



# STANFORD UNIVERSITY EMERGENCY PLAN

*(Insert Name of School, Department or Business  
Unit)*

**Section 1** – University Concept of Operations

**Section 2** – School, Department or Business Unit Plan

**Section 3** – School, Department or Business Unit Continuity Overview

**Section 4** – Department Operations Center (DOC) Activation Plan

Appendix – Functional Annex Summary

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# STANFORD UNIVERSITY EMERGENCY PLAN

## SECTION 1 - UNIVERSITY CONCEPT OF OPERATIONS

### PURPOSE

This plan describes response to major emergencies that may impact the Stanford campus community or disrupt university programs, operations, teaching and research. This plan guides operations when daily operating procedures are insufficient to address the situation. The plan uses an all-hazards approach by applying consistent policies to address any emergency including, earthquake, fire or explosion, hazardous materials release, extended power outage, flooding, bio-terrorism, terrorist attack, active shooter incidents and/or mass casualty events.

### SCOPE

This plan applies to the main Stanford campus located in Palo Alto, California covering property owned by Stanford University and the students, faculty, staff and visitors on campus. This plan applies to the range of natural and manmade hazards that could affect the Stanford campus. The plan includes procedures for responding to a range of emergencies regardless of size, cause or complexity.

This plan describes procedures for:

1. Response by the university (Section 1)
2. Response by schools, departments and business units (Section 2)
3. Business continuity (Section 3)
4. Department operations center set up and activation (Section 4)
5. Functional Annexes

### PLANNING ASSUMPTIONS

Stanford University will operate under the following assumptions that are incorporated into this plan:

- Emergencies may be localized (such as a fire or explosion) affecting one mission critical facility or a far-reaching regional emergency, such as an earthquake or terrorist event.
- In a regional emergency, immediate resources may or may not be available. This could include emergency response by fire, medical, police, or vendors to assist in Stanford University's recovery.
- Because of the far-reaching effects of a regional event, the Plan must include guidelines for sustained operations with limited assistance from others at the onset of the emergency. Communication, transportation, health services, and other critical lifelines may be unavailable for 72 hours or longer.
- In a worst-case scenario such as a major earthquake, critical lifeline utilities may be interrupted including water delivery, electrical power, natural gas, and telecommunications and IT systems.
- Buildings and other university structures may be damaged and unavailable for use.
- Unsafe conditions including structural and toxic environments may exist.
- Damage and shaking may cause injuries and displacement of people.
- Normal suppliers may not be able to deliver materials.
- Contact with family and homes may be interrupted.
- People may become stranded at the University – conditions may be unsafe to travel off campus.

- The University will need to conduct its own rapid damage assessment, situation analysis, and deployment of on-site resources and management of emergency operations on campus, from the Campus EOC while emergency conditions exist.
- Communication and exchange of information will be one of the highest priority operations at the Campus EOC.

Natural and manmade events are not the only potential emergency. This plan may be activated in response to the death of an executive or other key employee, a serious university reputation issue, a technology failure, cybersecurity or damaging press coverage of Stanford University.

## HAZARD SUMMARY

The main facilities of Stanford University are located in the Silicon Valley between the 280 and 101 freeways. There are several known hazards that must be taken into account when planning. These events would likely cause plan activation and are ranked based on greatest probability of occurrence.

1. Earthquake
2. Fire (structure fire or wild land fire)
3. Hazardous material incident
4. Civil disturbance, violence or active shooter
5. Flooding

Other risks that may require activation, or partial activation, of the plan include:

- Building failures (such as indoor air quality).
- Loss of utilities – power, gas, water or sewer.
- Telecommunications failure.
- Death or sudden loss of an executive or key employee.
- Disease outbreak.
- Flooding in a building (pipe breakage, sprinkler head break).
- IT failure or compromise - hacking, virus, loss of data, or loss of connectivity.
- Plane crash
- Terrorism (directed at Stanford) – A terrorist event directed at Stanford would significantly impact Stanford University through the potential disruption of instruction and research and impact to students, faculty, staff and vendors.
- Terrorism (regional) – A regional terrorist event would significantly impact Stanford University through the disruption of lifelines (freeways, airports, etc.) and impact to students, faculty, staff and vendors.

## EMERGENCY MISSION AND GOALS

In emergencies, Stanford's response and recovery is guided by the following priorities:

1. Protect life safety.
2. Secure the critical infrastructure and facilities.
3. Resume teaching and research programs.

## UNIVERSITY RESPONSE PRIORITIES

Priorities for damage assessment, damage control, safety, security and recovery actions are:

1. **Buildings used by dependent populations.** Residences, occupied classrooms and offices, childcare centers, occupied auditoriums, arenas and special event venues.
2. **Buildings critical to health and safety.** Medical facilities, emergency shelters, food supplies, sites containing potential hazards.
3. **Facilities that sustain emergency response.** Energy systems and utilities, communications services, computer installations, transportation systems.
4. **Research laboratories and classrooms.**
5. **Administrative buildings.**

