

IF THIS IS AN EMERGENCY...

Most important – Protect yourself & others!

Then implement emergency response actions using the following tabs:

IMMEDIATE ACTIONS (Tab #1)	Implement these actions to activate emergency plan
COMMUNICATIONS (Tab #2)	Emergency numbers, phone tree, sources of information, hotline instructions
PROCEDURES (Tab #3)	Emergency procedures for SoM and hospital buildings
EVACUATION (Tab #4)	Personnel roster, Building Response Team members, floor plans, EAP maps, evacuation procedures
KEY PERSONNEL (Tab #5)	Department personnel with roles and responsibilities for emergency preparedness, response, and recovery
FORMS (Tab #6)	Forms to document and report the situation, actions taken, and damages/loses
CONTINUITY PLAN (Tab #7)	Critical equipment inventory, data and specimen preservation procedures
GENERAL INFO (Tab #8)	Overview of the SoM Emergency Plan

This is only a guide:

The Department Emergency Plan is designed to assist key personnel during an emergency. The plan is intended to be a reference.

Nothing in this Plan shall supersede the experience, initiative, and ingenuity of the SoM personnel in overcoming the complexities that exist under actual emergency conditions.



Acronyms Defined

BAT	Building Assessment Team Volunteer team trained by the SU EHS to visually inspect buildings for external damage after an earthquake and reports findings to the DOC.
BRT	Building Response Team Team training by HSPO to assist in evacuation, assembly, medical and other emergency operations
Critical Functions	Priority operations specific to the department. May include those operations that would cause adverse affects 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 choose 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
EHS	Environmental Health and Safety (Stanford University)
EOC	Emergency Operations Center (Stanford University)
ERT	Emergency Response Team
HSPO	Health and Safety Programs Office
LPCH	Lucile Packard Children's Hospital
MSOB	Medical School Office Building
PI	Principal Investigator
SHC	Stanford Hospital and Clinics
Shelter In Place	Seeking immediate shelter inside a building, preferably in an interior room with as few windows as possible.

(over)



SoM	Stanford University School of Medicine
SU	Stanford University
SUMC	Stanford University Medical Center (includes SoM, LPCH and SHC)
Tnl	Technology and Innovation Neighborhood Buildings include Porter Drive, California Avenue, Page Mill, Arastradero

Department Name _____

Revision Date _____

Transmitted herewith is the Emergency Plan for the department. This plan supersedes any previous emergency plans developed for this purpose.

This plan is a guide for planning for, responding to, and recovering from major emergencies and disasters that may have the potential to cause significant disruption to the normal operation of the department. The plan is not all-inclusive but is intended to provide for a systematic approach to responding to emergencies.

Each SoM academic and administrative department is responsible for developing and maintaining an emergency plan that addresses life safety and business continuity specific to the department. This Plan outlines how the department will:

- Protect the safety of students, faculty, staff and visitors in the department,
- Safeguard vital records and resources related to the department's mission, and
- Coordinate with the SoM and University's emergency response and recovery procedures.

This plan also provides a framework through which the department, other organizations, School of Medicine and Stanford University can plan and perform their respective emergency functions during a disaster or major emergency. This plan recognizes the need for ongoing Emergency Planning and will be reviewed and revised on an annual basis.

APPROVED BY:

Department Chair/Division Chief_____
Date_____
Department Director of Finance and Administration/
Division Manager_____
Date_____
Department/Division Emergency Coordinator_____
Date

How to Review and Update this Plan

Each department, division, program, institute, center, and laboratory must have an emergency plan (or be part of a larger organization plan) that outlines procedures to protect life safety and promote business/research continuity. Plans should be reviewed on an annual basis and updated as information changes. In addition, the plan should be communicated to personnel and exercises on a regular basis.

Department emergency plans consist of this hard copy binder in addition to the **Online Emergency Plan** accessible through:

<http://med.stanford.edu/somsafety/emergprep/eplanUpdate.html>

HARD COPY BINDER

HSPO provides blue emergency plan binders and color-coded tabs. Please contact somemergency@stanford.edu for extra binders and tabs. In addition, the general contents for the hard copy emergency plan is available at the website listed above.

When developing and updating the hard copy binder, plan elements to be included by the department are denoted by the use of green, bold, italic font, i.e., ***ADDED***. Contact HSPO for an electronic copy (.pdf) of the department plan.

ONLINE PLAN

Departments should use the Online Emergency Plan to supplement their hard copy binders. In addition, the information contained in the Online Plan is used by HSPO and the SoM DOC to determine department key contacts, space occupied, and critical equipment. It is essential that this information be current.

The Online Plan can be accessed using the website listed above. Please note that the term 'Entity' refers to SoM organization units including departments, divisions, programs, institutes and service centers.

Entity Information Summary

- Purpose - Contains basic emergency information about the department.
- Review - Click this button to verify the following information:
 - Emergency Headquarters and Alternate (Building & Room)
 - Hotline
 - Emergency Supplies
 - Key Emergency Contacts
 - Department Codes covered by the Emergency Plan
 - Buildings occupied



- Update - Send changes to somemergency@stanford.edu or **Notify Us of Changes** button on the website.
- Add to Binder - Click on **Printer Friendly Pages** to print and add to your binder. Use the **Next** and **Back** buttons to print all applicable sections at add to the Key Personnel Tab (light green) of the Emergency Plan binder.

Building Information Summary

- Purpose - Contains basic emergency information about the buildings the entity occupies. Buildings are linked to department via org code. Verify that buildings and rooms in iSpace are current.
- Review - Click this button to verify the following information for each building occupied by the entity:
 - Key building personnel including Building Response Team Members and Building Safety Contacts
- Update - Send changes to somemergency@stanford.edu or **Notify Us of Changes** button on the website.
- Add to Binder - Click on **Printer Friendly Pages** to print and add to your binder. Use the **Next** and **Back** buttons to print all applicable sections at add to Evacuation Tab (red) of the Emergency Plan binder.

Admin Area Business Continuity Information

- Purpose - Contains information about your critical administration equipment and data preservation procedures.
- Review - Note about critical equipment lists – Lists of administration equipment can be maintained in any format chosen by the entity as long as the required information is present. Click this button to verify the following information:
 - Department Critical Equipment including Building, Room, Equipment description, approximate replacement cost and if it is seismically restrained
 - Data Preservation Procedures
- Update - To add equipment, click the **Add Equipment** button and follow corresponding directions. To add data preservation procedures, type directly into the space provided.
- Add to Binder - Click on **Printer Friendly Pages** to print and add to your binder. Use the **Next** and **Back** buttons to print all applicable sections at add to Continuity Plan Tab (blue) of the Emergency Plan binder.



