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.

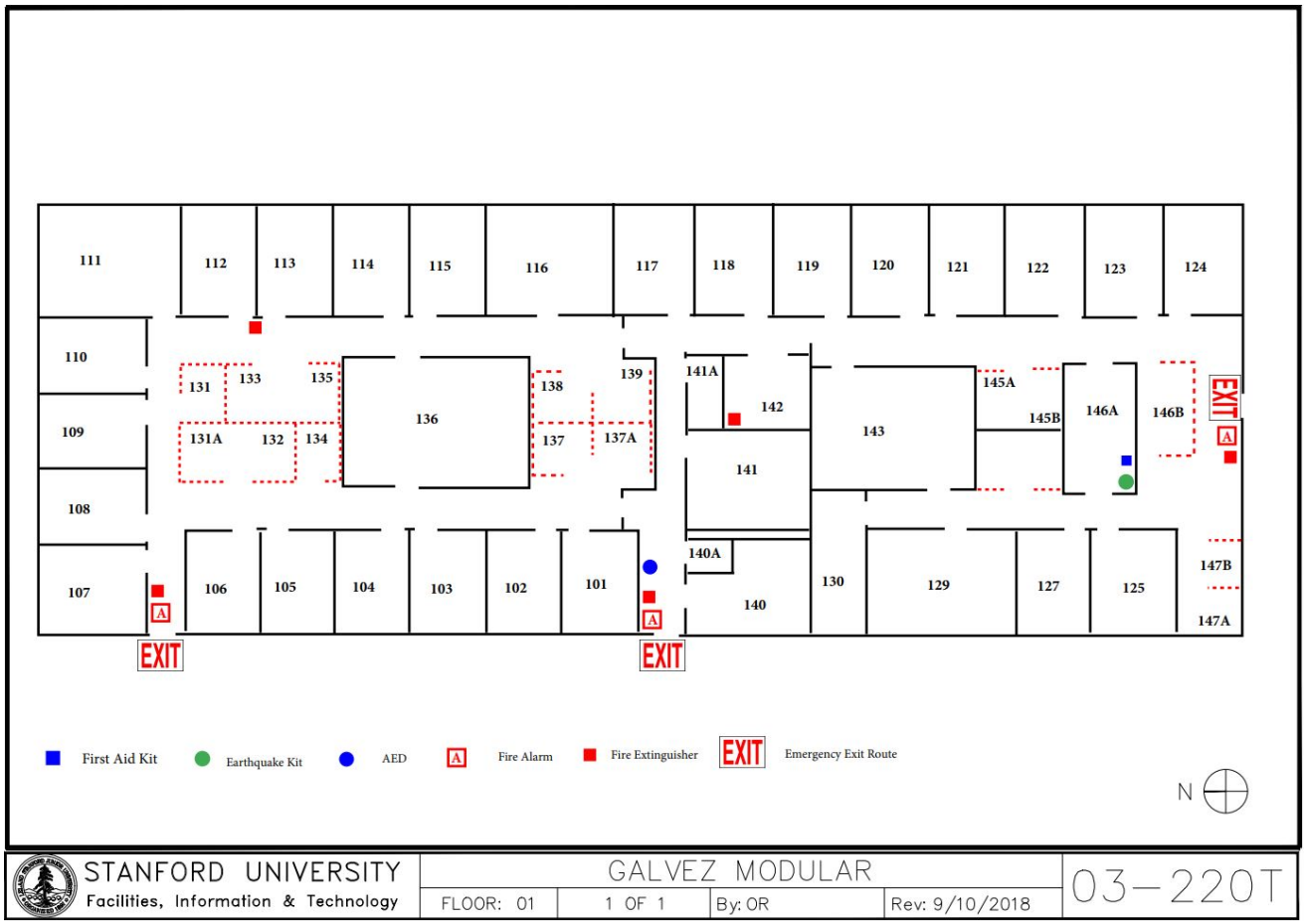
Be sure to prepare yourself you own personal emergency pack. Items to consider:

- 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.

Important Contacts	**Bldg/Room**	**Phone Number**
Debbie Belanger (Facilities Director)	Galvez 108	(650) 804-5659
Joanna Carr (Sr. Director – Administration)	Galvez 101	(408) 529-4138
Tom Woerz (Asst. Director – Facilities)	Galvez 136	(650) 743-2144

Emergency Phone Numbers

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

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