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 learn all you can to be prepared: 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.

AlertSU utilizes any or all of these notification methods:
- 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 voicemail, 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 who are outside. Anyone who is indoors should not expect to fully hear the outdoor warning system.
Our Evacuation Routes

Evacuation isn’t always necessary! If building evacuation is required, it will be announced. Then, just follow these simple steps:

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

ELECTRICAL SAFETY

- Do not daisy-chain one power strip into another. *(Yes, we check.)*
- Do not overload power strips; see above!
- Use extension cords for **temporary** power only.
- Keep off-site duplicates of critical data and documents, in case of power loss.
Reduce Your Risk

PERSONAL SAFETY

- Lock up or hide away all valuables in your office.
- Be alert to people entering your workspace, 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 criminal or suspicious activity, call **9-1-1** from a mobile phone or **9-9-1-1** from a campus phone.
Reduce Your Risk

FIRE SAFETY

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

- Know the nearest emergency exit routes, wherever you are.
- Keep corridors and room exits clear and unobstructed.
- Do not store or dispose of flammable and/or hazardous chemicals improperly; ask building management for help.
- Do not smoke inside of or adjacent to university buildings.
Fire Alarm Pull Boxes & Extinguishers

Pull Box
Extinguisher
Reduce Your Risk

EARTHQUAKE SAFETY

- Know how and where to take cover during an earthquake:
  - In a room, move away from windows, get under tables, between rows of seats, 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 large items that could fall over and block your exit (like bikes!).
- Always store heavy things at floor level.
- Back up data and documents, or store duplicates off-site, in case of server disruptions or building closures.
Report an Emergency

Please *do not hesitate* to report suspicious activities any time you are on campus. You can report a crime, a fire, a request for medical assistance, or any public safety incidents to the [Department of Public Safety Communications Center](mailto:police@stanford.edu).

If *immediate* police, fire, or medical response is needed, do one of the following:

2. *Dial 911* from a non-university telephone, [cell](http://www.cell.com) or [pay phone](http://www.payphone.com).
3. *Push the red button* on a [blue emergency tower](http://www.e-tower.com), located along travel routes throughout campus, to be automatically connected with emergency dispatch.

For non-emergency situations, the Public Safety Office can be contacted at [tel:(650) 723-9633](tel:(650) 723-9633) [their business line] or [tel:(650) 329-2413](tel:(650) 329-2413) [all-hours dispatch] or write to [police@stanford.edu](mailto:police@stanford.edu).
Report an Emergency

POLICE — FIRE — MEDICAL AID

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Life Safety Emergencies</td>
<td>9-911</td>
</tr>
<tr>
<td>From Cell or Pay Phones</td>
<td>911</td>
</tr>
<tr>
<td>In the Medical Center</td>
<td>286</td>
</tr>
<tr>
<td>EH&amp;S/Hazardous Materials Releases</td>
<td>5-9999</td>
</tr>
<tr>
<td>Facilities Operations Work Support</td>
<td>3-2281</td>
</tr>
<tr>
<td>Student Housing Maintenance</td>
<td>5-9238</td>
</tr>
<tr>
<td>Hospital Engineering &amp; Maintenance</td>
<td>3-5555</td>
</tr>
</tbody>
</table>

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

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 Dispatcher ends the call. Good work!
Get Emergency Information

1. **Call** University Emergency Hotlines:

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stanford Emergency Information</td>
<td>650 725-5555</td>
</tr>
<tr>
<td>School of Humanities &amp; Sciences</td>
<td>650 725-2555</td>
</tr>
<tr>
<td>Calling from another city or state</td>
<td>844 ALERTSU</td>
</tr>
<tr>
<td>Calling from outside the country</td>
<td>+01 602 241-6769</td>
</tr>
</tbody>
</table>

2. **Read** announcements posted on University web pages & social media:
   - [http://emergency.stanford.edu](http://emergency.stanford.edu)
   - [Twitter](https://twitter.com)
   - [Facebook](https://facebook.com)

3. **Listen** to **KZSU 90.1 FM** for University emergency bulletins.

4. **Listen** to community Emergency Alert System* radio stations:
   - [KCBS 740 AM](https://kcbs.com)
   - [KGO 810 AM](https://kgo.com)
   (* formerly known as the Emergency Broadcast System)

5. **Watch** television for local reporting and response details.
Basic Steps in Emergencies

ACCIDENT
- Call 911 / 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 LBRE Operations at 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:
  SU Emergency Information Hotline 5-5555
  H&S Emergency Information Hotline 5-2555
Basic Steps in Emergencies

FIRE

📞 Call 911 / 9-911 for help.
📍 Activate nearest fire alarm pull box.
⏰ Notify department manager and/or chair.
➕ Evacuate building if instructed; go to 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!
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

DURING 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.
عواً Be alert for aftershocks as well as for potential falling hazards.

The main idea is to always know how to protect yourself as best as possible where you are. Trying to move during any shaking puts you at risk! Earthquakes occur with no warning but can start gradually and grow... and the greatest 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 you’ve seen.
- 🔔 Await instructions; evacuations are unlikely.

**MAJOR QUAKE** (violent shaking):
- ♀ Restore calm; assist others.
- 📞 Report injuries to 911 / 9-911.
- 🔴 Evacuate carefully and remain alert for aftershocks:
  - Take emergency supplies.
  - Do not use elevators.
  - Go to the Emergency Assembly Point.
- ⚠️ Do not enter buildings until they have been inspected.
- 🔔 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.
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✓ 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:

Cindy Kirby  
ckirby@stanford.edu  
Room 218 / 725-2229

Ellen Van Stone  
vanstone@stanford.edu  
Room 125 / 723-2625