List of Research Space

- Purpose - Contains a list of research labs, equipment rooms, freezer rooms and other support space occupied by the entity and identifies the PI and Hazards in each space. Rooms are linked to department via org code. Verify that buildings and rooms in iSpace are current.
- Review - Click this button to verify the following information for research space occupied by the entity:
 - Buildings, Floor and Room
 - All entity PIs that use the space
 - Type of Hazard (i.e., chemical, biological, radiological, etc.)
- Update - Send changes to somemergency@stanford.edu or **Notify Us of Changes** button on the website.
- Add to Binder - Click on **Printer Friendly Pages** to print and add to your binder. Use the **Next** and **Back** buttons to print all applicable sections at add to Continuity Plan Tab (blue) of the Emergency Plan binder.

Research Critical Equipment/Freezers

- Purpose - Contains information about critical research equipment and freezers.
- Review - Click this button to verify the following information for each Principal Investigator with laboratories:
 - Department Critical Equipment by building and room including Equipment description, approximate replacement cost, PI and if it is seismically restrained
 - Freezer Management information including building, room, freezer type, inventory date, emergency backup power, alarm, specimen preservation priority and PI
 -
- Update - To add equipment or freezers, click the **Add Equipment** or **Add Freezer** button and follow corresponding directions. To add data or specimen preservation procedures, type directly into the space provided.
- Add to Binder - Click on **Printer Friendly Pages** to print and add to your binder. Use the **Next** and **Back** buttons to print all applicable sections at add to Continuity Plan Tab (blue) of the Emergency Plan binder.



Research Data and Specimen Preservation Procedures

- Purpose - Contains information about data and research material preservation procedures.
- Review - Click this button to verify the following information:
 - Data Preservation Procedures
 - Specimen Preservation Procedures
- Update - To add data preservation procedures, type directly into the space provided. If more space is needed, click **Continue** to add additional pages. To add specimen preservation procedures, click the **Specimen Preservation** button, then type directly into the space provided. If more space is needed, click **Continue** to add additional pages.
- Add to Binder - Click on **Printer Friendly Pages** to print and add to your binder. Do this for both the Data Preservation and Specimen Preservation Page. Use the **Next** and **Back** buttons to print all applicable pages and add to Continuity Plan Tab (blue) of the Emergency Plan binder.

Change Password

- Purpose - This button allows you to change your password. The default password is '123'.

Click here to verify that the information in your plan is current and up to date

- Purpose - After your annual review, click this button and the date and time will be displayed in the Eplan last updated field.



Perform These Actions First

To activate the Plan, complete the following actions as needed:

- CONFIRM** and **EVALUATE** emergency conditions
- PROTECT** life safety, which may include:
 - EVACUATION to the nearest EAP
 - PROTECT IN PLACE in a secure indoor location
- REPORT** incidents to building’s emergency number (286, 211 or 911)
 - NOTIFY Security, HSPO, Building Manager, Facilities, and SoM DOC if activated
- ACCOUNT** for personnel
 - ARRANGE for medical care of ill or injured personnel
- ACTIVATE** key department personnel
 - SET UP emergency headquarters, if needed
 - DISTRIBUTE department’s emergency supplies, if needed
- IMPLEMENT** department response actions when **SAFE** to do so, may include:
 - PROTECT research materials, equipment, and hardcopy/electronic data
 - ASSESS DAMAGE to facilities, equipment, etc.
 - DOCUMENT losses
 - CANCEL events and classes, if needed
 - ACQUIRE equipment and supplies to aid the response
 - CLEAR debris
 - **ADD TASK** _____
 - **ADD TASK** _____
 - **ADD TASK** _____
 - **ADD TASK** _____
 - **ADD TASK** _____
 - **ADD TASK** _____
- BRIEF** department leadership on situation and actions implemented
- INFORM** department personnel of updated emergency information
- COORDINATE** response and recovery efforts with the SoM DOC



Where to Report Emergencies
(while occupying the following buildings)

SoM On-Campus Buildings

Dial **286** from Stanford Phones -or- **650-723-7222** from cell phones

SUMC, LPCH, and Cancer Center

Dial **211** from Stanford Phones -or- **650-723-7222** from cell phones

Technology and Innovation (TnI) Neighborhood
(Hillview, Arastradero, Porter, Page Mill, California Ave)

Dial **9-911** from Stanford Phones -or- **911** from cell phones
Then, dial **x1-0762** from Stanford Phones -or- **650-721-0762** from cell phones

Stanford Medicine Outpatient Center
(Redwood City Campus)

Dial **9-911** from Stanford Phones -or- **911** from cell phones
Dial **x1-7400** from Stanford Phones -or- **650-721-7400** from cell phones

Non-SoM University Buildings
(Gunn, Encina Commons, etc.)

Dial **9-911** from Stanford Phones -or- **911** from cell phones

All Other Off-Site Buildings

Dial **9-911** from Stanford Phones -or- **911** from cell phones

Inform all personnel of appropriate emergency number to call

****When in doubt, dial 911 for emergency services****

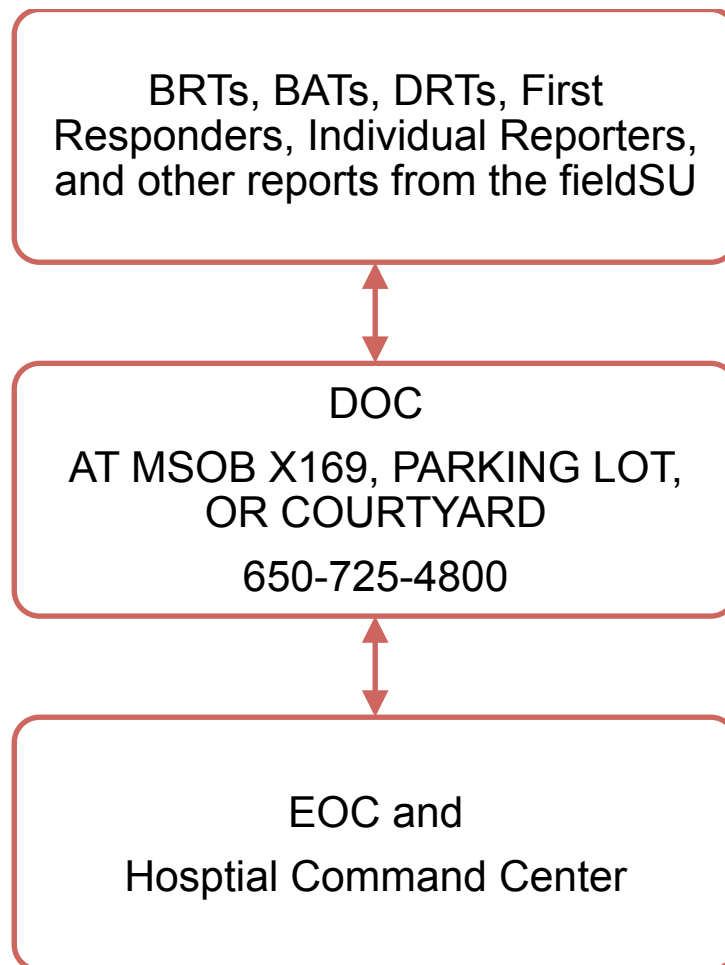


Where to Report Situation Updates and Request Assistance

After a major disaster (i.e., earthquake), key department personnel should report situation, missing/injured people, actions taken, building damage and hazards to SoM DOC via:

