and notify them of the incident

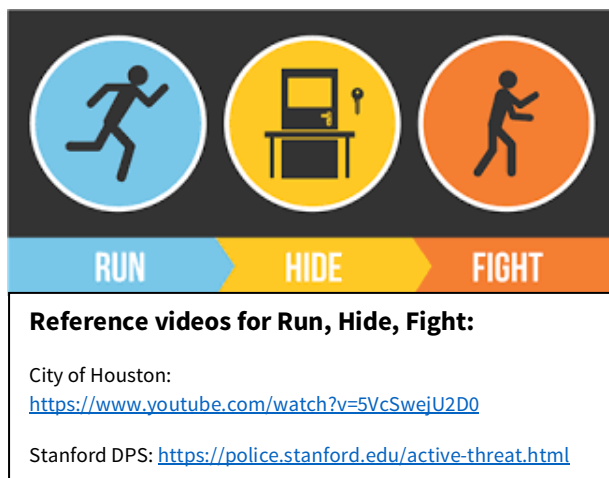
If you smell gas or chemical fumes

- Call Facilities Work Flow Desk at **(650) 721-2146** and provide the following information:
 - Your name
 - Telephone number
 - Location of the smell (building, floor, room number, etc.)
 - Name of the material, if known
 - If anyone is injured or exposed to material
- Common smells associated with gasses include: rotten egg smell (Mercaptan) or fishy smell (arsine)

Hostile Intruder / Active Threat

Run – If there is an accessible escape path, attempt to evacuate the premises

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call **911** when you are safe



Hide – If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter’s view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

Hostile Intruder / Active Threat (cont.)

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial **911**, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

Fight – only as a last resort and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Improvise weapons (e.g. fire extinguisher, stapler, keyboard, etc.)
- Commit to your actions

Influenza / Pandemic Influenza

Influenza or flu is a contagious respiratory illness caused by particular strains of viruses. Seasonal flu occurs every year, typically in the fall and winter.

Flu prevention recommendations:

- Get a seasonal flu shot when they are available. Consult your healthcare provider or visit the Stanford Flu Information website (<https://ehs.stanford.edu/flu/information>)
- Wash hands frequently with soap and water and avoid touching your eyes, nose or mouth. Germs are often spread when a person touches something that is contaminated with germs, and then touches his or her eyes, nose or mouth.
- Avoid sharing eating utensils, water bottles, towels, or bedding without first washing these items with soap and hot water
- Clean surfaces soiled with bodily fluids with a household disinfectant. (Use gloves while cleaning.)
- Cover your mouth and nose with tissue when coughing or sneezing. Throw tissue in trash after use. If tissue is not available, direct the cough or sneeze into the bend of your elbow, not into your hands.
- Stay home from work, classes, or errands when sick with a fever or actively coughing
- Avoid close contact with people who are sick

Though infrequent, pandemic influenza or pandemic disease may occur. A pandemic is a disease outbreak that spans several countries and affects a large number of people. Pandemics are most often caused by viruses, which can easily spread from person to person.

A new virus, like COVID-19, can emerge from anywhere and quickly spread around the world. It is hard to predict when or where the next new pandemic will emerge.

If a Pandemic is declared:

- Adhere to local, state, national and university public health guidelines regarding prevention.
- Wash your hands often with soap and water for at least 20 seconds and try not to touch your eyes, nose or mouth.

Influenza / Pandemic Influenza (cont.)

- Keep a distance of at least six feet between yourself and people who are not part of your household.
- Cover your mouth and nose with a mask when in public.
- Clean and disinfect high-touch objects and surfaces.
- Stay at home as much as possible to prevent the spread of disease.

Prepare Yourself for a Pandemic:

- **Prepare for the possibility of schools, workplaces and community centers being closed.** Investigate and prepare for virtual coordination for school, work (telework) and social activities.
 - If you are a researcher, be prepared to close down your research in a matter of a few days.
- **Gather supplies in case you need to stay home for several days or weeks.** Supplies may include cleaning supplies, non-perishable foods, prescriptions and bottled water.

Medical Emergency / Illness or Injury

If the medical emergency requires immediate medical attention or is life threatening

- Call **911** from Stanford University phones. Give the following information:
 - Your name
 - Telephone number
 - Location of the problem (using building address, floor and room number, if possible)
 - Description of the situation
- **DO NOT** hang up until the dispatcher advises you to disconnect
- **DO NOT** attempt to move a person unless they are in immediate danger (i.e., fire, building collapse, etc.)
- Public Safety personnel will respond with first aid equipment and will render basic first aid as necessary, and summon additional assistance as required (paramedics, etc.)
- Avoid unnecessary conversation with, or about, the ill or injured person. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your communication to quiet reassurances
- **DO NOT** discuss the possible cause of an accident or any conditions that may have contributed to the cause
- **DO NOT** discuss any insurance information
- Clear the area of any bystanders to give the person privacy

Medical Emergency / Illness or Injury (cont.)

