

EARTHQUAKE PREPAREDNESS INFORMATION

- Plan where you would take cover in your work area or room during an earthquake and know the location of at least two exits.
- Keep a flashlight, first aid kit and battery-operated AM/FM radio handy.
- Take a first aid and CPR class, as medical facilities will be overworked following a major earthquake.
- Have a long-distance contact to tell friends or relatives of your situation.
- Know the location of fire extinguishers (if you have been trained to use one).
- Be sure no heavy objects or unbraced shelves are over your desk or in a position to block an exit. To arrange to have furniture braced, contact sulair-facilities@lists.stanford.edu.

DURING AN EARTHQUAKE

Remember DUCK, COVER, and HOLD

- Remain where you are. Immediately get under a table or desk (find a corner away from windows, mirrors and glass) and brace yourself. Stay there until the shaking stops. Make sure to cover your head and neck.
- If you are in a hallway, drop to the floor, making sure to cover your head and neck.
- If you are outdoors, stay there. Move away from sides of buildings to a clear area away from trees, signs, electrical wires, power poles, and lamp posts.
- Wait until the shaking completely stops before leaving your cover.

AFTER A MAJOR EARTHQUAKE

- Try to remain calm and reassure others. Do not take risks. Assist others. Watch for broken glass.
- If necessary, it's okay to use your flashlight, but do not use candles, matches, or lighters.
- Evacuate if there is immediate danger. Exit through stairwells only. DO NOT USE ELEVATORS.
- As you are leaving the building, check all immediate areas for injured persons and help disabled persons to evacuate, or report disabled persons to your Emergency Response Team Leader to obtain assistance.
- Report to your designated EAP and check in with the Emergency Response Team Leader.
- Use 911 only to report life-threatening medical or fire emergencies. (To get information, use the emergency hotlines and this website <http://emergency.stanford.edu>.) Then report serious injuries, fires, or other hazards to the SULAIR Satellite Operations Center (SOC) – the primary SULAIR SOC is in Green Library, Bing Wing, Room 101.
- Immediately report any gas leaks or electrical hazards. Don't use matches or electrical switches until you are sure there are no leaks.
- Be prepared for aftershocks, which may cause additional damage. Plan where you will take cover when they occur.
- Wear shoes to avoid injuries from broken glass and debris.
- Cooperate with University and public safety officials.

EMERGENCY PREPAREDNESS FOR SULAIR STAFF

EMERGENCY UPDATES & INSTRUCTIONS

- To hear SULAIR emergency bulletins call 725-8333
- To hear Stanford emergency bulletins call 725-5555; Student Info: 497-9000; Hospital: 498-8888
- To hear emergency information on the radio tune in to KZSU 90.1 FM
- To view emergency information on the web go to <http://emergency.stanford.edu>

PRE-EMERGENCY INFORMATION SOURCES

- Know where your Emergency Assembly Point (EAP) is. A list of SULAIR EAPs can be found inside this leaflet. EAP signposts (with a blue triangle enclosed in a white circle) are installed in open areas near all campus buildings.
- Obtain an Emergency Wallet Card of emergency Procedures – available at the University Librarian's Office. It has Emergency Information Hotline phone numbers. Add your own emergency contact number to it and carry the Wallet Card with you at all times.
- Inform your loved ones that in the event of an earthquake they can call 1-800-89-SHAKE (1-602-241-6769 from outside the U.S.) for information.
- Take a class in CPR and/or first aid (e.g. from the American Red Cross) and maintain certification.
- For more information, search "Emergency Preparation" on the web.

