The 2013-14 Building One Emergency Preparedness Handbook is an important document that all residents of the building should become familiar with, either through a presentation or by reading this Handbook. The Handbook incorporates the Stanford Emergency and Safety Procedures Flip Chart that provides information on ‘what-to-do’ in 16 different emergency situations. A Flip Chart can be found in the 1st floor kitchen. A copy of the Flip Chart also appears in Appendix 8 at the end of this document.

The Handbook is based on the template developed by H&S that serves as the basis for emergency planning across the School. The last few pages of the Handbook provides an overview of the H&S DOC (Department Operations Center), which resides within Building One. We include this information so that readers will understand the importance of our emergency plan within the context the H&S DOC.

Staff who comprise the Building One Emergency Planning and Response Team appear on the cover sheet of the Handbook. They’ve demonstrated an interest in emergency planning and have volunteered to put this handbook together. They also will check their areas to make sure everyone has left the area in the case of an emergency. Janeen Giusti has agreed to serve as the Emergency Planning and Response Coordinator.

Although we usually think of Building One when we talk about the Dean’s Office, there is also Dean’s Office staff that reside in four other buildings, namely Building 080, Building 100, Littlefield Center and the Arrillaga Alumni Center. Staff that work in these buildings should become familiar with the emergency plans of their buildings and follow those procedures during major emergency situations.

Because it is impossible to predict when most emergencies will occur, or how serious and long lasting they may be, a general set of standards and actions can apply to more than one type of emergency. EVERYONE in the Dean’s Office should become familiar with the following:

**Communication**

Effective communication is most often mentioned as the most critical element in dealing with an emergency, and the element almost always cited as being insufficient. Our plan addresses both internal and external communication.

Internal Communication:

- We will use our existing Dean’s Office call directory (appendix 2) and email distribution list to communicate with each other.

- We have also established a telephone tree to contact staff if a major event should occur, particularly during non-working hours. The telephone list appears in Appendix 1.
• If we lose power, or cannot occupy the building, we may be forced to communicate via written messages carried by runners. Given that the H&S DOC will set up within close proximity to us, we don’t anticipate this being a major issue. In fact, individuals within the Dean’s Office may be asked to support the H&S DOC in varying capacities.

• It is anticipated that cell phone towers will very quickly reach maximum capacity. In order to maintain open lines as long as possible, everyone will be asked to be very judicious in the use of their cell phones in the early stages of a major event.

• We are to direct most of our communication to the H&S DOC, which is tasked with distributing information and directives from the University EOC to all of our Departments and Programs, and in turn, providing information and data provided by the Departments and Programs back to the University EOC.

• In order to streamline communication, it may be appropriate to communicate with other University DOCs, such as the Department of Public Safety, Land and Buildings Facilities Groups, etc. rather than going through the H&S. We should, however, make sure that the H&S DOC is aware of these communications.

External Communication:
• All communication with the news media will go through the University EOC.

• Everyone should establish a contact number outside the area for family members and friends to call to obtain status updates. This will help keep telephone calls to and from campus to a minimum.

AlertSU is a University wide communication portal. It is comprised of a mass notification system, designed to reach every employee and student on campus via text message, email, or telephone and an outdoor siren system.

The mass notification system will be implemented as an emergency unfolds, or to provide advanced notice of an impending event (e.g., mega storm, bomb threat, influenza, etc.). The notification will go out to all faculty and staff that have provided their current telephone number and email address in StanfordYou and to all students who have provided the same information in Axess. It is important that faculty, staff, and students review their StanfordYou information periodically to ensure that it is correct. It is also important that faculty, staff, and students respond to questions and/or instructions that are part of the notification.

The purpose of the outdoor siren system is to alert people who are outside to seek cover inside the nearest building. If you hear the sirens when they are inside a building DO NOT evacuate. Once the outdoor siren is activated, employees should expect follow-up information through the AlertSU system.

Emergency Contacts
An emergency contact list appears in Appendix 3. A laminated copy of this document will be provided to every employee in the Dean’s Office as a ready reference before and during an actual event.

**Building Evacuations**

Evacuation is MANDATORY when the fire alarm is activated; there is an explosion in the building, and following a major earthquake. You SHOULD NOT EVACUATE during events such as a shooter incident, a hostage incident or other outside threats. When not to evacuate is discussed further in the Shelter in Place section.

