Emergency Preparedness in Sequoia Hall

Things you need to know!
Preparedness: Do You Know…

- What AlertSU is and what it does?
- What to do during an earthquake?
- When to evacuate the building?
- Where to go after an evacuation?
- Where to get information after an emergency?
- How to reduce the risk of fires and other hazards?
- How to locate a fire alarm pull box or fire extinguisher?
- How to report an emergency?

These are fundamental elements of Emergency Preparedness at Stanford and at Sequoia Hall, and we rely on everyone here to take responsibility for learning about them. Please review this information now, check out the links for more detail later, and re-read this file from time to time: it’s a safe bet!
AlertSU is the Stanford University emergency notification strategy used to communicate time-sensitive information during an emergency event that affects the campus.

It is comprised of:

- a **mass notification** system
- an **outdoor warning** system
- an emergency website: [http://emergency.stanford.edu](http://emergency.stanford.edu)
- an emergency information hotline: **5-5555**

The **mass notification** system delivers notifications via voice mail, email, and text-message.

The **outdoor warning** system consists of seven sirens which use a combination of alert tones and verbal instructions to deliver information to people when they are outside. Anyone who is indoors should not expect to hear the outdoor warning system.
Our Evacuation Routes

When a building evacuation is announced:

1) Don’t use the elevator.
2) Leave the building by the nearest door.
3) Go to our Emergency Assembly Point on Lomita Mall.
Our Emergency Assembly Point

- Gather on the Lomita Mall lawn between the Main Quad and Varian Physics and (if needed) sign in on the log-sheets provided.
- The EAP for Statistics is shared with several other buildings and departments. There will be a large crowd!

Look for this sign on grey wooden posts.
Reduce Your Risk

FIRE SAFETY

- Know the location of fire alarms and fire extinguishers in the building. (The next two maps will show you!)

- Know the location of emergency exit routes near you, wherever you are.

- Keep corridors and room exits clear and unobstructed.

- Do not smoke inside of or adjacent to university buildings.
Reduce Your Risk

ELECTRICAL SAFETY

- Do not daisy-chain one power strip into another.
- Do not overload power strips; see above.
- Use extension cords for temporary power only!
- Keep off-site duplicates of critical data and documents.
EARTHQUAKE SAFETY

- Know how and where to take cover during an earthquake:
  - Away from windows, under tables, between rows of seats, in a doorway, or against a wall.
  - In a hallway, drop to the floor and cover your head and neck.

- Be sure that bookcases and file cabinets over 42” tall are anchored.

- Keep tall furniture away from exits, or have it anchored.

- Secure any large items that could fall over and block your exit.

- Store heavy items at floor level.

- Back up data and documents, or store duplicates off-site.
Reduce Your Risk

PERSONAL SAFETY

- Lock up or hide away all valuables in your office.
- Be alert to people entering your work space, and realize that pilferers know how to dress and how to act in order to blend in.
- Do not open an exterior door after hours for anyone you don’t know.
- **Close those windows at the end of the day!**

To report suspicious activity, call the non-emergency line: **(650) 329-2413**
Report an Emergency

Please *do not hesitate* to report suspicious activities any time you are on campus. Report a crime, a fire, a request for medical assistance, or any public safety-related incidents to the **Department of Public Safety Communications Center** as follows:

If *immediate* police, fire, or medical response is needed, doing one of the following provides the best opportunity for a rapid response:

1. From a **Stanford University** telephone (all Stanford prefixes): **Dial 9-911.**
2. From a **non-university** telephone, **cell** or **pay** phone: **Dial 911.**
3. From a **blue emergency tower**, located along travel routes throughout campus: **Push the red button** to be automatically connected with police communications.

For non-emergency situations, the Public Safety Office can be contacted at **(650) 723-9633** during business hours, **(650) 329-2413** during evenings, weekends, and holidays, or write to **police@stanford.edu**.
Report an Emergency

FIRE — POLICE — MEDICAL AID

All Life Safety Emergencies, call 9-911
   From Cell or Pay Phones 911
   In the Medical Center 286

EH&S/Hazardous Materials Releases 5-9999
Facilities Operations Work Support 3-2281
Student Housing Maintenance 5-9238
Hospital Engineering & Maintenance 3-5555

When you call to report an emergency, tell the Operator:

1. The type of emergency.
2. If there are victims present.
3. The location of the emergency.
4. Your name, location, and phone number.

