

GSE Important Safety Information

If the fire alarm sounds

1. Evacuate the building – USE THE STAIRS, NEVER USE THE ELEVATOR.
2. Go to your Emergency Assembly Point (EAP) – take your personal belongings in case you can't reenter the building.
3. Wait for instructions from fire department and team leaders.

If there is an earthquake

1. Duck – Find safe cover – Hold on – until shaking stops; keep away from windows and shelving.
2. When shaking has stopped, evacuate the building – USE THE STAIRS, NEVER USE THE ELEVATOR.
3. Take your personal belongings – you may not be able to reenter the building for a long time.
4. Wait for instructions from team leaders.



Map of Emergency Assembly Point

Prepare your own personal emergency plan, and keep a personal emergency kit at your desk. This should include a flashlight, back-up eyeglasses, medication, sturdy shoes, a sweater, snacks, and personal emergency contact numbers.

<u>Important Contacts</u>	<u>Bldg/Room</u>	<u>Office Phone</u>
Debbie Belanger (Facilities Director)	CERAS 120	650-723-2453
Priscilla Fiden (Admin. Operations)	CU-102	650-723-9994
Elizabeth Munoz (Senior Admin. Asst.)	Littlefield 372	650-723-3099
Amy Gerstein (Exec. Director)	Littlefield	
Nancy Mancini (Asst. Dir. of Admin.)	Littlefield	

Emergency Phone Numbers

Facilities Quick Response.....	650-723-2281, dial 1
Emergency – Urgent.....	9-911 from campus phones 911 from any other phone
Emergency Hotlines.....	650-725-5555 (55555 from campus phones) 844-ALERTSU (253-7878)
Stanford websites.....	http://emergency.stanford.edu http://police.stanford.edu http://ed.stanford.edu