MEDICAL EMERGENCY GENERAL INFORMATION

- Call 9-911 to report the emergency
 - Report: the type of emergency; the number of victims; the location of the emergency; your name and phone number
 - Stay on the phone until the Operator ends the call
- Designate someone to meet the Emergency Team at an easily accessible location.
- Clear the area of bystanders to give the victim(s) privacy.
- Have someone call the Directors' office (3-5553) to report the emergency within SULAIR.
- AED (Automated External Defibrillator): If a victim is not breathing or has no pulse, immediate defibrillation may help. SULAIR has two AEDs: at Green East Access Services and the Academic Computing consultants' desk, Meyer Library 2nd floor.

EVACUATION GENERAL INFORMATION

- In the event of a fire alarm, or other instruction to evacuate, leave the building as rapidly and safely as possible and report to your Emergency Assembly Point (EAP).
- Take your cell phone, briefcase, purse, wallet, and car keys with you only if you have time to do so safely.
- Assist others if you are able to do so.
- When you report to the EAP indicate any hazards you observed, including people unable to evacuate, fires, or other unsafe conditions.
- Do not re-enter buildings until the Fire Marshall or emergency personnel have given clearance to return into the building (this includes evacuation drills).
- Remain at the EAP until you have been instructed to leave or report elsewhere on campus.

SULAIR EMERGENCY ASSEMBLY POINTS

- Every campus EAP is marked with a gray signpost (bearing a plaque with a blue triangle enclosed in a white circle). All employees are expected to know the location of their building's EAP.

Location	EAP
Academic Computing – Meyer	Lawn area between Meyer Library & Clock Tower
Academic Computing – Page Mill Road	West side of building (1450 Page Mill Road)
Access Services – Green East	Koret Park, between Red Fountain & School of Education
Area Studies Resource Group – Green East	Koret Park, between Red Fountain & School of Education
Art Library – Cummings	Centennial Fountain, between Green West and Main Quad
Binding & Finishing – Meyer	Lawn area between Meyer Library & Clock Tower
Biology Library – Falconer/Herrin Hall	Open grass area between Gilbert & Herrin Hall
Cataloging – Meyer	Lawn area between Meyer Library & Clock Tower
Chemistry & Chem. Eng. Library – Swain	Grass area between Mudd Chem. & Gates. Bldg.
Directors' Office (SULAIR SOC) – Green West	Centennial Fountain, between Green West and Main Quad
Earth Sciences Library – Branner/Mitchell Bldg.	South end of lawn on Lomita Mall
East Asia Library – Meyer	Lawn area between Meyer Library & Clock Tower
Education Library – Cubberley	Lawn area between Meyer Library & Clock Tower
Engineering Library – Terman	Open area at Lomita Drive and Panama Mall
Facilities – Green East	Koret Park, between Red Fountain & School of Education
Government Documents – Jonsson, Green West	Centennial Fountain, between Green West and Main Quad
HighWire Press	Parking Lot, West Side of Building (1454 Page Mill Road)
Hopkins Marine Station - Miller	Parking Lot of Hopkins Marine Station
Human Resources – Green East	Koret Park, between Red Fountain & School of Education
Humanities Resource Group – Green West	Centennial Fountain, between Green West and Main Quad
Info. Ctr./Ref. Media Microtext – Green East	Koret Park, between Red Fountain & School of Education
Math & Computer Science Library – Sloan	Grass area in the Oval
Music /Archive of Recorded Sound – Braun	Center of White Plaza
Newark	Front parking area on Central, away from building
Physics – Varian	North end of lawn on Lomita Mall
Preservation	West side of building (1450 Page Mill Road)
SAL	Grass field north-east of sunken diamond
SAL III (Livermore)	Front Parking Lot next to Mailbox
Serials & Acquisitions	Lawn area between Meyer Library & Clock Tower
Social Sciences Resource Center – Green West	Centennial Fountain, between Green West and Main Quad
Special Collections – Green East	Koret Park, between Red Fountain & School of Education
Special Collections – Green West	Centennial Fountain, between Green West and Main Quad
Stanford University Press	West side of building (1450 Page Mill Road)
Systems – Meyer	Lawn area between Meyer Library & Clock Tower