## UNIVERSITY RESPONSE LEVELS

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

RESPONSE LEVEL	DESCRIPTION	EXAMPLES	ACTIVATION
Level 1	A minor, localized department or building incident, quickly resolved with internal resources or limited outside help. Impacted personnel or departments coordinate directly with Public Safety, Environmental Health & Safety, or Land, Buildings & Real Estate or other units to resolve Level 1 conditions. In some incidents, University notification systems may be used to provide necessary bulletins. The University Emergency Plan is not activated.	Localized flooding, localized power disruption, laboratory or other building odor complaint, localized chemical spill, plumbing failure, water leak, personal injury.	Local: Yes STAT: No DOCs*: No EOC*: No
Level 2	A major emergency that disrupts sizable portions of the campus, and that may affect life safety or mission-critical functions. The Situation Triage & Assessment Team (STAT) is activated to determine the magnitude of the emergency, allocate resources to address the incident and to coordinate resolution. Portions of the University Emergency Plan are activated and affected Department Operations Centers (DOCs) may be activated.	Bomb threat with building and area evacuations, gas leak, building fire or explosion, bioterrorism threat incident, major chemical spill, extensive power outage, severe flooding.	Local: Yes STAT: Yes DOCs: Maybe EOC: No
Level 3	A catastrophic disaster involving the entire campus and surrounding community. Normal university operations are suspended. Effects are wide-ranging and complex. University internal coordination and coordination with external jurisdictions is required. The EOC and all DOCs are activated. Field Command Posts may be set up in to support the distribution of resources, personnel, or information.	A large-magnitude earthquake or major active shooter event.	Local: Yes STAT: Yes EOC: Yes DOCs: Yes
*Department Operations Center (DOC) * Emergency Operations Center (EOC)			

## UNIVERSITY STAT TEAM

The Situation Triage and Assessment Team (STAT) evaluates, manages, and resolves mid-level university emergencies. Members are ready to mobilize when necessary.

The STAT team:

1. Evaluates the scope of the incident.
2. Coordinates with Public Safety and University Communications to provide ongoing communications updates.
3. Determines activation of the University emergency management organization at the EOC and activation of DOCs.

STAT Team 1 members are designated from:

1. Department of Public Safety (DPS)
2. President's Office
3. Provost's Office
4. Environmental Health and Safety (EH&S)
5. Office of Emergency Management (OEM)
6. Land, Buildings and Real Estate (LBRE)
7. Buildings and Ground Maintenance (LBRE)
8. University Information Technology (UIT)
9. University Public Affairs
10. University Communications
11. Residential & Dining Enterprises (R&DE)
12. Student Affairs

STAT Team 2 members are designated from:

1. Stanford Health Care
2. Registrar's Office
3. Vaden Health Center
4. Residential Education
5. Risk Management
6. School of Medicine

Other senior managers may be alerted, depending on the nature of the emergency. Most often, the STAT coordinates initially by cell phone or radio but can convene in person if needed. Technical or support staff may be alerted to provide essential information or team support. The STAT may request that particular DOCs be activated if they are or may be affected by the event, or if they can provide additional support.

*Refer to the STAT/iSTAT Functional Annex/SOP for activation information.*

## UNIVERSITY ISTAT TEAM (INTERNATIONAL EMERGENCIES)

The iSTAT Team works with involved Schools and business units to evaluate the assistance required when international emergency incidents impact any Stanford traveler (students, faculty, and staff). The iSTAT team is activated when the incident is of sufficient scale or complexity that the involved School or business unit cannot address the situation locally.

The iSTAT team oversees the work of specific operational teams and is comprised of leaders from:

- Office of the Provost
- International Affairs
- Risk Management
- Vaden Health Center
- Student Affairs
- Environmental Health & Safety
- University Communications
- Public Safety
- General Counsel

The iSTAT operational team performs the following functions:

- Medical response
- Missing persons
- Returnees
- Health & Safety
- Infectious disease
- Traveler identification
- Evacuation
- Family management

While any iSTAT member may convene the group, the Office of International Affairs plays a coordinating role in most scenarios.

## UNIVERSITY EMERGENCY OPERATIONS CENTER (EOC)

The primary university emergency operations center is located in the Faculty Club on Santa Teresa Drive at 439 Lagunita Dr. The alternate EOC location is the Department of Public Safety Police Compound on campus.

*Refer to the EOC Functional Annex/SOP for information on EOC setup and operations.*