- 1) Phones and/or fax
- 2) Runner
- 3) Walkie Talkie (if activated)
- 4) Satellite Phone (if available and activated)

FLOW OF INFORMATION DURING AND AFTER DISASTER





Important Hotlines and Other Numbers

	Phone	Fax	Email/Websites
Hotlines			
University Hotline	650-725-5555	--	http://emergency.stanford.edu
SoM Hotline	650-723-7233	--	--
SHC Hotline	650-498-8888	--	--
LPCH Hotline	650-497-8888	--	--
Important Numbers			
SUMC Security	650-723-7222	--	--
TnI Security	650-721-0762	--	--
SMOC Security	650-721-7400	--	--
Facilities Operations	650-721-2146	--	--
HSPO EM Coordinator	650-444-1570	650-736-0179	somemergency@stanford.edu
HSPO Director	650-924-0962	650-736-0179	stanfordsomdisaster@yahoo.com
DOC Main Line**	650-725-4800	650-498-4193	
DOC Alt Line**	650-725-4682	650-725-5210	
<i>** Phone/fax/email only available if DOC is activated, otherwise contact HSPO</i>			

<p>2-Way FRS/GMRS Radios (Walkie Talkies)</p> <p>BRT to BRT – Channel 4 BRT to DOC – Channel 5</p>	<p>Physical Location to Send Runners</p> <p>HSPO – Alway Bldg, 2nd Floor, M224</p> <p>DOC – MSOB, 1st Floor West Wing, X169 or Parking Lot or Court Yard</p> <p>TnI – Security Office at 3172 Porter Drive</p>				
<p>Amateur Radio Frequency –</p> <p>Contact the Stanford University Amateur Radio Emergency Service (SUARES) Net Control at: 440.20 MHz +5 MHz offset CTCSS 123.0 Hz N6BDE/R</p> <p><u>Alternate Simplex Frequencies</u></p> <table> <tr> <td>146.490 MHz</td> <td>Simplex Stanford ARES Tac1 [PL 123.0]</td> </tr> <tr> <td>144.325 MHz</td> <td>Simplex Stanford ARES Tac2 [PL 123.0]</td> </tr> </table>		146.490 MHz	Simplex Stanford ARES Tac1 [PL 123.0]	144.325 MHz	Simplex Stanford ARES Tac2 [PL 123.0]
146.490 MHz	Simplex Stanford ARES Tac1 [PL 123.0]				
144.325 MHz	Simplex Stanford ARES Tac2 [PL 123.0]				



***SoM Satellite Phone Numbers
and Instructions for Use***

<p><u>To make a call</u> Power ON then PIN = 1111 Extend antenna – clear line of sight to sky Wait for connection and complete registration</p> <p><u>To call a US phone #</u> Dial 00 – 1 – (XXX) XXX- XXXX Example 00-1-650-725-4800 (DOC Main Line)</p> <p><u>To call another Iridium satellite phone</u> Dial 00-12 digit satellite phone # Example 00-8816-4148-5811 (DOC Sat Line)</p>	<p><u>Assessing Voicemail</u> Dial the Iridium Messaging Center at 00-8816-6299-0000 When prompted, enter 12 digit sat phone # Voicemail password = last 7 digits of Sat Phone #</p> <p><u>SMS – Text Message check</u> Press 'message check' (small envelope) Using the SCROLL key scroll to 'Received Messages' Select?... Press OK Highlight messages Press OK to read text message</p>
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<u>Phone</u>	<u>Location</u>	<u>Number</u>
1	DOC @ MSOB	8816 4148 5811
2	3373 Hillview	8816 4148 5812
3	3172 Porter (Security)	8816 2244 6501
4	1501 Cal*	8816 2244 6502
5	Arastradero	8816 2244 6504
6	855 California **	8816 2244 6505

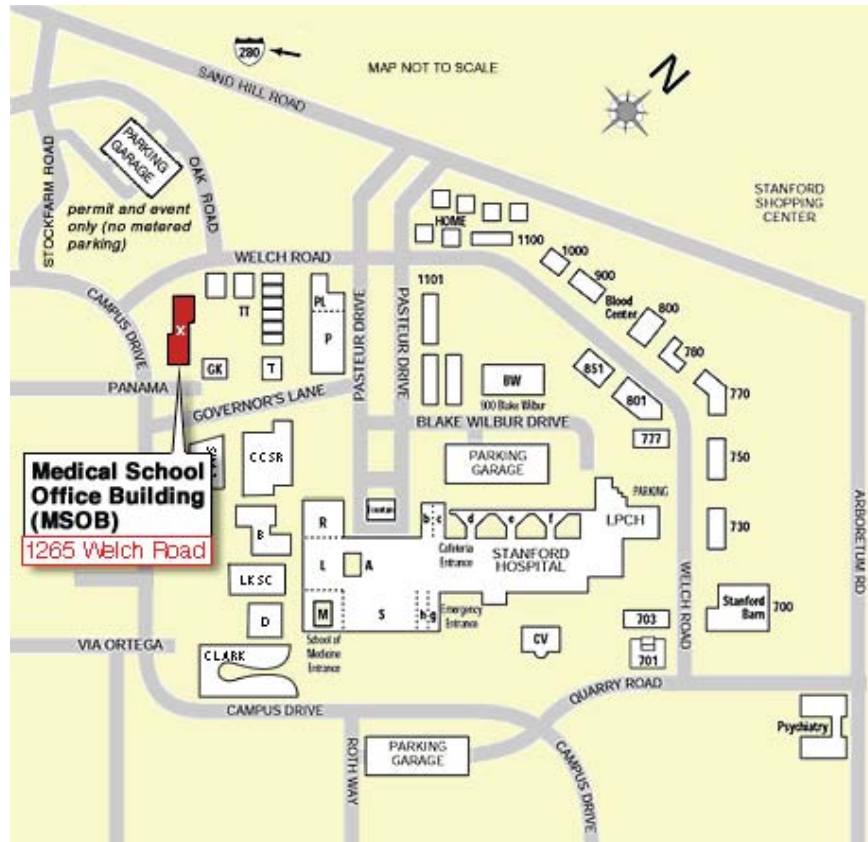
* Phone will be relocated to HSPO Office in Alway M224 in Jan 2014

** Phone will be relocated to the Security Office 3172 Porter Drive in Jan 2014



Physical Location to Send Runners if Communications are Unavailable

During response and recovery actions information will be flowing into and out of the SoM DOC in MSOB at 1265 Welch Road. If traditional communication modes are unavailable (i.e., cell phone, land lines), individuals designated as 'runners' will need to bring messages and take back information to their departments. The SoM DOC acts as the central hub of response information and resource requests.





