Galvez Emergency Information

Evacuation Plan: If for any reason evacuation is required (Earthquake, Fire, or any other Emergency) Please:

1. Evacuate the building – USE THE STAIRS, NEVER USE THE ELEVATOR.
2. Go to your Emergency Assembly Point (On the asphalt between the flower garden and Encina Commons) – Take your personal belonging in case you cannot re-enter the building.
3. Wait for further instructions from Fire Department or Team Leader.
Be sure to prepare your own personal emergency pack. Items to consider:

- Back-up pair of eyeglasses or contacts (and solution).
- Medications
  - Diabetes, cardiac health, inhaler, migraine meds, etc.
- Spare clothes (sweater, comfortable shoes, sweats or jeans, etc.)
- List of your personal emergency contacts.

<table>
<thead>
<tr>
<th>Important Contacts</th>
<th>Bldg/Room</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debbie Belanger (Facilities Director)</td>
<td>Galvez 108</td>
<td>(650) 804-5659</td>
</tr>
<tr>
<td>Joanna Carr (Sr. Director – Administration)</td>
<td>Galvez 101</td>
<td>(408) 529-4138</td>
</tr>
<tr>
<td>Tom Woerz (Asst. Director – Facilities)</td>
<td>Galvez 136</td>
<td>(650) 743-2144</td>
</tr>
</tbody>
</table>
### Emergency Phone Numbers

- **Facilities Quick Response**: (650) 723-2281
- **Emergency – Urgent** from campus phones: 9-911
- **Emergency – Urgent** from any other phone: 911
- **Emergency Hotlines**: (650) 725-5555
- **Stanford Websites**:
  - [http://emergency.stanford.edu](http://emergency.stanford.edu)
  - [http://police.stanford.edu](http://police.stanford.edu)
  - [http://ed.stanford.edu](http://ed.stanford.edu)

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### Quantity (per building) | Item Description | Location
--- | --- | ---
1 | **Traditional First Aid Kit**
- Band-Aid/gauze
- Ibuprofen/Acetaminophen
- Ice pack
- Surgical mask/KN95 | Mailroom
1 | **Emergency First Aid Kit**
- Emergency Meals
- Emergency Tool Kit
- Emergency Communication Radio | Mailroom
1 | **Automated External Defibrillator (AED)** | Hallway outside restrooms
1 | **Trauma Kit** | Hallway outside restrooms
Building Maps and Emergency Equipment