## UNIVERSITY EOC ACTIVATION CRITERIA

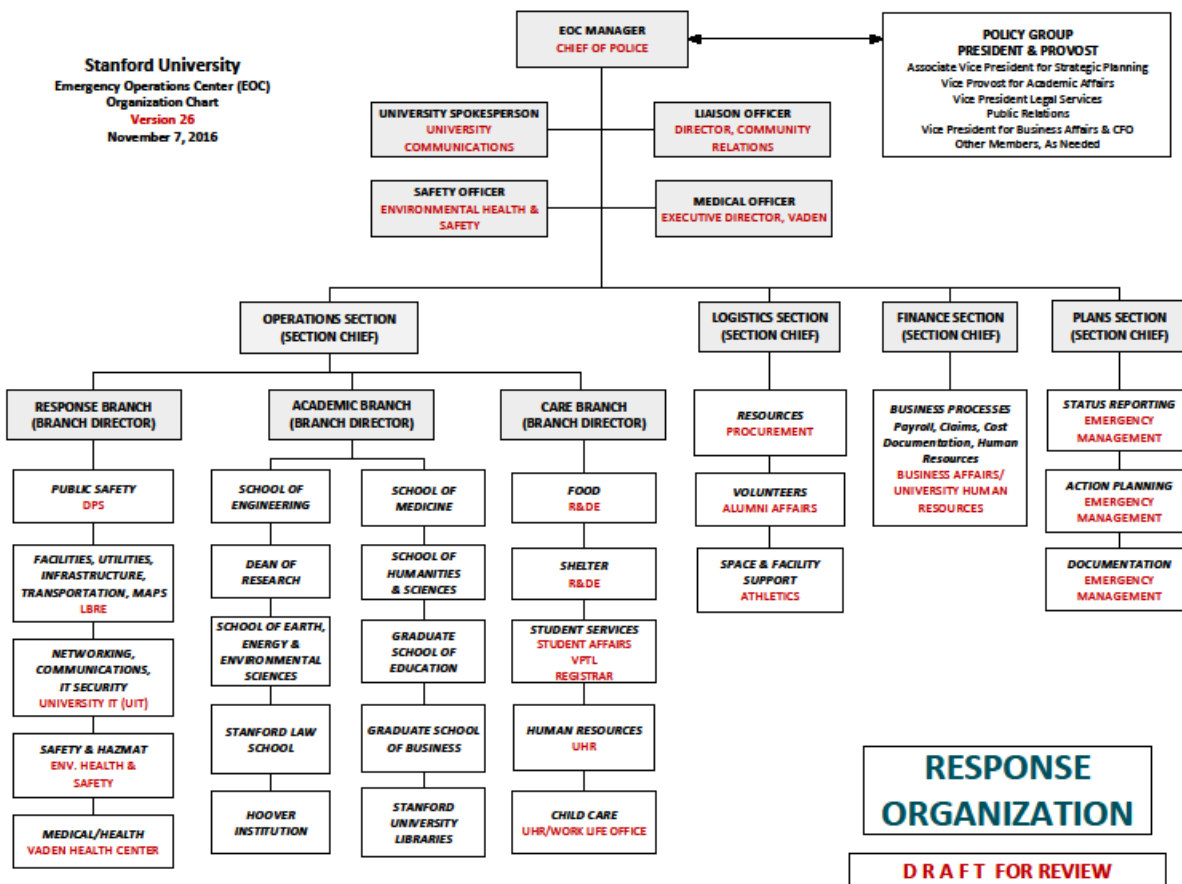
The University STAT team will determine the need for EOC activation. Suggested criteria for activating the EOC include:

- Significant number of people at risk
- Significant impact to core university missions of teaching and research
- Significant financial impact

- Significant impact to reputation
- Response coordination required because of
  - Large or widespread event
  - Multiple emergency sites
- Resource coordination required because of
  - Limited local resources
  - Significant need for outside resources
- Uncertain conditions
- Possibility of escalation of the event
- Unknown extent of damage

## EMERGENCY OPERATIONS CENTER (EOC) COMMAND ORGANIZATION

When the EOC is activated, the university manages response and recovery using the Incident Command Structure (ICS), adapted to the needs of the Stanford community. The EOC organization chart is below.





## DEPARTMENT OPERATIONS CENTERS (DOCS)

Department Operations Centers (DOCs) are located in the administrative headquarters of departments, schools and business units. DOCs coordinate response and recovery by the school, department or business unit and serve as the interface between the campus community and the EOC.

Within the EOC Operations Section, there are three branches for three distinct types of DOCs:

1. Operational DOCs
2. Academic DOCs (and Partner DOCs)
3. Care Branch DOCs

## DOC ROLES AND RESPONSIBILITIES

When activated, each DOC manages mission critical response including:

1. Provide situational assessment information to the EOC.
2. Report damage and status of personnel to school or department leadership and the EOC.
3. Assist students, faculty, staff and visitors.
4. Coordinate response by the School, department or business unit.
5. Provide emergency instructions and information to constituents (faculty, staff, students, visitors).
6. Determine impact to teaching, research and operations and, with EOC support, manage response and recovery.
7. Use incident action planning to set priorities and strategize response and recovery.

## EOC OPERATIONS SECTION - BRANCH ORGANIZATION

### ***OPERATIONAL DOCS***

Operational DOCs coordinate response to the university campus and are activated by those university departments with the resources and expertise to manage university-wide response and recovery. Operational DOC activities are coordinated from the local DOC. Operational DOCs are:

OPERATIONAL DOC	LEAD RESPONSIBILITY	EXAMPLES OF DOC ACTIVATION AS LEAD (WITHOUT EOC ACTIVATION)
Department of Public Safety (DPS) DOC	Public Safety	Campus public safety emergency, active shooter, riot.
Lands, Buildings & Real Estate (LBRE) DOC	Infrastructure, facilities, utilities, transportation	Campus infrastructure emergency, gas line break, water main flooding, power outage.
University Information Technology (UIT) DOC	Networking, communications, IT Security	Cyber-emergency, cyber-attack, network outage or other IT failure.
Environmental Health & Safety (EH&S) DOC	Safety and hazardous materials	Hazardous materials spill.
Vaden Medical Center DOC	Medical/Health	Infectious disease outbreak.