- After the person has been given aid and the incident is over, remain available to help the investigating Public Safety person with pertinent information for a medical report, or, if applicable, a Workers' Compensation report

If poisoning is suspected

- If poisoning is suspected, contact the Poison Control Center at **1-800-222-1222**.

If the medical emergency is not life threatening

- Immediately contact your supervisor or local Human Resources staff with any questions concerning illness or injury at work or visit the Risk Management Website: <http://web.stanford.edu/dept/Risk-Management/docs/workcompben.shtml> for more information.

Power Outage

Power outages can be caused by a variety of circumstances. Emergency lighting is provided in all university buildings for a brief period of time after power outages to allow for safe evacuation. Because emergency lighting is only available for a brief time, areas with no natural lighting will need to evacuate immediately during an outage

Be prepared!

- Keep a flashlight with spare batteries immediately accessible
- Know how to locate the closest exit
- Ensure essential equipment are plugged into electrical sockets that provide emergency power

If a power failure occurs:

- Remain calm and immediately stop and secure all work with hazardous materials
- Secure samples and equipment (ie. Close sash on Biosafety Cabinets and Fume Hoods)
- Assess the extent of the outage in your area
- Report the outage to Facilities Work Flow Desk **(650) 721-2146**
- Help persons in darkened work areas move to safety
- Unplug personal computers and non-essential equipment, turn off light switches if it is safe to do so
- **DO NOT** light candles or other types of flames for lighting

Power Outage (cont.)

- If you are in an elevator that stops working, stay calm. The elevator should return to a predesignated floor and the doors will open automatically. Use the intercom or the emergency button inside the elevator to notify emergency personnel if you are not able to exit the elevator
- If asked to evacuate, secure any hazardous materials if it is safe to do so and proceed directly to the building exit

Emergency generators

Some buildings in campus are equipped with emergency generators that activate automatically in the event of an outage. If your building has a generator:

- Become familiar with the location of electrical outlets provided with emergency power
- Ensure that critical equipment is plugged in to emergency outlets
- Do not use emergency power outlets for non-critical equipment if it can be avoided

Additional information for labs

- Keep lab refrigerators/freezers closed during the outage
- Secure all vital equipment, records, experiments, and hazardous materials if safe to do so
- Store all chemicals in their original or marked containers and fully open all fume hoods. If this is not possible, or natural ventilation is not adequate, evacuate the area until power is restored

POST-POWER OUTAGE LABORATORY ENTRY GUIDANCE

(Stanford University Policy)

LABORATORY BUILDING PRE-ENTRY REQUIREMENTS

DO NOT ENTER IF ANY OF THE FOLLOWING CONDITIONS EXIST:

- Fire alarm horns and strobes are active
- Power is off / lights cannot be turned on
- Exit signs are not illuminated

LABORATORY ROOM RE-ENTRY ASSESSMENT

If there is a life-threatening emergency, call 911 immediately. If hazardous conditions are present, leave the area. For non-health threatening emergency spill response, immediately notify **Environmental Health and Safety at 650-725-9999**.

1. Ensure ventilation system has been on for at least 3 hours after AlertSU all clear message.
2. Enter rooms with appropriate Personal Protective Equipment (PPE).
3. Monitor equipment.
 - a. Be aware of equipment that might have automatically restarted when power is restored.
 - b. Reset and restart equipment per manufacturer instructions.
 - c. Recalibrate and reprogram equipment as necessary
 - d. Fume Hoods and Biosafety Cabinets (BSC) (if applicable):
 - i. If building systems including fume hoods and biosafety cabinets fail to restart or operate properly, contact Facilities **Work Flow Desk 650-721-2146**.
 - ii. Confirm air flow is restored
 - iii. For biosafety cabinets, run blower for 5 minutes then disinfect BSC prior to use.
 - e. Refrigerators / Freezers / Cold Rooms (if applicable):
 - i. Ensure refrigerators /freezers/ cold rooms return to safe working temperature prior to opening doors or at least 12 hours.
 - ii. Keep doors closed on refrigerators and freezers if they have failed until repaired.