Recording a Message on the Department Hotline

DEPARTMENT HOTLINE # _____

Password _____

NOTE: Utilization of a departmental hotline is optional and based on your own communication needs. When you plan your Department Emergency Information Hotline, consider whether to use an existing phone line or install a new designated line. Understand that the phone number will play the Emergency Bulletin until it is returned to normal business use.

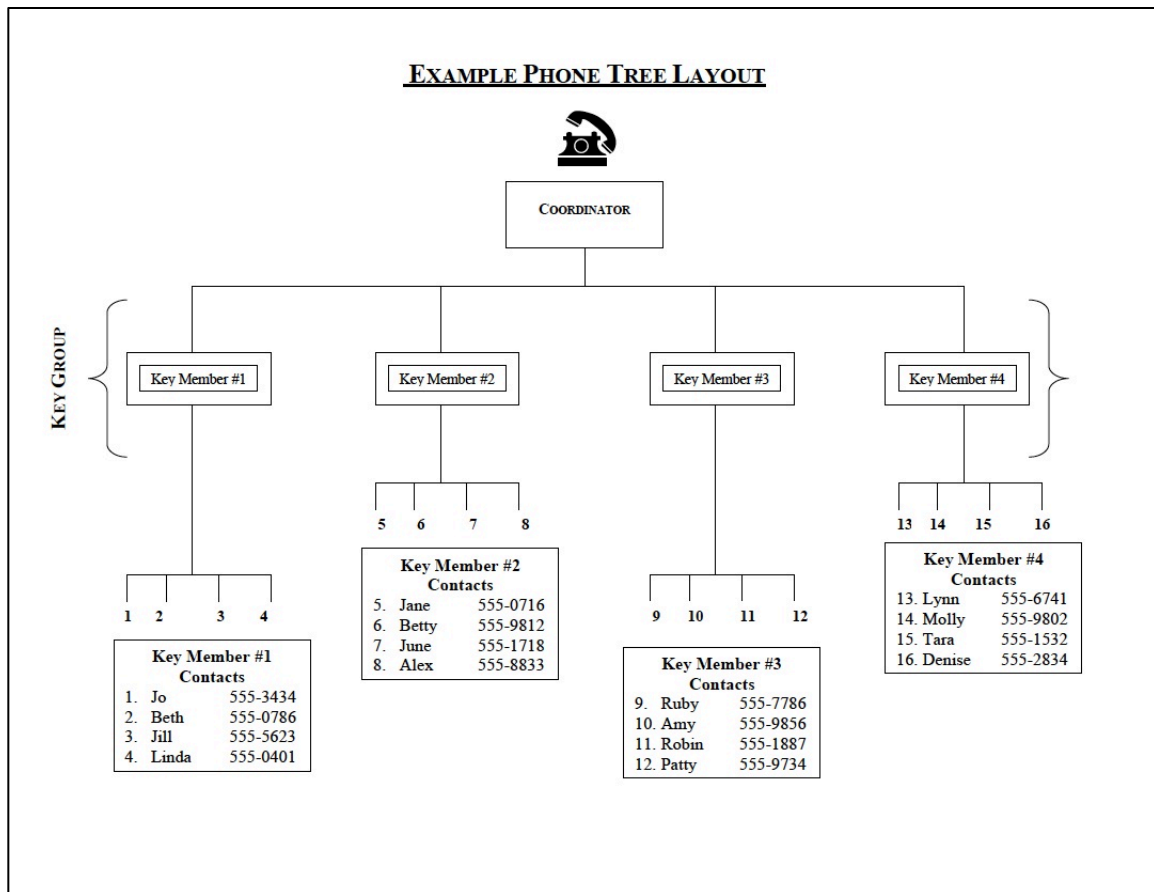
INSTRUCTIONS

1. Call Stanford Voicemail at 650-723-0000 or 650-723-1111
2. Enter Mailbox Number than enter the Password
3. Press 4 for the Personal Options Menu
4. Press 1 for the Greetings Menu
5. Press 2 to changes the Personal Greeting
6. Follow prompts and record the emergency announcement
7. To check you recording, Press #
8. Hang up when the message is satisfactory



Department Phone Tree and Personnel Contact Information

ADDED by each department and updated on an annual basis or as new personnel (faculty, staff, students, affiliates) arrive. Below is an example phone tree that departments may utilize. Please note, departments are encouraged to develop a strategy that is most appropriate for the organization.





Emergency Procedures

Please **PRINT and ADD** to the hard copy plan the procedures applicable to the buildings the department occupies.

Stanford University Emergency Response Guide

http://www.stanford.edu/dept/EHS/prod/general/erprep/EmerGuide/Final_Candidate_USE/Emergency_Guide_Oct_2011.pdf

SHC and LPCH Emergency procedures

<http://portal.stanfordmed.org/depts/OEM/Pages/2-emergency-procedures.aspx>

ADD location or department specific emergency procedures to this section.



Evacuation Strategy

This section contains the department's evacuation strategy. Departments provide the following pieces of information to this section for *EACH BUILDING OCCUPIED*:

- **ADD** Personnel rosters for all faculty, staff, students, and affiliates by building occupied
 - Examples can be found at <http://med.stanford.edu/somsafety/emereprep/eplanUpdate.html>
- **ADD** Building Information section via Online Plan
 - Accessible through <http://med.stanford.edu/somsafety/emereprep/eplanUpdate.html>
 - Includes BRT members and other safety contacts
- **ADD** Floor plans (available through iSpace) and/or evacuation plans (some buildings available through HSPO)
- **ADD** EAP maps (available through HSPO)
- **ADD** information for any personnel unable to evacuate (i.e., persons with limited mobility)



Evacuation Procedures

- Cease all work immediately upon notification of the event (by alarm or direct notification)
- Shut down critical equipment in the area, if possible, without placing yourself or your work or research at risk
- Take essential personal belongings 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 EAP
- Check in with your BRT 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 by Security, first responders, or BRTs that it is safe to do so – DO NOT enter the building simply because the alarm has been silenced!
- If you are unsure it is safe to re-enter a building, call:
 - SUMC Security at 650-723-7222 for SoM buildings on campus
 - Tnl Security at 650-721-0762 for Tnl Neighborhood buildings
 - SMOC Security at 650-721-7400 for Redwood City Campus





Evacuation Procedures for Personnel with Limited Mobility

Departments should develop a plan for individuals with limited mobility that needs assistance during evacuations including those with temporary conditions affecting their ability to evacuate via stairwells.