Residential and Dining Enterprises (R&DE)	Student care, shelter & services	Generally would not serve as the lead DOC. Instead, supports the lead DOC or the EOC, when activated.
Business Affairs DOC (Manages the Finance Section of the EOC)	Business Affairs	The Business Affairs DOC manages the Finance Section of the EOC. (This DOC is not shown in the Response Branch of the Operations Section on the EOC organization chart. Instead, the Business Affairs DOC is shown as the lead for all business processes managed by the Finance Section. The Business Affairs DOC would not serve as a lead DOC.

In Level 2 emergencies, the Operational DOC serves as the single operations center and the EOC is not activated. The Operational DOC is the lead department to coordinate response.

In a Level 3 emergency, the Operational DOC is activated along with the EOC. The DOC sends a representative to staff the Response Branch of the EOC Operations Center, when that level of coordination is required.

### ***CARE BRANCH DOCS***

Care Branch DOCs manage tasks associated with the immediate response and longer term recovery for students, faculty and staff.

CARE BRANCH DEPARTMENT OPERATIONS CENTERS (CARE DOCS)		
Residential and Dining Enterprises (R&DE) DOC	Student care, shelter & services	Generally would not serve as the lead DOC. Instead, supports the lead DOC or the EOC, when activated.
Student Affairs DOC	Student services	Generally would not serve as the lead DOC. Instead supports the lead DOC or the EOC when activated.
Human Resources (Business Affairs) DOC	Faculty and staff services and child care services	Generally would not serve as the lead DOC. Instead supports the lead DOC or the EOC when activated.

### ***ACADEMIC DOCS***

Academic DOCs manage response and recovery for university schools and departments. In a Level 2 emergency, the affected DOC (or DOCs) may send representatives to the activated Operational DOC to coordinate response. In a Level 3 emergency, Academic DOCs send a representative to the EOC to staff the Operations Section, Academic Branch.

ACADEMIC DEPARTMENT OPERATIONS CENTERS (ACADEMIC DOCS)
School of Engineering DOC
School of Medicine DOC

School of Humanities & Sciences DOC
School of Earth, Energy and Environmental Sciences DOC
Graduate School of Business and Stanford Management DOC
Graduate School of Education DOC
School of Law DOC
Dean of Research DOC

**PARTNER DOCS**

The university coordinates with these partner DOCs during response and recovery operations:

PARTNER DEPARTMENT EMERGENCY OPERATIONS CENTERS (PARTNER EOCS)
Stanford Linear Accelerator Center (SLAC) EOC
Stanford Health Care (Hospitals) EOCs

**SCHOOL, DEPARTMENT AND BUSINESS UNIT PLANNING**

Leadership and personnel in each academic school/department, each operational/administrative department and each business unit prepare a response plan, which includes:

1. Mitigation, preparedness, response and business continuity planning and training.
2. **Immediate Site Response Planning** - building evacuation (life safety) planning and training for each building identified with activities of the school, department or business unit.
3. **PrepareSU** business continuity planning for critical functions, minimal staffing, alternate work locations and modes, data preservation.
4. Research continuity.

**FUNCTIONAL ANNEXES AND STANDARD OPERATING PROCEDURES (SOPS)**

Functional annexes are prepared by the School, Department or Business Unit responsible for response or recovery, usually as an Operational DOC. Functional annexes or SOPs “drill down” into specific resources, personnel and strategies needed.

Functional Annexes or Standard Operating Procedures (SOPs)	Developed By:
Emergency Operations Center	OEM
Situation Triage and Assessment Team (STAT)	OEM

Functional Annexes or Standard Operating Procedures (SOPs)	Developed By:
AlertSU – Alert and Notification	DPS
Public Safety	DPS
Damage Assessment – BAT Teams	LBRE
Building Inspection and Re-Start	LBRE
Debris Removal	LBRE
Transportation and Parking	LBRE
Infrastructure/Utility Repair & Reconstruction	LBRE
Generator Refueling	LBRE
Hazmat and Health Physics Response	EH&S
Communications/IT Systems and Applications	UIT
Communications/Public Affairs	Public Affairs
Emergency Student Management (Shelter and Food)	R&DE
Medical/Health Plan (infection control, iSTAT, counseling)	Vaden
Business Systems (Payroll, Procurement, etc.)	Business Affairs
Volunteer Coordination	Alumni Affairs
Emergency Class Scheduling & Student Services	Registrar & Student Affairs
Human Resources and Child Care	Human Resources
Academic Continuity (Student and Faculty)	All Academic DOCs
Research Continuity	All Academic DOCs
Campus Events - Visitors, Camps, Conferences	? To Be Determined

[1] Functional annex designations to be finalized in a workshop with DOC representatives