Document any unusual conditions below (e.g., obstructions, odors) and report to **Work Flow Desk 650-721-2146**:

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Shelter in Place

Shelter in Place simply means seeking immediate shelter inside a building, preferably in an interior room with as few windows as possible. This action may be called for during a brush fire, a release of harmful materials into the air, an active threat in the vicinity, etc. If the outside air quality is threatened or compromised, sheltering in place keeps you inside an area offering more protection.

Although rarely called for, Shelter in Place events can occur. When they do happen, these events are generally short lived, only a few hours at most. Understand a Shelter in Place order is not given lightly.

How to shelter in place:

- Stop instruction or work
- If there are others in the building, provide for their safety by asking them to stay – not leave
- Unless there is an imminent threat, ask students, staff, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe
- Gather essential disaster supplies, if possible
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in it. Avoid overcrowding by selecting several rooms if necessary
- If you are told there is a danger of explosion, close the window shades, blinds, or curtains
- Close doors leading into the suite/floor. This will help prevent someone from leaving the suite/floor, if necessary; the closing of doors also helps to provide additional safety in Shelter in Place situations
- Understand that it may become necessary for facilities to shut down the air handling system to prevent fumes or smoke from entering the building
- Remain indoors for your safety and the safety of others
- Remain sheltering in place until you are told all is safe or you are told to evacuate.

Water Leaks and Water Damage

Serious water damage can occur from many sources: burst pipes, fire sprinkler activation, clogged drains, broken skylights and windows, construction projects, major rainstorms, water main breaks, or loss of power to sump pumps.

If a water leak occurs:

- Notify Facilities Work Flow Desk at **(650) 721-2146** and give the following information:
 - Your name
 - Telephone number
 - Location of the leak (building, floor, room number, etc.)
 - Severity of the leak
 - Indicate whether any people or equipment are involved or are in imminent danger
- If there are electrical appliances or outlets near the leak, avoid contact
- If there is any possible danger, evacuate the area and notify **Security, 650-723-7222**
- If you can do so safely:
 - Secure vital equipment, records, and hazardous materials by moving them to higher, safer ground
 - Shut off all non-essential electrical equipment
- Locate those persons with special needs, and provide assistance if possible. Otherwise, provide their location to emergency responders
- Do not return to the building until instructed that it is safe to do so
- Call Facilities **Work Flow Desk (650) 721-2146** for assistance with water damage clean-up
- Contact Stanford Office of Risk Management if there is any property damage

Office of Facilities Planning and Management
Safety & Emergency Management (S&EM)

Appendix D: Incident Response Quick Guide

INCIDENT	WHO TO CONTACT	Step 1	Step 2	Step 3	INFO FOR RESPONDERS	WHO NEEDS COMMUNICATION	INFO FOR COMMUNITY	COMMUNICATION SENDER & METHOD
Bomb Threats, Suspicious Devices & Explosions	Fire, police, ambulance SoM Security	Call 911	Call SoM Security 650-723-7222 from a safe location	Notify Manager	Your Name Your Contact Info Your Location Location of Suspicious Device (if available)	Affected Population	Location(s) to Avoid (would be sent centrally)	DPS (Alert SU) – Email/Text
Building Evacuation (any reason)	SoM Security	Evacuate the building to the EAP	Wait until “All-Clear” is given before re-entering the building	Call SoM Security 650-723-7222 If unsure an “All-Clear” has been given	Your Name Your Contact Info Building being Evacuated	Affected Population	Cause of Evacuation	SoM - Email
Chilled Water Curtailment (Equipment Malfunctioning)	SoM Work Flow	SoM Service Desk (650) 721-2146	Contact other Labs to see if they have spare equipment / freezer space	N/A	Your Name Your Contact Info Buildings Affected	All SoM	Affected Buildings Estimated Time Before Normal Operations Actions to Perform to Keep Building Cool	Initial: SU – Email / Text Follow-up: SoM - Email/Text