HSPO has provided evacuation chairs and has trained BRTs in the use of the chairs for a few buildings. In the absence of an evacuation chair on site, SUMC Security, Tnl Security, and other first responders will provide for the evacuation of those with limited mobility. BRT members are trained to assist those individuals into fire rated stairwells and inform security and first responders of their location.

Contact HSPO at 650-721-6269 for assistance with plan development and possible placement of an evacuation chair and training.

IF YOU HAVE A SPECIAL NEED AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. If there is a working telephone, call 286 in the School of Medicine or other emergency number as listed in the Communications tab and tell the emergency dispatcher where you are or where you will be. If you must move:

- Move to an exterior enclosed stairwell
- Request persons exiting by way of the stairway notify the Fire Department of your location
- DO NOT USE ELEVATORS during an emergency evacuation. (Emergency personnel may use an elevator for evacuation after review of the circumstances.)
- Once outside, move away from the building to allow others to exit
- Do not return to an evacuated building until given clearance by emergency personnel



EVACUATION STRATEGIES

Multiple Building

For departments occupying multiple buildings, evacuation and assembly is particularly difficult during a regional event (i.e., earthquake). To ensure safe evacuation, a strategy should be developed with input from managing authorities and/or supervisors at each location.

It is advisable to have BRTs for each building occupied and a mechanism for BRTs to report information to the DFA, Emergency Coordinator, and other key personnel after the evacuation including fire alarm activations. The BRT should also report this information to the SoM DOC during significant/regional emergencies and disasters (i.e., during an earthquake).

An advisable approach is to implement a Safety Committee that consists of BRTs and supervisors at each location as well as the DFA and/or Emergency Coordinator and conduct regular emergency planning meetings. Evacuation strategies are unique to every SoM building and must be communicated on a regular basis to department faculty, staff, and students.

Contact HSPO at 650-721-6269 if assistance is needed in developing a strategy tailored to the department.

Accounting for Personnel with Multiple Work Locations

Accounting for faculty and other personnel can be difficult when the individual has multiple work locations (i.e., a research laboratory and a clinical practice). It is advisable to develop a strategy that allows for personnel to report in with the DFA or Emergency Coordinator after a significant/regional emergency and disaster (i.e., during an earthquake). Suggested approaches include instructing personnel to:

- Call, email, or text the DFA, Emergency Coordinator, and/or BRT as to whereabouts and status
- Call and leave a message with the department's emergency hotline
- Meet at the department's emergency headquarters, alternate headquarters, EAP, and/or other predetermined location.

It is noted that most approaches will be heavily dependent on communication systems remaining operational and that accounting for all personnel may be very difficult and not complete for a significant amount of time. Each department will make every attempt to account for all personnel in a timely manner.



Key Personnel, Response Facilities, and Supplies

Each department should determine key emergency response and recovery personnel and lines of succession. Then, communicate roles and responsibilities to those personnel. This section also includes facilities (i.e., emergency head quarters) and supplies needed to support key personnel with their response and recover actions.

- **ADD** Key Personnel section via Online Plan Accessible through:

<http://med.stanford.edu/somsafety/emereprep/eplanUpdate.html>

- Chair/Chief(s)
 - DFA/Division Managers
 - PIs
 - Lab Managers
 - Emergency Coordinators
 - Health & Safety Contacts
 - Training Coordinators
 - Space Coordinators
 - Department Recovery Team members
 - Building Response Team members
- **ADD** all department org codes via Online Plan
 - **ADD** location of emergency headquarters (primary and alternate locations) via Online Plan
 - **ADD** information regarding department's cache of emergency supplies via Online Plan or hard copy in this section of the binder
 - Each location should at a minimum have a first aid or access to a first aid kit
 - The BRT member at those locations should be tasked with maintaining the kit



Emergency Roles and Responsibilities

All roles listed below may need to return to Stanford University after normal business hours in order to respond to and recover from emergencies. Roles and responsibilities should be communicated to each department's key personnel. For each key role, a line of succession should be identified and added to this section to ensure coverage.

Department Bases Emergency Roles

Department Chair / Division Chief / Director

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

DFA / Division Manager / Business Manager

- Responsible for managing and coordinating the emergency management, health and safety and training programs for the organization
- 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

Department Emergency Coordinator (DFA or designee)

- Acts as point of contact for the organization's emergency management program and interfaces with HSPO on planning efforts
- Coordinates the annual review and revision of the emergency plan with key department staff and includes the following activities
 - Assessment and communication of work place hazards including chemical, biological, radiological, and physical hazards
 - Critical equipment identification and protection plan
 - Animal population protection plan
 - Hard copy and electronic data preservation procedures
 - Specimen preservation plan including but not limited to:
 - Freezer and refrigerator management program
 - Off-site storage of irreplaceable research materials
 - Lab-specific power outage plans
 - Creation of building evacuation/personnel rosters



- Ensure that all new or transferring faculty, staff, students and visitors receive an emergency orientation specific to their primary work location
- Organize, facilitate and coordinate corrective actions for department specific emergency exercises and drills
- Implement emergency response and recovery actions as directed by SoM DOC and department leadership

Principal Investigator

- 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

H&S Contact (DFA or designee)

- Acts as point of contact for the organization's health and safety program and interfaces with HSPO on compliance efforts including self-inspections and external agency inspections.

Training Coordinator (DFA or designee)

- Acts as point of contact for the organization's training program including health and safety, HIPPA, and other compliance courses

Space Coordinator (DFA or designee)

- Acts as iSpace point of contact for the organization

Department Recovery Team (DRT)

- Document the effects of an emergency on the organization including:
 - Personnel
 - Space
 - Equipment
 - Data
 - Research
- Coordinate facility and program restoration
- Track emergency related losses and costs including personnel hours

Building Response Team (BRT)

- Volunteer team identified by DFA and trained, equipped by SoM HSPO
- Help disseminate emergency preparedness and response instructions
- Assist during evacuations
- Provide first aid if necessary
-
- Be familiar with department emergency plans – especially hazards

Other SoM and University Roles

Emergency Operations Center (EOC)

- Stanford University's management center where senior administrative and academic leadership sets university response and recovery policies and actions
- Coordinates critical university operations among DOCs

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 Policy), news media, and general public
- 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
- Report to and are deployed through representative DOC
- 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 occupy are made by University's structural engineers who are re deployed by EOC

Stanford Campus Emergency Response Team (SCERT)

- Volunteer teams activated when emergency services are not available during a disaster
- Report to and are deployed by the Department of Public Safety
- Training includes disaster preparedness, fire safety, disaster medical, and light search and rescue
- Taught to do the greatest good for the greatest number of victims, while protecting themselves from becoming a victim
- Based on the standard Community Emergency Response Team (CERT) program developed by the Federal Emergency Management Association (FEMA)



DEPT EMERGENCY OPERATIONAL STATUS

Date/Time: _____

From:
Dept Contact: _____
Dept Name: _____
Best Contact #: _____
Emergency HQ Location: _____

To:
SoM DOC: MSOB Building X169,
Parking Lot/Courtyard
Phone: 650-725-4800
Fax: 650-498-4193

Answer	Status	Indicate Needs or Issues
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	Can your department perform its primary functions with currently available resources?	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	Is your environment and infrastructure intact and safe? (no obvious damage, access to all areas)	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	Are essential services and utilities available and functioning? (power, water, HVAC, communications)	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	Do you have adequate supplies and equipment for the next 24 hours? Indicate needs.	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	Are all network applications available and functioning? Describe problems.	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	Do you have resources available that could be redeployed elsewhere if needed? Describe.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Evacuated? If so, which buildings?	

