BAT INSTRUCTIONS

BASIC PROTOCOL
1. Inspect DOC HQ.
2. Inspect buildings assigned to your DOC.
3. Advise LBRE DOC if you are available to assist with other building inspections (725-8511).

- Quake occurs during a workday: Report to your Department Operations Center/DOC Emergency Assembly Point (EAP). Use your BAT I.D. & SU I.D. to identify yourself as a trained volunteer.

- Quake occurs after work, or on a weekend: After checking local media outlets and SU hotlines report to your DOC – but only after assuring the safety of your household and only if/when it is safe to travel. Use your BAT I.D. & SU I.D. to identify yourself as a trained volunteer.

- Safety instructions in the field: Always work in pairs. Never inspect a building perimeter alone. Do not enter any building. Stay at least 15ft. from building walls, always remaining aware of personal safety.

- Inspection instructions: Walk around each building. Note (on the Building Assessment Report) whether ANY of the 8 damage conditions listed exist, or if more review is needed. Post white signage on the building doors to indicate if it is TEMPORARILY CLOSED, or post CAUTION if there is no significant exterior damage. Return completed form reporting ALL findings (damage or no damage) and posted status to the local DOC.

HOW THE EOC WORKS DURING AN EARTHQUAKE DISASTER

SU EOC

DOCs

Building Assessment Teams (BATs)
& other emergency reports

CRITICAL PHONE NUMBERS

TO COMMUNICATE WITH THE EOC

Faculty Club (primary site)
Intelligence 723-8727  617-7904
EOC Fax: 617-7912

679 Pampas Lane (alternate site)
Intelligence 723-8727  617-7904
EOC Fax: 725-8485

EOC Email: emergency@lists.stanford.edu

YOUR DOC (Department Operations Center)
Phone: ____________________
Fax: ____________________
Location: ____________________ (Indoors)
__________________ (Outdoors - EAP)

ADDITIONAL EMERGENCY NUMBERS

SU Operator "0" OR 723-2300
BGM Work Control 723-2281
EH&S Urgent Call # 725-9999
LBRE DOC 725-8511

PERSONAL EMERGENCY CONTACT

(Your out-of-area contact)
Name ____________________
Phone# ____________________

TO GET SU EMERGENCY BULLETINS

Emergency Information Hotlines
(Campus & announcements)
Campus 725-5555
Hospital 498-8888
School of Medicine 723-7233
Your DOC Hotline ____________________

SU Emergency web site
emergency.stanford.edu

Listen to KZSU (90.1 FM) & local media
KCBS 740 AM, KQED 88.5 FM, KSJO 92 FM

AlertSU
To be contacted via the AlertSU system, be sure your directory information is up to date in Stanfordyou (stanfordyou.stanford.edu).
SU EMERGENCY PLANS
Stanford’s Emergency Plans are activated when a major emergency threatens campus safety or disrupts the University’s mission-critical operations. During any emergency, Stanford’s objectives are to:
- Protect life safety.
- Secure critical facilities & infrastructure.
- Resume teaching and research.

EARTHQUAKE RESPONSE
After a major Bay Area earthquake, the University activates its main Emergency Operations Center (EOC) to evaluate campus conditions, and coordinate the response and recovery efforts.

Buildings are evacuated and temporarily closed after an earthquake that has a mid-Peninsula epicenter and magnitude >5.0 or when seismic activity has broken windows or severely cracked walls in campus buildings.

The University EOC is located at the Faculty Club. The alternate EOC is the Police Compound Building at 679 Pampas Lane.

After a major quake, the EOC collects, evaluates and prioritizes emergency reports from many sources, including the University’s Department Operations Centers (DOCs) located in operational departments and major academic and administrative units.

Building Assessment Teams (BATs) support the EOC and DOCs by:
- Providing visual surveys of damage to the exteriors of campus buildings.
- Posting preliminary building inspection signs (white) based on the visual surveys.

Status reports from BAT volunteers will help the EOC prioritize incidents, and target the dispatch of structural engineers and other specialists who will conduct detailed building evaluations in coordination with the DOCs and their departments.

Final building status will be determined at the EOC. The EOC will authorize bulletins and signage to indicate if buildings are closed, open, or available for limited entry only (using official red, green, or yellow signage).

BAT training workshops will be held to review campus earthquake response plans and provide instruction about inspection procedures.
- Annually for New BATs.
- Biennially for trained BATs.

BAT retraining should be taken every six years or less.

BAT TRAINING WORKSHOPS

Before an earthquake occurs
- Attend BAT Training Workshop to receive training and materials (e.g. Field Manual, BATpak).
- Make a personal earthquake preparedness plan to ensure your safety at work and at home. If you are unsure where to start, attend one of EHS’s Personal Emergency Preparedness classes EHS-5090 or EHS-3201
- Keep BAT materials with your emergency kit.
- Keep your Stanford I.D. with you at all times.
- Know how and where to safely take cover during a quake.
- Know where your campus Emergency Assembly Point (EAP) is located.

During a quake
- Duck, cover, and hold during the shaking.
  - Indoors: under a table or desk.
  - Outdoors: in an open area, away from falling hazards.

After the shaking stops
- If the quake was severe, evacuate the building.
- Take your emergency kit.
- Do not use elevators.
- Be prepared for aftershocks.
- Report injuries or fires to 911 (9-911 on campus or 286 at the Medical Center).
- Monitor media reports and SU Information Hotline bulletins.

DEPARTMENT OPERATIONS CENTERS

DOC Name & Primary DOC HQ Location
Secondary DOC Location

Operational DOCs
Dept. of Public Safety, Police Compound, 679 Pampas
711 Serra - 2nd floor conference room
Environmental Health & Safety, 480 Oak Road – Rm A027
Information Technology Services, Forysthe – Rm 246
246 Puichon - Conf Rm
Land, Bidg & Real Estate, 340 Bonair Siding – H, D, L Conf Rms
Residential & Dining Enterprises, Arrillaga Family Dining Commons
565 Cowell Lane
Vaden Health Center, 866 Campus Drive

Administrative & Academic DOCs
Alumni & Development Offices, 326 Galvez – 1st Floor Conf Rm
Athletics, Mapes Pavilion Media – Rm 109
Business Affairs, 3160 Porter Drive - Cafe Bldg 60 - CFO Conf Rm 1st Floor
Dean of Research, Bldg 60 – Rm 223
Engineering, Huang Engineering – Rm 300
DOC Trailer at AIF at Stock Farm and Oak
Graduate Sch. of Business, Faculty Bldg – Rm W136
Schwab Residential Center Front Desk
Graduate Sch. of Education, Cubberley – Rm 113
Hoover Institution, Hoover Memorial Bldg – Rm 31B
Law School, Crown Quad Law Admin Bldg – Rm 104B
Libraries (SULAIR), Green Library - Bing Wing Suite 101
President & Provost Offices, Bldg 160 - Suite B52
School of Earth Sciences, Mitchell - Hartley Conf Rm
Green Earth Sciences - Rm 154
School of Humanities & Sciences, 450 Serra Mall – Rm 112
School of Medicine, MSOB – Rm x169
MSOB Parking Lot
SLAC National Accelerator Laboratory, Main Control Center
Stanford Campus Resid. Leaseholders, 875 Bowdoin St
Stanford Management Company, 635 Knight Way
Student Affairs, Tresidder - VPSA Conf Rm 2nd Floor