# STANFORD UNIVERSITY EMERGENCY PLAN

## SECTION 2 – *(Name of School, Department or Business Unit) Plan*

### CONCEPT OF OPERATIONS

*Describe how the school, department or business unit approaches emergency response including, for example:*

1. *Priorities*
2. *Guiding principles*
3. *DOC activation, roles and responsibilities depend on the severity of the situation*
4. *Work in accordance with the University framework*
5. *Other considerations*

### NOTIFICATION AND COMMUNICATIONS

#### **ALERTSU**

AlertSU is Stanford University's emergency notification strategy used to communicate time-sensitive information during an emergency event affecting campus. The nature of the incident will determine which of the following methods will be employed to alert the campus community:

1. Mass Notification System that sends messages via SMS text message, email, and/or phone to members of the Stanford community.
2. Outdoor Warning System composed of seven sirens positioned throughout main campus that emit alert tones and verbal instruction intended to reach those who are outdoors.

Individuals authorized to initiate an AlertSU message include the University President and the Provost (or designee), the General Counsel, the Chief of Police (or on-scene SUDPS Incident Commander or designee), the Associate Vice-Provost for Environmental Health & Safety, the Vice President for Public Affairs, the University Emergency Manager, the Director of the Stanford News Service, the Associate Director of Stanford News Service, and the Executive Director of IT Services. The Chief of Police (or her designee) may authorize a Palo Alto Communications 911 dispatcher to issue an alert.

Authorized individuals will, without delay, utilize the AlertSU system to issue an immediate notification to the campus community upon first responder confirmation of any emergency or dangerous situation that poses an ongoing or continuing threat to the health or safety of the campus community. The notification will be sent to all students, faculty, and staff in the Stanford community (or an appropriate segment of the community if the event is limited to a defined area of the campus) unless issuance of the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency. The content of the message will vary depending on the situation, but will typically include the incident time, location, type, and recommended actions for safety.

The University also conducts a campus wide test of the AlertSU system at least once each academic year. During the campus wide test, a message is sent to each member of the campus community via SMS text message, email, and phone. The outdoor warning system may also be activated to test its functionality and evaluate audio clarity.

## **UNIVERSITY EMERGENCY WEB SITE**

The Office of Emergency Management, Department of Public Safety and University Communications coordinate use of the Stanford emergency web site <http://emergency.stanford.edu> during emergency incidents. It is the single source of situation updates and important instructions for the university community.

## **EMERGENCY COMMUNICATIONS RESPONSIBILITIES**

*Describe the kinds of communication needed in an emergency, for example:*

- 3. Coordinate with the university through the Emergency Operations Center (EOC) when it is activated.*
- 4. Manage media inquiries and press release response, in coordination with University Communications*
- 5. Manage call-in or hot-line activation (if used)*
- 6. Support communications with faculty, staff and students through social media*
- 7. Manage external communication with vendors and contractors, etc.*

## **EMERGENCY COMMUNICATIONS RESOURCES**

- 1. List equipment and systems used for communication in an emergency, including, for example:*
- 2. Radios or walkie-talkies for the safety team, building team, or building manager(s)*
- 3. Department Operations Center (DOC) radio (DOC Net) to communicate with the EOC.*
- 4. School, department or business unit internal radios or walkie-talkies*
- 5. Social media*
- 6. Blue Jeans video and voice communication*
- 7. VOIP phones and cell phones*
- 8. Other*

## **COORDINATION FROM DEPARTMENTS AND PROGRAMS TO THE DEPARTMENT OPERATIONS CENTER (DOC)**

*Describe how each department or business unit contacts the Academic DOC and what information is shared.*

*For example:*

- 1. Damage reporting – (Building Assessment Teams, BATs) (Note, the BAT process has changed. BATs now report to Zone Assembly Points where they are assigned buildings to inspect. Reports go to LBRE and then to DOC's).*
- 2. Status reporting – Describe how the DOC will obtain information on, for example, current status of students, faculty, staff and activities that need to be re-scheduled or cancelled.*
- 3. Resource requests (where to go for what request) – Describe how programs, centers and other units within the school contact the DOC to obtain resources. Describe how the DOC will track resource requests and answer inquiries. Keep in mind that the Academic DOC does not have to solve all problems or fulfill all requests. The EOC is activated to support the university and the DOCs. Requests for information and resources can be sent from the DOC to another DOC or to the EOC.*

## BUILDING ATTACHMENTS

*(PREPARED FOR EACH BUILDING MANAGED BY THE SCHOOL, DEPARTMENT OR BUSINESS UNIT)*

### **BUILDING EVACUATION**

1. Describe where evacuation maps are posted and the frequency of evacuation drills. If floor monitors are used, include a current roster.
2. Emergency Assembly Point (EAP) map - Insert a map of the building and location of the EAP (s) assigned for the building. Insert the procedure used for check-in at the EAP and the title of the person (and backups) who maintains the roster and manages check-in.

### **EMERGENCY INFRASTRUCTURE INFORMATION**

1. Describe building emergency infrastructure and systems. Use or modify the chart below, if appropriate or use building/floor maps to show locations.