Actions taken by Dept:

People Injured or Missing:

Building Damage/Effects to Research:

Other Information:

Date/Time Received by SoM DOC or HSPO: _____



Administration and Research Continuity Plan

ADD the following pieces of information to this section via Online Plan accessible through:

<http://med.stanford.edu/somsafety/emereprep/eplanUpdate.html>

- List of research spaces with PI and hazards identified (chemical, biological, radiological, laser, etc.)
- List of critical equipment (administrative and research)
- List of freezers/cold storage
- Data preservation procedures (administrative and research)
- Research material preservation procedures
- Laboratory-specific emergency response and recovery plans
- PrepareSU Plan - SU Online Business Continuity Planning Tool (Optional)
 - Contact Lisa Pelletier at 650-721-6269 for access and guidance

PROTECT YOUR LAB'S RESEARCH MATERIALS

Complete these actions:

- ✓ Designate the lab's 24/7 emergency responders
- ✓ Get on the SoMAAlert List to receive utility outage notification
- ✓ Know what equipment is on emergency power (red plugs)
- ✓ Determine which materials are most valuable or irreplaceable
- ✓ Get supplies to ensure a safe response (flashlights, extension cords)
- ✓ When notified, come into the lab and check freezers, other critical equipment
- ✓ Report issues to Facilities Operations at 650-721-2146
- ✓ Report damages and losses to DFA
- ✓ Be familiar with the supporting documentation on the following pages



GENERAL INFORMATION

- All labs are required have an emergency plan in place. This document is designed to assist researcher during utility emergency response operations. It is intended to be used as an easy reference job aid and planning tool.
- It is not a policy document, but rather guidance for labs. More detailed information on Stanford School of Medicine response and recovery operations is available in the School of Medicine Emergency Plan and associated Department Emergency Plans, available from your Department's Director of Finance and Administration (DFA). Department emergency planning information can be found at <http://med.stanford.edu/somsafety/emereprep/eplanupdate.html>.
- Your lab may have unique considerations not outlined in this document.
- Nothing in this document shall supersede the experience, initiative, and ingenuity of the lab responders in overcoming the complexities that exist under actual emergency conditions.
- Utilities at the SoM include electrical power, emergency power (red plugs serviced by building generators), domestic water, chilled water, steam, and HVAC. Each lab should determine the exact utility dependences for each piece of equipment.
- SoM Facilities Operations has responsibility for responding to utility outages. The priority of their operations is dependent on the situation and will focus on regional and building issues first. It may be several hours before they can address lab specific issues, so it is important that research personnel have addressed critical issues ahead of time.
- When planning for power outages, labs can reasonably assume that building generators can provide eight hours of electricity to red plugs. This assumes that generators and the electrical infrastructure are intact and operational. Please note that generators are tested monthly and automatic transfer switches are tested monthly.
- When planning for emergencies, labs should consider utility outages as a secondary event to other disaster such as earthquake. In the case of a major earthquake, all SoM buildings will need to be assessed for significant structural damage prior to allowing responders enter the building. Having all critical research materials in freezers connected to emergency outlets (red plugs) is required.
- During a catastrophic event like an earthquake, fuel for the building generators will be in short supply. This will result in the failure of emergency power. The only way to grantee safe long-term storage of critical materials is off site storage.
- If you should have any questions regarding Facility Operations, buildings, or equipment, please contact the **Facilities Operations Service Desk at 650-721-2146**.
- If you should have any questions regarding SoM emergency preparedness, health and safety, or research continuity planning, please contact the **Health and Safety Programs Office at 650-721-6269**.



BEFORE THE UTILITY FAILS

- List a minimum of two individuals as 24-hour emergency contacts in the lab's life safety box. Ensure information is current by reviewing at least quarterly. Post contacts on freezers, refrigerators, incubators, and other continuous use equipment. Please note this can be equipment that is not used all the time, such as shakers. Provide information to DFA and Emergency Coordinator.
- All lab 24-hour emergency contacts have signed up to receive utility outage notifications at https://mailman.stanford.edu/mailman/listinfo/som_utility_outage_alert.
- Inventory freezers, refrigerators, incubators and other equipment, noting those plugged into emergency power outlets. Note if equipment is dependent on other utilities (e.g., autoclaves dependent on steam, cold rooms dependent on chilled water, some freezers have liquid nitrogen feeds, incubators have CO₂). If unsure, contact the **Facilities Operations Service Desk at 650-721-2146**.
- Determine criticality of research materials and supplies stored in equipment dependent on utilities. Estimate a conservative time frame in which materials and supplies can survive untouched during outage (e.g., materials in -80 freezers will remain intact for 4 hours assuming the door to the freezer remains closed from the time power was lost). Develop response priorities in accordance to criticality and response time. Ensure critical materials are kept in freezers and refrigerators on emergency power outlets.
- Appoint lab or department personnel to be able come to the lab on a 24-hour basis to implement lab specific response actions, accounting for vacations and being out of the area.
- Develop a line of succession if PI cannot be reached. Ensure that those able to make decisions on behalf of the PI are fully briefed in research priorities and actions.
- Have required supplies available to respond to outage including extension power cords and flashlights. Test equipment including flashlights on a frequent, regular basis.
- Provide, and document, training to all lab personnel on safely concluding hazardous materials procedures during an outage.
- List equipment that must be reset, restarted, reprogrammed, or recalibrated once the utility returns. Keep instructions close to equipment.
- Ensure that critical computer systems are backed up. Consider use of uninterruptible power supplies, but keep in mind that not all cooling systems are on emergency power and that temperatures in server rooms can rise to unacceptable levels if equipment is kept running without the benefit of a cooling source.
- Consider installing a remote notification system for critical equipment.
- Consider storing critical materials off-site with a colleague from another institution or with a commercial vendor.



