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.

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>
</tr>
</thead>
<tbody>
<tr>
<td>Debbie Belanger (Facilities Director)</td>
<td>Galvez 108</td>
<td>650-723-2453</td>
</tr>
<tr>
<td>Priscilla Fiden (Admin. Operations)</td>
<td>CU-102</td>
<td>650-723-9994</td>
</tr>
<tr>
<td>Tom Woerz (Operations Specialist)</td>
<td>Galvez 131</td>
<td>650-725-1237</td>
</tr>
</tbody>
</table>

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