The following procedures should be followed when evacuating Building One:

- Gather up all accessible personal items such as keys, cell phones, jackets and emergency packs since you may not be able to return to the building prior to leaving campus.

- Staff in the downstairs cubicles should collect the Office Emergency Bag stored under the fax machine table, and the AED unit in the 1st floor kitchen.

- Quickly and safely exit through the closest door. Those exiting from the second floor need to pay particular attention to handicapped or injured individuals trying to navigate the stairs.

- After exiting the building, move immediately to the Inner Quad, where our Emergency Assembly Point (EAP) is located.

- If you exit via the door by the restrooms, move to our EAP when safe. If in doubt, stay in the courtyard between Buildings One and 120 until you feel safe to move.

- Move away from building exits promptly and do not stand near or under roof eves or in the arcades.

**Evacuating People with Disabilities**

While we don’t appear to have any staff members with disabilities that would hinder their evacuation from Building One, it is important to remember that:

- There may be staff that have suffered a recent injury that will impede their mobility.
- Not everyone reacts to a sudden emergency situation in a similar manner.
- Some people become very disoriented when the fire alarm and flashing lights are activated.
- Special attention should be given to visitors in the building since they are unfamiliar with the building layout and may have mobility issues.

**Emergency Assembly Point (EAP)**

The Emergency Assembly Point for Building One is located in the middle of the inner Quad, approximately mid-way between Building One and Building 050.

Procedures for assembling at the designated EAP following an evacuation are as follows:
• Remain in a close group at the EAP since the inner Quad serves as the EAP for neighboring buildings and will be very crowded.
• One of the Emergency Planning and Response Team will take role.
• Remain at the EAP until instructed by a member of the Emergency Team that it is safe to leave.
• Those who feel they MUST leave need to notify a member of the Emergency Team before leaving. They should also understand that their actions might disrupt the activities of the first responders by contributing to traffic jams and other crowd control issues.
• Limit talking on cell phones as it may interfere with your ability to hear instructions, and increase the probability of overloading cell towers.
• Remain calm and help one another.
• Staff located in other buildings during an evacuation should go to the EAP of that building and remain there until it is safe to move to the Building One EAP.
• If it’s not safe to move to the EAP, staying together in an open area away from buildings and notify an Emergency Team member as soon as it is safe.
• DO NOT re-enter the building until given permission to do so.

**Shelter in Place**

Shelter in Place is enacted when there is an outside threat. When notified you should remain within your workspace or move to a more secure location within the building. This notification may occur very quickly or be called for unknown reasons. They are usually short lived.

If an outside threat is imminent, those most directly affected should:
- Get under their desk and remain quiet
- Turn cell phones to silent, but monitor AlertSU instructions
- Lock office door if possible, or pile furniture in front of door if time permits
- Turn out the lights if possible

If there is uncertainty as to the location of the outside threat, or its extent, we may be instructed to shelter in place via the AlertSU system. If so, we should:
- Lock down the building via the lock down buttons located at the front desk and Debby’s office. People will still be able to enter the building using their Stanford IDs.
- Turn off all lights
- Move to the second floor corridor, if safe
- Stay away from the windows
- Turn cell phones to silent, but monitor AlertSU instructions
- Follow AlertSU instructions until given notification that the threat is over.

The AlertSU siren system is designed to notify people who are outside to take cover in the nearest building. Building One staff can enter the building even if it is locked by using their Stanford ID card. Other people should be let into the building if it can be safely determined that they are not contributors to the outside threat.

**Building Assessment Teams (BATs)**
Following a major earthquake, Building Assessment Teams will be mobilized by the H&S DOC to evaluate the condition of all H&S managed buildings, including Building One. BATs are staff members who have volunteered their time and been trained to assess the damage to buildings after an earthquake. Their assessments are limited to the exterior of the buildings and are based on specific signs of damage that might compromise the structural integrity of the building AFTER the buildings have been evacuated. Although BATs are volunteers, their decisions about the structural integrity of the building should be honored until a certified structural engineer can conduct a formal evaluation.

In Appendix 4 there is a list of people certified as BATs within H&S, along with a list of people trained in CPR/AED and First Aid. There is also a list of certified SCERTS, who are staff members who have undergone 20 hours of training in light search and rescue, fire safety, medical operations, and disaster psychology.

