Evacuation Procedure

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Evacuation Procedure

There are a variety of situations which could occur on campus that may require evacuation a building. Always evacuate the building when any of the following occurs:

• You hear the fire alarm or see strobe lights
• You are instructed to leave by emergency responders, your supervisor, or the Response Team member for your area.
• An emergency is evident in your area.

Evacuate the building immediately

• If it is safe to do so, take your emergency supplies, car keys, purse and/or wallet, and other personal items (depending on the situation, re-entry to the building may not be available for some time)
• Shut down all hazardous operations, if safe to do so
• Turn off equipment, if safe to do so
• Close doors, but do not lock them
• Exit by the nearest safe exit/stairwell. Do not use elevators.
• While exiting, note hazards or personnel remaining in building
• Go directly to the designated Emergency Assembly Point (EAP) for the building you are in
• Check in and provide information on noted hazards or personnel remaining in the building to your Response Team member

Additional information

• The Response Team member for your area will ensure that occupants evacuate the area
• As you exit, quickly check nearby restrooms, copier rooms, closets, etc., for other people
• Accompany and help any individual with special needs, or any visitors and colleagues who appear to need direction or assistance
• Proceed as quickly as possible, but in an orderly manner - do not push or shove
• Hold handrails when you are walking on stairs
• Move to the right if you encounter emergency personnel on stairs
• Once out of the building, move away from the structure and report to your EAP
• Do not block streets or driveways
• Stay out of the way of emergency personnel who are responding to the situation
### Evacuation Procedure (cont.)

<table>
<thead>
<tr>
<th>If instructed to leave campus</th>
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<tbody>
<tr>
<td>• Carpool/Vanpool: contact your primary carpool or vanpool member(s) immediately</td>
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<tr>
<td>• Drive carefully. Extra caution is required any time you are excited, worried, or distracted by an emergency.</td>
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<td>• Watch for bicycles, pedestrians, and emergency vehicles</td>
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<td>• Traffic signals might not be working, use 4-way stop signs traffic rules</td>
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<td>• Expect traffic back-ups</td>
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<td>• Be patient</td>
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<tr>
<td>• Follow traffic directions from Public Safety or other safety officials</td>
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<tr>
<td>• If normal exits are blocked, you will be directed to an alternate route</td>
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<tr>
<td>• If you are in doubt about whether to report back to campus, call your department hotline, phone tree contact, or supervisor</td>
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<tr>
<td>• For campus emergency information:</td>
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<tr>
<td>- Listen to KZSU 90.1 FM or log into <a href="http://kzsu.stanford.edu/">http://kzsu.stanford.edu/</a></td>
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<tr>
<td>- Go to the Stanford University Emergency Information website at <a href="http://emergency.stanford.edu">http://emergency.stanford.edu</a></td>
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<tr>
<td>- Call (650) 725-5555, the Stanford Emergency Information Hotline</td>
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<tr>
<td>• For area information, follow reports on “Emergency Alert System” radio stations (e.g., KCBS 740 AM) and television</td>
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### NOTE: It is suggested that people with special needs prepare for emergencies by learning the locations of exit corridors and enclosed stairwells and by informing co-workers, professors, and/or classmates of the best methods of assistance during an emergency. If you wish to have assistance in preplanning, please call EH&S Emergency Management at (650) 723-0448.

### 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 9-911 (911 from non-campus phones, 286 in the School of Medicine) 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