Building	AED Location (s)	Area Of Refuge Phone Location	Fire Panel Location	Fire Riser Location	Roof Access Location

### **BUILDING SECURITY AND ACCESS INSTRUCTIONS**

1. Describe daily building security and access.
2. Describe emergency door access procedures, e.g. automated door locks and card reader procedures.

### **BUILDING RE-START INSTRUCTIONS (CHECKLIST)**

1. Include a checklist describing sequential actions that must be taken to re-start building security and infrastructure systems.

### **DAMAGE ASSESSMENT - BAT ROSTER AND LBRE BAT INSTRUCTIONS**

1. Describe how the Building Assessment Team (BAT) is managed in the department and which person(s) by title maintain the BAT roster and attendance at BAT Training. The BAT activation, assembly and deployment procedures have changed. BATs now report to Zone Assembly Points where they are assigned buildings to inspect. Reports go to LBRE and then to DOC's.

## MAPS

1. *Insert building, campus and floor maps, as appropriate.*

## EMERGENCY SUPPLIES

1. *List location of emergency supplies, e.g. containers, closets, outdoor storage, etc.*

## EMERGENCY SUPPLY – CONTENTS

2. *Determine emergency supplies and equipment that will be maintained by the School, department or business unit. Provide a list of supplies. The sample list below is only a guide for supplies that can be purchased and maintained. Determine what is most useful for the School, department or business unit. This list includes vendor/product names, however, you can purchase from any vendor.*

Quantity	Item Description	Category	Location of Container	Expiration Date
	"Emergency Zone" 24-Hour Base Staff Kit	Emergency Kits		
	E-Z UP Vantage Instant Pop Up Canopy 10' x 10'	Sleeping / Shelter		
	Reliance Folding Portable Toilet	Emergency Sanitation		
	Deluxe Privacy Shelter 4' x 4' x 7'	Sleeping / Shelter		
	Sanitary Cleansing Towelettes 100-Box	Emergency Sanitation		
	SteelBEAM Fluorescent Lantern	Emergency Lighting		
	Bio-Blue Toilet Deodorant 12-Pack	Emergency Sanitation		
	Double Doodie Toilet Bag w/ Bio Gel 6-Pack	Emergency Sanitation		
	Toilet Paper Roll	Emergency Sanitation		
	Industrial 2D Flashlight	Emergency Lighting		
	Industrial Alkaline D-Cell Batteries 12-Pack	Batteries		
	Dynamo Flashlight AM/FM Radio & USB Cell Charger	Emergency Lighting		
	E-Z UP Sidewall Carry Bag	Sleeping / Shelter		
	E-Z UP Deluxe Weight Bags 4-Pack	Sleeping / Shelter		
	50-Person Trauma Kit 801-Pieces	First Aid/Trauma Kits		
	4' x 2' x 5.9' Mobile Wire Rack 5-Shelf	Shelving		



# STANFORD UNIVERSITY EMERGENCY PLAN

## SECTION 3 – (SCHOOL, DEPARTMENT AND BUSINESS UNIT) CONTINUITY PLAN OVERVIEW

*Business continuity planning involves an in-depth review of critical functions, staffing and services in order to identify strategies that enable effective recovery from any disruption. PrepareSU <https://preparesu.stanford.edu> is a web-based tool to create a continuity plans for the School, departments and business units. It incorporates best practices, while focusing on the unique business operations of higher education. Continuity plans are needed for each level of the organization, including departments and individual business or administrative units.*

*Before the November 17, 2016 response exercise, you should begin continuity planning, using the PrepareSU tool. The continuity content below is intended to be an overview of the more detailed information you will build using PrepareSU.*

*We have included several charts and instructions to organize the most basic continuity information. Fill in this information now. After the November exercise, you will have the information and experience needed to prepare more complete continuity plans for all levels of your organization, using the PrepareSU tool.*

### CRITICAL FUNCTIONS AND PROGRAMS

Critical Function (For Each Department, Program, Center, Business Unit)	Criticality (1, 2, or 3)

*Note: Determine criticality level by the time within which you must restore the activity, e.g. Critical Level 1 = 1-12 hours, Critical Level 2 = 12 to 48 hours, Critical Level 3 = over 48 hours. Determine the critical time frame based on your unique programs and services. In the PrepareSU tool, this is the Return Time Objective (RTO).*

### KEY RESOURCES - STAFFING

Position Title	Minimal Staffing Level to Maintain Function

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## KEY RESOURCES - STAKEHOLDERS, VENDORS, CONTRACTORS

NAME (COMPANY OR INDIVIDUAL)	PRIMARY CONTACT

## ALTERNATE WORK LOCATION AND WORK MODES

1. *Describe strategies to relocate business and academic processes including, locations identified and how they are accessed or requirements for an alternate work space (square footage, infrastructure requirement, etc.)*
2. *Describe strategies for telecommuting during an emergency. Identify units that can work from home or another location and include applicable policies or management procedures.*

## DATA PRESERVATION

1. *Describe IT application and server recovery strategies.*
2. *Describe critical data backup.*

## ACADEMIC CONTINUITY

1. *If applicable, describe strategies to maintain academic continuity if operations are disrupted for an extended period of time. This may include, for example, use of alternate classroom and lecture space, adjustments to the academic calendar, alternate work modes and assistance to faculty and instructors.*

## RESEARCH CONTINUITY

1. *Describe strategies to maintain research operations in laboratories, shared service centers and teaching laboratories.*

Note: additional guidance will be provided to assist research continuity planning.

