

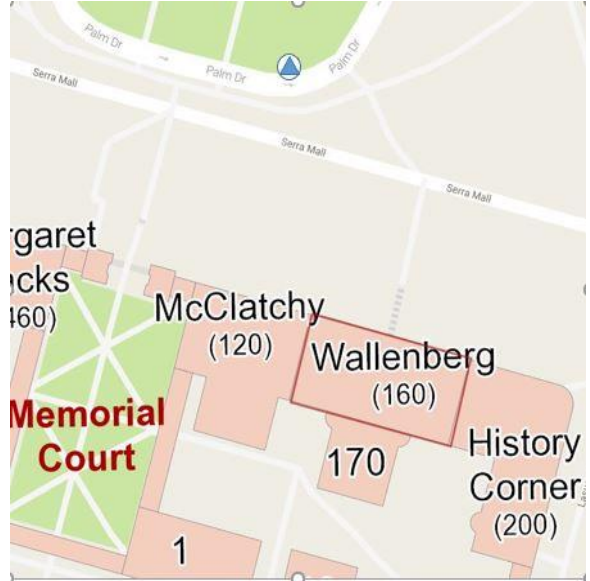
GSE Important Safety Information

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 Mgr.) | CERAS 120 | 650-723-2453 |
| John Nomis (Facilities Mgr.) | CU-67 | 650-725-1237 |
| Priscilla Fiden (Admin. Operations) | CU-102 | 650-723-9994 |
| Helen Roque (Program Mgr. Int'l Visitors) | | 650-725-1499 |

Emergency Phone Numbers

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|--------------------------------|---|
| 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 |