INCIDENT	WHO TO CONTACT	Step 1	Step 2	Step 3	INFO FOR RESPONDERS	WHO NEEDS COMMUNICATION	INFO FOR COMMUNITY	COMMUNICATION SENDER & METHOD
							Contact Information if Equipment Malfunctions	
Earthquake (Hazardous Materials)	Minor: Hazmat 911, Work Flow 721-2146 and supervisor. Major: 911 and supervisor. SoM Security	Minor: Hazmat 911, Work Flow 721-2146 and supervisor. Major: 911 and supervisor.	Call SoM Security 650-723-7222	Minor: Hazmat 911, Work Flow 721-2146 and supervisor. Major: 911 and supervisor.	Your Name Your Contact Info Location of Hazardous Materials Spill Any Injuries	Faculty/Manager	Area(s) to Avoid Contact Info for EHS or SoM Service Desk	Minor: Department - Email Major: SU (Alert SU) – Email / Text
Earthquake (Physical Injury)	Fire, police, ambulance SoM Security	Call 911	Call SoM Security 650-723-7222	Notify Manager	Your Name Your Contact Info Location of Injured Person(s)	Manager & HR	N/A	Earthquake (general notice) SU – Email Injury emails – N/A
Fatality	Fire, police, ambulance SoM Security	Call 911	Call SoM Security 650-723-7222	Notify Manager & HR	Your Name Your Contact Info Location of Fatality	Manager HR SoM Community (if necessary)	If necessary: message to the entire SoM Community (will be sent centrally from Dean’s office)	If necessary, SU or SoM - Email

**Office of Facilities Planning and Management
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INCIDENT	WHO TO CONTACT	Step 1	Step 2	Step 3	INFO FOR RESPONDERS	WHO NEEDS COMMUNICATION	INFO FOR COMMUNITY	COMMUNICATION SENDER & METHOD
					Name of individual (if known)			
Fire or Explosion	Fire, police, ambulance SoM Security	Evacuate to a safe area	Call 911	Call SoM Security 650-723-7222	Your Name Your Contact Info Location of Fire or Explosion	Fire: Affected Population Explosion: SoM Community	Cause of Fire Area(s) to avoid	SoM - Email
Hazardous Materials Spill (NON-Health Threatening)	SoM Work Flow SU EH&S SoM Security	Isolate Area (Close doors if safe to do so)	Call: SoM Security 650-723-7222 EHS 650-725-9999 SoM Service Desk 650-721-2146	Notify Manager	Info for Work Flow Your Name Your Contact Info Location of Spill Material Spilled Quantity Spilled Injuries Active Fire or Explosion	Work Flow/EHS/Manager	N/A	N/A
Hazardous Materials Spill (Health Threat)	Fire, police, ambulance SoM Security	Evacuate to a safe area	Call 911	Notify SoM Security 650-723-7222 EHS (650) 725-9999	Info for Work Flow Your Name Your Contact Info Location of Spill Material	Affected Population	Area(s) to avoid	If large, SoM – Email If minor, department’s decision but work

**Office of Facilities Planning and Management
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INCIDENT	WHO TO CONTACT	Step 1	Step 2	Step 3	INFO FOR RESPONDERS	WHO NEEDS COMMUNICATION	INFO FOR COMMUNITY	COMMUNICATION SENDER & METHOD
					Spilled Quantity Spilled Injuries Active Fire or Explosion			with S&EM to draft email – Email
Hostile Intruder / Active Threat	Fire, police, ambulance SoM Security	Run. Hide. Fight	Call 911 if safe and able to	Notify SoM Security 650-723-7222	If able to: Your Name Your Contact Info Location of Threat	Faculty/Manager	Area(s) to avoid Lock Doors	DPS (AlertSU) – Email / Text
Influenza / Pandemic Influenza	EH&S Manager	Call OHS (OccHealth) 650-725-5308 Report on Healthcheck, if available	Notify Manager & HR if sick	Check Stanford Health Alerts for policies and updates, if available	Start of symptoms	Faculty/Manager	If Pandemic Cases in buildings Policies in effect	SU – Email SoM Safety & Emergency Management - Email
Medical Emergency / Illness or Injury	Fire, police, ambulance SoM Security EH&S/Workers Comp. if work related	Call 911 If poisoning suspected call Poison Control Center 1-800-222- 1222.	Call SoM Security 650-723-7222 EHS 650-725-9999, if necessary	Notify Manager, HR, & Risk Management Complete SU17, if necessary	Your Name Your Contact Info Location of Ill or Injured person(s)	Faculty/Manager/HR	N/A	N/A