# STANFORD UNIVERSITY EMERGENCY PLAN

## SECTION 4 - DEPARTMENT OPERATIONS CENTER (DOC) PLAN

**Complete section 4 only if the school, department or business unit activates a department operations center (DOC).**

### CRITERIA FOR ACTIVATION

1. *Describe when the School, department or business unit activates the Department Operations Center (DOC). Consider aligning activation criteria with the University response levels, if appropriate.*
2. *Consider use of a Situation Triage and Assessment Team (STAT). This is a small group of School, department or business unit managers who convene briefly (by conference call or in person) to evaluate the scope of the incident and the scope of the response needed. They determine if the DOC should be activated.*

### DOC LOCATION AND ALTERNATE LOCATION

1. *List by building name, building code, floor and room number for primary and alternate location.*
2. *Include a location map.*

### DOC SET UP

1. *Describe location of DOC supplies and equipment, person(s) by title responsible to set up the DOC, video conferencing instructions and other necessary information about DOC set up and operation.*
2. *Include a DOC set up diagram (floor map)*

### DOC ORGANIZATION

1. *Describe the DOC organization, using the Incident Command System, if applicable. ICS is not required. You can describe functions and DOC roles in any way that will effectively manage response and recovery in the School, department or business unit.*
2. *Use the chart below to describe DOC Positions.*

DOC Position or Function	Primary (Name)	Alternate (Name)	Key Role

3. *Insert the DOC organization chart*

## COORDINATION WITH THE EOC

Properly routing emergency communications greatly improves response and recovery. Information delivered to the wrong destination, or even the correct destination, but at the wrong time, can cause a significant delay in responding to an incident. The following table outlines appropriate routing of status information and resource requests during an emergency at Stanford University. This is not intended to be a finite list, however, it illustrates the types of issues that are that are routed to an Operational DOC or to the EOC.

Note: Whenever you are reporting an incident to more than one group, be sure to indicate who else has been notified of the situation. This will help to ensure that the issue is addressed appropriately and with the correct degree of coordination at the EOC and DOC level.

SITUATION	CONTACT POINT
Death or serious injury	Contact the EOC
Hazardous material release -Biological -Chemical -Radiological	Contact the Environmental Health & Safety DOC
Major campus safety issue	Contact the EOC
Major building damage reports including injuries	Contact the Land Buildings & Real Estate DOC
Significant resource purchases, especially if the resource may be needed by more than one DOC (examples: research support materials, dry ice etc.)	Contact the EOC
Utility failures -Power -Water -Gas	Contact the Land Buildings & Real Estate DOC
Computing and network outages	Contact University IT (UIT) DOC
Emergency access to university central applications	Contact University IT (UIT) DOC
Individuals unable to evacuate a building	Contact Public Safety
Emergency payroll issues Emergency check request Emergency cash request – P-card use Emergency PTA	Contact the Business Affairs DOC (or the Controller’s Office web page if available <a href="http://fingate.stanford.edu/staff/resources/forms_emergency.html">http://fingate.stanford.edu/staff/resources/forms_emergency.html</a> )
Information on availability of medical support or the location of medical triage stations	Contact the Vaden Health Center DOC
Unresolved DOC issues that require university assistance or coordination and are appropriate based on existing response objectives	Contact the EOC
BAT assessments	Contact the Land Buildings & Real Estate DOC
Individuals or groups abroad in danger or in a hospital.	Office of International Affairs, the I-STAT Team and Risk Management

## DOC COMMUNICATIONS

### 1. Describe communications equipment and backup equipment or strategies, e.g. phones, email, text, radios,

*runners.*

## INITIAL ACTIONS BY THE DEPARTMENT OPERATIONS CENTER (DOC)

*1. Include the following text or write your own description of initial actions by the DOC:*

<b>Confirm and report the emergency.</b>
<ul style="list-style-type: none"><li>● Assess the severity and potential duration of the emergency with response personnel:<ul style="list-style-type: none"><li>● Minor/local incident (Level 1)</li><li>● Major emergency disrupting operations in a building (Level 2)</li><li>● Area-wide disaster (Level 3)</li></ul></li></ul>
<b>Alert personnel in your area to emergency conditions:</b>
<ul style="list-style-type: none"><li>● Disseminate university safety instructions and status reports, using internal emergency communication methods:<ul style="list-style-type: none"><li>● Voicemail Notification Lists</li><li>● DOC Hotline for Department Heads</li><li>● Call-in message line</li><li>● Social media</li><li>● Email</li><li>● Phone</li><li>● Other:</li></ul></li></ul> <p>If these systems are overloaded with emergency traffic, send runners to deliver emergency alerts and bulletins.</p>
<b>Activate the DOC.</b>
<ul style="list-style-type: none"><li>● Assemble personnel.</li><li>● Gather information on emergency impacts from all of the units in your jurisdiction.</li><li>● Report the information to emergency services and the (EOC).</li><li>● Be sure to also note which departments have not been heard from.</li><li>● Evaluate incident effects on teaching, research, program continuity and business continuity.</li><li>● Convene appropriate business and program managers to plan the recovery of essential activities.</li></ul>