WHILE THE UTILITY IS OFF

- If after hours, activate personnel to implement lab-specific response actions.
- If during business hours, work in the lab is prohibited if hazardous conditions exist (e.g., too dark to work safely).
- Shut down experiments that involve hazardous materials. Ensure experiments are stable and will not create uncontrolled hazards.
- Turn off and unplug all non-essential equipment especially computers, printers, and other devices with sensitive circuitry (including autoclaves and laminar flow hoods). This will reduce the risk of power surges or other unforeseen damage or injury that could result when the power returns. Pay particular attention to devices that act as both stirrers and as a heating source; make certain the latter is turned off.
- Check fume hoods and biosafety cabinets, closing sashes. Stop any operations that may be emitting hazardous vapors, fumes, or infectious agents. Cap any open containers.
- Check equipment on emergency power to ensure proper operation. Emergency power will take 20 to 30 seconds to activate, sometimes longer if the transfer switch needs to be activated manually.
 - Please note that Facilities Operations will prioritize troubleshooting and repairing regional and building issues before individual freezers and equipment.
 - **It is the responsibility of each lab or department to analyze and report the function of its equipment on emergency power during the outage.**
 - Call the **Facilities Operations Service Desk at 650-721-2146** to report equipment that has not turned on after emergency power has been activated. Facilities Operations will triage response calls based on the situation and criticality of materials contained within.
 - Due to the age and function of the infrastructure in the Alway, Edwards, Grant, and Lane Buildings, each emergency power outlet has been outfitted with an LED to show if the outlet is powered.
 - Do not use dry ice to supplement freezers unless absolutely necessary. Pressure from build up of carbon dioxide may void the freezer warranty. Do not use dry ice in small enclosed and occupiable areas because hazardous concentrations of carbon dioxide can accumulate.
- Take care to not overload power cords and emergency power outlets.
- Do not open freezers and refrigerators unless absolutely necessary.
- Turn off all spare gas cylinders at the tank valves. Exception: if a low flow of inert gas is being used to control a reactive compound or mixture, the decision may be made to keep the gas on.



AFTER UTILITY IS RESTORED

- Check equipment. Reset, restart, reprogram, or recalibrate as appropriate. Check fume hoods and biosafety cabinets for air flow, allowing 5 minutes of continuous operation prior to opening sash.
 - Report any issues with building equipment including fume hoods to the **Facilities Operations Service Desk at 650-721-2146**.
 - If non-building equipment fails to restart or operate correctly, contact the manufacturer or service provider.
- If any hazardous conditions result, contact SUMC Security at 286 on campus) and by dialing them directly (650-723-7222) if off-campus
- Document and report any losses to the department DFA. DFA will report losses to Risk Management. Losses may or may not be reimbursed.
- Revise lab emergency plan to reflect any corrective actions that needed to be taken.

PURPOSE AND SCOPE OF PLAN

The purpose of the Plan is to provide a framework for emergency planning at the department, division, institute, center, and program level. This plan establishes guidelines and procedures to allow the School of Medicine (SoM) to effectively respond to emergencies. The plan was written in compliance with the Stanford University Campus Emergency Plan, and will be reviewed and updated annually by the department in accordance with the Roles and Responsibilities (light green tab).

The Health and Safety Programs Office coordinates the development and maintenance of department emergency plans including providing overview information. Departments are required to have an Emergency Management program and the capacity to develop, maintain, and test the plan.

The scope of this plan covers the research and teaching enterprises of the SoM as well as the administrative functions that support those missions. This plan, however, does NOT include patient care and clinical operations, which is covered under the SHC/LPCH Office of Emergency Management and corresponding hospital department emergency plans.

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.

The SoM and departments acknowledges that not all hazards and risks are known. The SoM uses an "All Hazards" approach to emergency planning, which encourages effective and consistent response to the disaster regardless of cause.

In addition, the SoM has accepted the level of risk associated commensurate with the level of resources invested into the program; current technology, staffing dedicated, and funding available.

EMERGENCY PRIORITIES

The following priorities will be the overarching guide to planning for and implementing emergency response and recovery operations:

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 PLAN HIERARCHY

This Department Emergency Plan falls within the framework of the Stanford University Campus Emergency Plan. Under this framework, emergency planning and preparedness occurs at all levels of the organization. Below is a list of major plans and policies at each level detailing emergency procedures.

- University-Level
 - Campus Emergency Plan
 - Cabinet Emergency Planning Guidelines
 - Department Emergency Planning Guidelines
 - Administrative Guide
 - Section 25.2 – Emergency / Accident Procedures
 - Stanford University Safety Manual
 - Chapter 6 – Preventing and Handling Emergency
 - Stanford Research Policy Handbook
 - Chapter 6 – Environmental Health and Safety
- School-Level
 - Stanford University School of Medicine Emergency Operations Plans and Annexes
- Department-Level
 - Department Emergency Plan (this document)
 - Online Emergency Plan found at <http://somsafety.stanford.edu>
- Building-Level
 - Building Response Team Field Operations Guide
 - Evacuation Plans (posted within corridors, near elevators, and at stairwells)
- Laboratory-Level
 - Contents of Life Safety Box including Emergency Notification Form and Chemical Storage Map
- Individual-Level
 - Emergency Response Guide
<http://ehs.stanford.edu/general/erprep/index.html>
 - What to do in an emergency wallet card

SoM coordinates planning efforts with SHC/LPCH Office of Emergency Planning for hospital emergency plans, policies, and procedures. Each department can create department, laboratory, or work area specific emergency plans to meet the needs of their operations.

RISK ASSESSMENT

The School of Medicine periodically conducts a hazard vulnerability analysis to guide planning efforts. The most probable hazards that face Stanford University School of Medicine are:

- Earthquakes
- Fires
- Explosions
- Terrorist Incidents
- Hazardous Materials Releases
- Extended Power Outages
- Workplace Violence
- Floods
- Severe Weather
- Mass Casualty Events
- Pandemic Influenza

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 DOC may be opened at the request of the University. The SoM DOC 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.

EMERGENCY ORGANIZATION

The University Plan establishes a central campus coordinating body at the campus Emergency Operations Center (EOC). The campus is organized into academic and operational Department Operations Centers (DOCs), which coordinate local emergency operations and report to the central campus EOC. The SoM DOC coordinates emergency response efforts and resource requests for the SoM departments, divisions, institutes, programs, centers, and laboratories.

SOM DEPARTMENT OPERATIONS CENTER (DOC)

During a Level 2 emergency involving the SoM and any Level 3 emergency, the SoM will open its DOC. The DOC is located in Conference Room X-169 in the Medical School Office Building (MSOB). If MSOB is unavailable for any reason, an alternate location including the MSOB parking lot or MSOB courtyard may be activated.

COMMUNICATIONS

The SoM emergency communications strategy is outlined below. It employs multiple modes and tools to provide for redundant communications. Please see the COMMUNICATIONS (gold) tab for tools and resources on developing an effective department emergency communications strategy.