**Department Emergency Supplies**
The Dean’s office will maintain an emergency bag that will be located under the fax machine table behind the receptionist workspace. The backpack will contain the following items at a minimum:

- Medical supplies
- Flashlights
- A limited amount of water
- A limited amount of power bars
- The Building One occupancy lists and telephone tree
- A copy of this handbook

**Medical Assistance**

- Anyone (employees, students or visitors) with life threatening injuries or illnesses should be taken to the Stanford Hospital Emergency Department.

- Employees with non-life threatening work related injuries should be directed to the Occupational Health Center within EH&S at 489 Oak Road. That office is open 8am to 5pm, Monday through Friday. The telephone number is 650-725-5308 and the medical director is Richard Wittman, MD, MPH

- Students with non-life threatening injuries should go to Vaden Health Center which is located at 866 Campus Drive across from the underground parking structure next to the Munger Graduate Housing Complex. If students don’t go to Vaden, insurance coverage can be a major problem.

**What to do During Non-Working Hours**

- First, attend to family and home needs.
- Implement your personal/family emergency plan
- Listen for updates on the radio. If electricity is out, listen to car or battery powered radio.
  - KZSU at 90.1FM
  - KCBS at 740 AM
Who is in Charge During an Emergency?
The assumption is that the Emergency Team members will direct the response during the initial phases of a major event. Given that the H&S DOC is located in Building One, we can expect they will take a leadership role as the event progresses. We should remain ready to provide support when asked.

Personal Emergency Preparedness
Every individual should assume they are on their own for some time following a major emergency, whether at work, home, or elsewhere. Therefore each individual should think about their responsibilities and how to best manage the situation.

EH&S conducts a monthly class on Personal Emergency Preparedness (EHS-5090) to educate employees on how to care of themselves, their family, and their home during a major emergency event. We encourage everyone within the Dean’s Office to take this course, which is taught at EH&S in a live classroom environment. The fee is $75.00, covered by STAP funds; registration is through STARS.

In terms of personal emergency supplies, we recommend that each individual make up their own emergency kits for the following reasons:

- Beyond the basics (e.g., first aid supplies, water, power bars, flashlight, poncho etc.) items in the kit should be personalized (e.g., medications, extra pair of eye glasses, change of clothing, extra set of shoes, cap, gloves, etc.). Personalize kits can be much less expensive if assembled from extra items found at home.

- One of the best places to store your kit is in the trunk of your car. This allows the kit, to be available for nearly every kind of emergencies that might occur, be it at work, during car trips, outings to the beach or park, at home, etc. as opposed to office kits that are available approximately 40 hours per week, and in many cases are not readily available on a moments notice.

- For staff members who do not drive to work, we recommend that personal emergency kits be located within the workspace so that they are always obvious and readily available. If purchased emergency kits are to be relied upon, we recommend that they be supplemented with more personalized items.

Campus Plan Fundamentals and Priorities
Following a major emergency the immediate priority is to protect and preserve life safety. After that facilities and associated infrastructure will be addressed, followed by efforts to resume the University mission of teaching and research.
If a major emergency occurs that impacts the entire campus, priority will be given to buildings used by dependent populations (e.g., student dorms), followed by buildings critical to health and safety, then buildings that sustain the emergency response (e.g., IT Services, Utilities), then buildings with classrooms, and finally buildings that are used for administrative purposes. This suggests that Building One may be one of the last buildings to be evaluated by certified structural engineers, and may be one of the last buildings to be repaired if repairs are necessary.

**Following a Major Emergency Event**

Following a major event, all units within the University will be asked to report on any damage and injuries sustained. If the event is a major earthquake, fire, flood, explosion, etc., units will be expected to report on the condition of their facilities, equipment, and personnel. If the incident is an outside threat or pandemic, the reporting requirements may be limited to personnel issues only. It will be important that we document issues as quickly as possible following the event, which may include photos, before clean up begins.

Appendix 5 provides a pre-formatted reporting form for facilities.

Appendix 6 provides a pre-formatted reporting form for equipment.

Appendix 7 provides a pre-formatted reporting form for personnel.

The H&S DOC will provide guidelines and reporting requirements following a major incident.