## Emergency Support Information You Should Have

|  |  |  |
| --- | --- | --- |
| **Secur**ity | Phone | URL |
| Contact |  |  |
| After hours |  |  |
| Safety escorts |  |  |
| Hazardous Materials |  |  |
| Medical |  |  |
| Student Counseling |  |  |
| Hospital/Ambulance |  |  |
| Facilities |  |  |
| Room access |  |  |
| Room set-up |  |  |
| Equipment issues |  |  |
| Computing |  |  |
| Help Desk |  |  |

For each Parking Lot/Building/Room you regularly use

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| --- | --- | --- |
| **Secur**ity | Emergency exit | Emergency phone location |
|  |  |  |
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|  |  |  |
| Alarms, Alerts & Warnings | Type of alert | Action |
| Fire |  |  |
| Hazard Warning |  |  |
| Lab accident |  |  |
| Elevator |  |  |
| Weather |  |  |
| **Evacuation and Shelter In Place Procedures** (Copy from institute’s website) | | |
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| --- | --- |
| **Accident** | Report the emergency. Give first aid. Stay with the victim. |
| **Fire** | Pull the fire alarm. Evacuate the building. Do not use elevators. Use stairs. |
| **Earthquake** | Duck. Cover. Hold on. Wait until shaking stops to evacuate. Do not use elevators. Building damage must be assessed before re-entry is allowed. |
| **Active Threat** | Run. Hide. Fight. Report a threat or suspicious object. Follow police instructions. |
| **Power Outage** | Assess the extent of the outage in your area. Help others in darkened rooms. Do not light candles.  Keep LED lanterns and flashlights nearby. |

Stanford University. (n.d.). *Emergency Information Wallet Card – Stanford Environmental Health & Safety*. Retrieved August 22, 2024, from https://ehs.stanford.edu/forms-tools/emergency-information-wallet-card

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