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.

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.

<table>
<thead>
<tr>
<th>Important Contacts</th>
<th>Bldg/Room</th>
<th>Office Phone</th>
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<tbody>
<tr>
<td>Debbie Belanger (Facilities Mgr.)</td>
<td>CERAS 120</td>
<td>650-723-2453</td>
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<tr>
<td>John Nomis (Facilities Mgr.)</td>
<td>CU-67</td>
<td>650-725-1237</td>
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<tr>
<td>Priscilla Fiden (Admin. Operations)</td>
<td>CU-102</td>
<td>650-723-9994</td>
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<tr>
<td>Elizabeth Munoz (Senior Admin. Asst.)</td>
<td>Littlefield 372</td>
<td>650-723-3099</td>
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<tr>
<td>Amy Gerstein (Exec. Director)</td>
<td>Littlefield</td>
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<tr>
<td>Nancy Mancini (Asst. Dir. of Admin.)</td>
<td>Littlefield</td>
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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