AlertSU

AlertSU is the Stanford University emergency notification strategy used to communicate time-sensitive information during an emergency event affecting campus. At this time, it is comprised of a mass notification system, an outdoor warning system, emergency website and emergency information hotline. The mass notification system delivers notifications via voice mail, email and text messaging to members of the Stanford community. The outdoor warning system is a series of seven sirens, which use a combination of alert tones and verbal instructions to deliver information to anyone outdoor on campus. More information on the AlertSU mass notification system can be found at <http://alerts.stanford.edu>.

SoMAAlert

HSPO has a mass notification protocol for emergencies that directly affect SoM operations (i.e., utility outages, floods, etc.). The opt-in system is called SoMAAlert and uses the existing technology behind the campus wide notification system AlertSU. Faculty, staff, students, and affiliates with roles and responsibilities for emergency operations are highly encouraged to sign up to receive SoMAAlert at:

https://mailman.stanford.edu/mailman/listinfo/som_utility_outage_alert

24 hours a day, 7 days a week, Health & Safety and/or Engineering & Maintenance will



use SoMAAlert to make initial notifications of incidents and provide appropriate updated information. The notifications are meant to **inform departments and laboratories** that an emergency may affect their operations and **prompting the activation of their office and lab emergency plans** to protect research materials and data.

SoMAAlert messages will provide department administrators and laboratory personnel with:

- The best available information about the incident at the time the message is sent. Information may not be complete depending on the situation.
- The areas affected and the scope of the event.
- What type of response may be needed at a local level (i.e., lab personnel requested to verify their freezers are operational while on emergency power).
- Where to receive updated information (i.e., SoMAAlert, SoM hotline, follow up emails, etc.).
- Where to make requests for assistance (i.e., contact numbers for E&M and other responders).

After signing up on the som_utility_outage_alert email list, the information that is listed in StanfordYou (faculty and staff) or Axess (students and post-docs) will populate the SoMAAlert system. Please note that it may take up to 24 hours for information to be added to SoMAAlert.

SoMAAlert may come in the form of SMS text message, phone call, and/or email. One or more of these modes of communication maybe used given the situation. It is important that all contact information is correct especially cell phone numbers. Note, cell phone numbers can be kept private in the directory, but still accessible to AlertSU.

Department Phone Trees

Each department is required to have a strategy to use in addition to the University and School's use of the mass notification tool. An effective way of providing emergency information to a large number of people is through the use of phone trees. The SoM encourages each department, division, laboratory or area to develop a phone tree to communicate emergency information to the staff of that area. In an emergency, department DFAs and division managers may be notified by phone about the status of the SoM and what specific emergency response actions need to be taken. DFAs and division managers should then use the phone tree to notify their personnel.

TRAINING

Each department shall develop a training program that includes providing a work-area specific emergency orientation for all new personnel. In addition, all faculty, staff, and students are required to complete the General Safety, Injury Prevention, and Emergency Preparedness course EHS-4200 available through STARS.



It is required that departments review the information in the Emergency Orientation checklist with all personnel. The information may be conveyed via email, training, meeting, or other mode as appropriate and effective for the department.

EXERCISES AND DRILLS

Departments are required to have an annual test of their emergency plan or some element thereof in the form of an exercise or drill. The format of the test is flexible and is dictated by the needs of the department. Drills and exercises may be full scale, where individuals are expected to carry out the responsibilities and procedures; tabletop exercises, where individuals discuss their response but do not physically respond; or a combination of both.

SUPPLIES AND EQUIPMENT

Departments, divisions, and laboratories are advised to provide basic emergency supplies and equipment to be as self-sufficient as reasonably possible after an emergency. While HSPO provides emergency supplies to Building Response Teams that support evacuation and medical response, it is the responsibility of each individual department to determine what emergency supplies, including food and water, is needed to support personnel and emergency response operations. Emergency kits will vary in size and composition according to the organization's structure and function. Basic elements to consider include:

- Food and water
- Hygiene and sanitation
- Shelter and warmth
- Medical
- Safety, search and rescue
- Personal Protective Equipment
- Lighting
- Communications
- Debris management and clean up equipment
- Equipment and supplies for research recovery operations
- Emergency plans, rosters, and forms

Each department should determine the potential for displaced personnel and develop a plan to support them. Care, shelter, and feeding plans can include:

- Providing everyone their own kit
- Buying a large office kit
- Encouraging personnel to take the Personal Emergency Preparedness EHS-5090 to receive a kit using STAP funds
- Encouraging personnel to create their own kit

It is advisable to have some food and water resources available for personnel since it may take several hours to mobilize these resources at the SoM and University level. In



addition, departments should have resources to provide care and shelter for those key personnel that would be performing emergency operations at Stanford. Please see Additional References below for best practices on emergency supply kits and maintenance.

REDUCING EXPOSURE TO RISKS AND HAZARDS

The following tips can prevent emergencies from happening in the 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 and 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.

ADDITIONAL REFERENCES

FEMA Ready. Build a Kit. <http://www.ready.gov/build-a-kit>

Prudent Practices in the Laboratory: Handling and Management of Chemical Hazards: Updated Version. 2011. Section 3. Emergency Planning.
<http://www.ncbi.nlm.nih.gov/books/NBK55874/>

EMERGENCY ORIENTATION CHECKLIST

- Identify your Building's Emergency Assembly Point (EAP)
- Identify your department's Director of Finance and Administration/Supervisor, Emergency Coordinator, and Building Response Team (BRT) members
- Walk through two evacuation routes from your work area to your EAP
- Review the following Evacuation Procedures:
 - Cease all work immediately upon notification (by alarm or direct notification)
 - Shut down critical equipment in the area, if possible, without placing yourself or your work or research at risk
 - Take essential personal belongings 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 that exits to street level and exit the building immediately
 - Report to your EAP
 - Check in with your BRT 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 by Security, first responders, or BRTs that it is safe to do so – DO NOT enter the building simply because the alarm has been silenced!
 - If you are unsure it is safe to re-enter a building, call:
 - SUMC Security at 650-723-7222 for SoM buildings on campus
 - TnI Security at 650-721-0762 for TnI Neighborhood buildings
 - SMOC Security at 650-721-7400 for Redwood City Campus
- Identify locations of nearest fire alarm pulls and fire extinguishers
- Identify locations of emergency supplies, first aid kits, and spill kits (labs)
- Verify the emergency number for your work area (286, 211, 9-911, 911)
- Program the Security Dispatch number into your cell (see contact numbers above)
- Review your Emergency Instruction Card and add your specific information (cards are available from Security or SoM Health and Safety Programs)
- Enter contact information in StanfordYou for faculty and staff or Axxess for students
- Bookmark <http://emergency.stanford.edu> for up to date emergency information
- Complete General Safety and Emergency Preparedness EHS-4200 in STARS
- Review the Emergency Response Guide at <http://emergency.stanford.edu/resources>. Click on Emergency Preparedness