Stay on the phone until the Operator ends the call. Good work!
Get Emergency Information

1. Call University Emergency Hotlines:
   - SU Emergency Information Hotline  5-5555
   - Student Information Hotline  7-9000
   - Calling from another city or state  1-800-89SHAKE
   - Calling from abroad  01-602-241-6769

2. Read announcements posted on University web pages:
   - Emergency Information  http://emergency.stanford.edu
   - Stanford Homepage  http://www.stanford.edu

3. Listen to KZSU 90.1FM for Stanford emergency bulletins.

4. Listen to community Emergency Alert System* radio stations:
   - KCBS  740 AM  KGO  810 AM
   (* formerly known as the Emergency Broadcast System)

5. Watch television for reports of local emergencies.
Basic Steps in Emergencies

ACCIDENT
- Call 9-911 for help.
- Notify department manager and/or chair.
- Administer first aid if you are trained to do so.
  Do not attempt to move a seriously injured person.
  Remain calm; wait for instructions.

POWER OUTAGE
- Report the outage to Facilities Operations: 3-2281.
- Help those in darkened areas move to safe locations.
- Open windows for additional light and ventilation.
- Call a Hotline for information about a prolonged outage:
  Stanford Emergency Information Hotline  5-5555
  Student Emergency Information Hotline  7-9000
Basic Steps in Emergencies

**FIRE**

📞 Call 9-911 for help.

🎵 Activate nearest alarm.

🌟 Notify department manager and/or chair.

➕ Evacuate the building; go to the Emergency Assembly Point.

- Do not use elevators.
- Feel doors for heat: if cool, exit carefully.
- If hot, do not open door; stay where you are.
- If you see smoke, crouch near the floor as you exit.
- If you see fire, close doors and windows as you exit.
- Use extinguishers on small fires only if safe to do so.

Practice using a virtual fire extinguisher at fireextinguishertraining.com!
FIRE (continued)

When using a fire extinguisher, do you know how to P.A.S.S.?

Pull the pin from the handle.
Aim at the base of the fire.
Squeeze the trigger.
Sweep back and forth.

PLUS:
Don’t assume the fire has been reported.
Don’t become a “spectator” once outside.
And don’t go back inside the building!
Basic Steps in Emergencies

EARTHQUAKE

**IN ANY SEISMIC EVENT:**

- Take cover immediately and direct others to do likewise:
  - Under a desk, table, or chair –
  - Between seating rows in lecture halls –
  - Against a wall, away from windows –
  - Or simply drop to the floor, covering head and neck.
- If outdoors, choose an open area, away from buildings, but do not run.
- Be alert for aftershocks as well as for potential falling hazards.

The main point is to try to *immediately* protect yourself as best as possible *where you are*. Earthquakes occur suddenly but can start gradually and grow; the initial danger comes from falling or flying objects, usually small items.

That’s why you should **Drop, Cover, and Hold On** right away!
Basic Steps in Emergencies

EARTHQUAKE (continued)

MINOR QUAKE (brief rolling motion):

👉 Restore calm.
⏰ Report any damage.
ℹ️ Await instructions; evacuations are unlikely.

MAJOR QUAKE (violent shaking):

👉 Restore calm; assist others.
☎️ Report injuries to 9-911.
➕ Evacuate carefully and remain alert for aftershocks:
   Take emergency supplies.
   Do not use elevators.
   Go to the Emergency Assembly Point.
ضرورة Do not enter buildings until they have been inspected.
ℹ️ Await instructions; be patient.
Preparedness: Now You Know

✓ What AlertSU is and what it does.
✓ What to do during an earthquake.
✓ When to evacuate the building.
✓ Where to go after an evacuation.
✓ Where to get information after an emergency.
✓ How to reduce the risk of fires and other hazards.
✓ How to locate a fire alarm pull box or fire extinguisher.
✓ How to report an emergency.

Thank you so much for taking the time to review this important information. If you have questions about any of this material, please call, write, or visit us:

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