

Summary of the Stanford University Emergency Plan

The Stanford University Emergency Plan provides a management framework for responding to major emergencies that threaten the university community, or disrupt its programs and operations. The Stanford University Emergency Plan uses an all hazards approach to address a variety of events including earthquakes, fires, explosions, hazardous materials releases, extended power outages, floods, or mass casualty events.

Emergency response actions are guided by Stanford's overriding emergency goals, to:

- Protect life safety
- Secure our critical infrastructure and facilities
- Resume the teaching and research program
- Provide timely information and communications

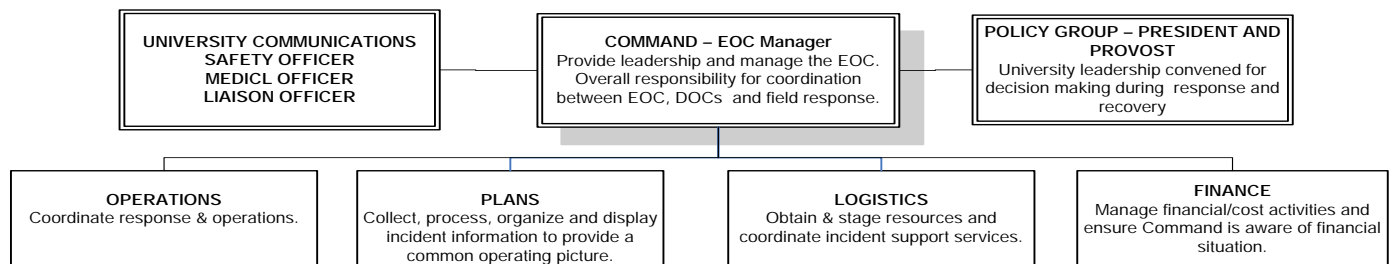
An emergency event at Stanford may be designated as a Level 1, Level 2, or Level 3 event:

- **Level 1** = A minor, localized incident that is quickly resolved with internal resources or limited help. The University Emergency Plan is not activated.
- **Level 2** = A major emergency which impacts sizable portions of the campus, and may affect mission-critical functions or life safety. Elements of the Stanford University Emergency Plan are activated.
- **Level 3** = A disaster that involves the entire campus and surrounding community. The Stanford University Emergency Plan is activated.

During a Level 2 event, the Situation Triage & Assessment Team (STAT) is activated to assess the magnitude and scope of the emergency and determine the need to activate the University Emergency Operations Center (EOC) and Department Operations Centers (DOCs). A Level 2 emergency may be managed from a Department Operations Center (DOC) without activation of the EOC.

When activated in a Level 3 emergency, the EOC is staffed by university management to coordinate response strategies, deploy resources and initiate the emergency recovery process.

STANFORD EMERGENCY OPERATIONS CENTER ORGANIZATION



The EOC assembles emergency status reports, information, and resource requests from the DOCs and the Hospital Command Center, and then distributes emergency resources and information to these local centers.

Stanford **DOCs** are the pivotal university unit for gathering and disseminating emergency information in support of the EOC activities. DOCs prepare emergency plans for mitigation, emergency preparedness, response, and recovery. DOCs also assist in recruiting volunteers for the Stanford Community Emergency Response Team (SCERT) and Building Assessment Team (BAT) programs.

DOCs work with the University Fire Marshal to establish outdoor **Emergency Assembly Points (EAPs)** for emergency evacuations of occupants of their buildings. Every Stanford building has a designated EAP site. The EAP map is located on the EH&S website at ehs.stanford.edu.

There are currently **20 Department Operations Centers**: Ten (10) Operational DOCs are focused on emergency response operations or have specialized emergency service responsibilities. Operational DOC plans describe how the units provide emergency aid for the campus---such as safety assessments, public safety, infrastructure repairs, food and shelter, medical care and counseling, volunteer coordination, human resources and business affairs. Ten (10) Academic DOCs are in Academic/Research units. Academic DOC plans describe how the units will provide support to students, faculty and staff and how they provide for academic continuity in teaching and research.

OPERATIONAL DOCs (10)
Business Affairs/HR/Child Care
Department of Public Safety
Environmental Health & Safety
University IT
Land, Buildings & Real Estate
Residential & Dining Enterprises
Vaden Health Center
Student Affairs

Alumni Affairs
Athletics

ACADEMIC DOCs (10)
Dean of Research
Engineering
Graduate School of Business
Graduate School of Education
Law School

School of Earth, Energy, and
Environmental Sciences
School of Humanities & Sciences
School of Medicine
Hoover Institution
Stanford University Libraries

PARTNER EOCs
Hospital Command Center
SLAC National Laboratory

Stanford Community Emergency Response Team (SCERT) volunteers are resources who may be used when emergency services are not available during a disaster. SCERT members report to and are deployed by the Department of Public Safety. Training includes disaster preparedness, fire safety, disaster medical, and light search and rescue. Members are taught to do the greatest good for the greatest number of victims, while protecting themselves from becoming a victim. This training is based on the standard Community Emergency Response Team (CERT) program developed by the Federal Emergency Management Association (FEMA).

Building Assessment Team (BAT) volunteers support the University's earthquake disaster response. BAT volunteers report to and are deployed through their respective BAT Assembly Points. Volunteers are trained to evaluate earthquake damage to building exteriors and are authorized to post preliminary safety signs on buildings based on their observations. The Zone Assembly Point coordinator gathers this preliminary information and relays it to the LBRE DOC. Final determinations of earthquake damage are made by the EOC using professional structural engineering services contracted by the LBRE DOC.

Department emergency plans and business continuity plans are developed in each Stanford business unit. These documents outline strategies for protecting department personnel and programs, resuming business functions after a disaster, and coordinating with their Department Operations Centers.

The University maintains **Emergency Information Hotlines**, an **Emergency Website**, a mass notification system, and an outdoor warning system to provide instructions and bulletins to faculty, staff, students, and the Stanford community. DOCs and departments also use hotlines, mailing lists, and call trees to provide information to their constituents.

University Emergency Information Hotline	650-725-5555
Out of State	844-ALERTSU
International	01-602-241-6769
Hospital Hotline	650-498-8888
SLAC Hotline	877-447-7522
Emergency Website	emergency.stanford.edu
Police Website	police.stanford.edu

AlertSU is the Stanford University emergency notification system for faculty, staff, students and other members of the Stanford community. It delivers time-sensitive emergency notifications via voice mail, email and text-messaging to all members of the Stanford community. A system of seven sirens placed throughout university lands is used in conjunction with the mass notification system. When an event occurs, emergency management personnel respond, assess the situation, and determine whether a mass notification is appropriate. For more information on the system and to find out how to manage your data in AlertSU, please see alerts.stanford.edu.

Stanford's emergency documents include the Stanford University Emergency Plan, Medical Plan, and Infection Control Plan. The University Emergency Plan contains guidance for Deans and Vice Provosts, Department Operations Centers, and Departments. An **Emergency Management Steering Committee** reviews Stanford's emergency plans and meets regularly to provide general oversight for related policies and procedures. Stanford evaluates the Stanford Emergency Plan by conducting table-top, functional, and full-scale exercises.

All of the University's emergency preparedness rests on the premise that individuals will also prepare in advance for emergencies and disasters...whether they are at work or at home when the incident occurs. Are you ready? If you would like more information on emergency preparedness, visit the EH&S Emergency Preparedness website at ehs.stanford.edu/general/erprep/ or take one of our classes - Personal Emergency Preparedness EHS-5090 or Emergency Preparedness for your Home EHS-3201.