**Office of Facilities Planning and Management
Safety & Emergency Management (S&EM)**

INCIDENT	WHO TO CONTACT	Step 1	Step 2	Step 3	INFO FOR RESPONDERS	WHO NEEDS COMMUNICATION	INFO FOR COMMUNITY	COMMUNICATION SENDER & METHOD
Power Outage	SoM Service Desk / OFPM SoM Security	Call SoM Service Desk 650-721-2146	Call SoM Security 650-723-7222 Notify Manager	Contact Risk Management for any damaged equipment	Your Name Your Contact Info Location of Outage Any Affected Equipment	Affected Population	Building(s) affected Estimated time for power to restore Contact information for damaged equipment	Whole Campus SU (Alert SU) SoM / building only SoM - Email
Suspicious Package or Letter	SoM Security Fire, police, ambulance	Call SoM Security 650-723-7222	Call 911	Notify Manager	Your Name Your Contact Info Your Location Location of Suspicious Letter or package (if available)	Affected Population (if suspicious package)	Location(s) to avoid, if necessary	DPS (Alert SU) – Email/Text
Theft in progress	Police On Campus: DPS Off Campus (i.e. SRP): PAPD SoM Security	Call 911	Call SoM Security 650-723-7222	Notify Manager	For DPS & Security: Your Name Your Contact Info Location of Theft Description of person (if possible)	Affected Population All of SoM if there is deemed a threat to the community	Building / Area(s) of Theft	Note: Communications may not be sent while the theft is occurring due to timing and will likely occur after if communications is necessary.

**Office of Facilities Planning and Management
Safety & Emergency Management (S&EM)**

INCIDENT	WHO TO CONTACT	Step 1	Step 2	Step 3	INFO FOR RESPONDERS	WHO NEEDS COMMUNICATION	INFO FOR COMMUNITY	COMMUNICATION SENDER & METHOD
Theft report after it has occurred	SoM Security	Call SoM Security 650-723-7222	Notify Manager	N/A	For Security: Your Name Your Contact Info Your Department Location of theft Item stolen	Affected Population	Reminder to lock up valuables	Department - Email If multiple buildings / areas in the same time span, SoM – Email
Trespassing	SU Police Department (DPS) Off Campus Palo Alto Police Department (PAPD) SoM Security	Call DPS 650-329-2413 Off Campus: PAPD 911 OR (650) 321-4433	Call SoM Security 650-723-7222	Notify Manager	For DPS & Security: Your Name Your Contact Info Location of Trespassing Description of person (if possible)	Police Security Affected Building / Area Population	Date of Occurrence Contact Information for reporting	DPS – Email Department (if necessary) – Email
Unusual Odor	SoM Service Desk / OFPM SoM Security	SoM Service Desk 650-721-2146	SoM Security 650-723-7222	Notify Manager	Your Name Your Contact Number Department Location of Odor	Affected Population	Rooms / Areas to Avoid	Department decision but work with S&EM to draft email - Email If large incident and affects entire floor of a building, SoM - Email

**Office of Facilities Planning and Management
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INCIDENT	WHO TO CONTACT	Step 1	Step 2	Step 3	INFO FOR RESPONDERS	WHO NEEDS COMMUNICATION	INFO FOR COMMUNITY	COMMUNICATION SENDER & METHOD
Water Leaks & Water Damage	SoM Service Desk/Facilities/EH&S SoM Security	SoM Service Desk 650-721-2146	Call SoM Security 650-723-7222	Notify Manager Contact Risk Management if there is property damage	Your Name Your Contact Number Department Location of Leak	Affected Population	Building(s) affected Area(s) to Avoid Estimated time for repairs Contact information for questions and/or damaged equipment	SoM – Email

Appendix E: Template Notices for Department Communications

The templates below are specific to **Theft Report** and/or **Trespassing** only (as identified in the Incident Response Quick Guide under the “communications method and sender” column. For all other incidents, the University and/or the School of Medicine will be sending notifications. If you have a question on whether to send out a communication, please contact somemergency@stanford.edu.

Theft report after it has occurred

Dear [DEPT NAME] Staff,

On [DATE] at [BUILDING NAME] [FLOOR NUMBER OR AREA] an individual accessed the area and stole [ITEMS IF KNOWN, OTHERWISE ‘ITEMS’]. As a reminder, please lock up all personal items when you step away from your workspace and ensure expensive items are locked up before leaving for the day.

If you have any information regarding this theft, please contact SoM Security at 650-723-7222.

If you witness a theft occurring, call 911 and then SoM Security. Do not engage the individual(s) yourself.

Sincerely,

[SIGNATURE]

Trespassing

Dear [DEPT NAME] Staff,

On [DATE] at [BUILDING NAME] [FLOOR NUMBER OR AREA] an individual was/is seen trespassing. [DESCRIPTION IF AVAILABLE - The individual is described to be wearing [CLOTHING]].

If you see this individual, please contact 911 and then SoM Security at 650-723-7222. Do not engage the individual(s) yourself.

Sincerely,

[SIGNATURE]