## INCIDENT ACTION PLANNING

- 1. Incident action planning is a process used at the DOC to identify priorities for each operational period (usually every 12 hours). The following incident action plan can be used:*
- 2. Emergency Operations Center (EOC) Incident Action Plan:*

**STANFORD UNIVERSITY EOC INCIDENT ACTION PLAN - LEVEL 2 or LEVEL 3 INCIDENT (PAGE 1 OF 4)**

Incident Name:	Incident Date:	Incident Time:
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Operational Period:	From Date/Time:	To Date/Time:
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EOC Location:

Quad:	Bldg. Code	Floor/Room(s)
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**Event Description (Check all that apply)**

<input type="checkbox"/> Earthquake	<input type="checkbox"/> Chemical	<input type="checkbox"/> Biological	<input type="checkbox"/> Radiological
<input type="checkbox"/> Fire	<input type="checkbox"/> Weather Related	<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Security Related
<input type="checkbox"/> Terrorism Related	<input type="checkbox"/> Utility Related	<input type="checkbox"/> Other	

Current Incident Summary:

Current Campus Areas Affected:

Incident Map Attached?  Yes  No

<b>Evacuation:</b>	<input type="checkbox"/> Complete	<input type="checkbox"/> In Progress	<input type="checkbox"/> Not Required
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<b>Victims:</b>	Injured:	Confirmed Deceased:
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<b>Unaccounted For:</b>	Students:	Faculty:	Staff:
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<b>External Responders:</b>	<input type="checkbox"/> EMS	<input type="checkbox"/> Fire	<input type="checkbox"/> Police
	<input type="checkbox"/> State EMA	<input type="checkbox"/> FBI	<input type="checkbox"/> Other

<b>Response Organization:</b>	<input type="checkbox"/> DOCs	<input type="checkbox"/> EOC	<input type="checkbox"/> President	<input type="checkbox"/> Other
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<b>Bldgs. Open</b>	
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<b>Bldgs. Closed</b>	
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<b>Bldgs. Caution</b>	
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<b>Security and Safety Perimeters Established?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Media On-scene?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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<b>Physical Assessment of Incident Site been conducted?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**STANFORD UNIVERSITY INCIDENT ACTION PLAN – LEVEL 2 OR LEVEL 3 INCIDENT (PAGE 2 OF 4)**

<b>Priorities:</b>	1. Protect Life Safety	3. Resume Teaching and Research
	2. Restore Infrastructure	4.

University/EOC Objectives for the operational period covered not to exceed 12 hours:

1.

2.

3.

4.

Current and Planned Actions, Strategies, and Tactics:

Task (Specific Action Item)	Assigned To (Position)	Status

Safety Officer's Message:

University Leadership Policy or Strategic Decisions Needed/Other Relevant Information:





**STANFORD UNIVERSITY INCIDENT ACTION PLAN – LEVEL 2 OR LEVEL 3 INCIDENT (PAGE 4 OF 4)**

Resource Needs				
Resource Description	Date/Time Ordered	ETA	Arrived	Notes
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
Meeting Schedule (e.g., every 30-60 minutes at onset of response)	Next Meeting Times:			
Attachments				
Prepared by:	Name:	Date:	Time:	
	Signature:			
Approved by:	Name:	Date:	Time:	
	Signature:			

### 3. Department Operations Center (DOC) Incident Action Plan

STANFORD UNIVERSITY DOC INCIDENT ACTION PLAN - LEVEL 2 or LEVEL 3 INCIDENT (PAGE 1 OF 4)					
Incident Name:		Incident Date:		Incident Time:	
Operational Period:	From Date/Time:			To Date/Time:	
DOC Location:					
Quad:	Bldg. Code		Floor/Room(s)		
Event Description (Check all that apply)					
<input type="checkbox"/> Earthquake		<input type="checkbox"/> Chemical		<input type="checkbox"/> Biological	
<input type="checkbox"/> Fire		<input type="checkbox"/> Weather Related		<input type="checkbox"/> Bomb Threat	
<input type="checkbox"/> Terrorism Related		<input type="checkbox"/> Utility Related		<input type="checkbox"/> Other	
Current Incident Summary:					
Current Campus Areas Affected:					
Incident Map Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Evacuation:	<input type="checkbox"/> Complete		<input type="checkbox"/> In Progress		<input type="checkbox"/> Not Required
Victims:	Injured:			Confirmed Deceased:	
Unaccounted For:	Students		Faculty		Staff
Buildings Open					
Buildings Closed					
Buildings Caution					
Notifications:					
EOC Location(s):			EOC(s) Contact Number:		
Security and Safety Perimeters Established?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Media On-scene?	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Physical Assessment of Incident Site been conducted?				<input type="checkbox"/> Yes	<input type="checkbox"/> No





**STANFORD UNIVERSITY DOC INCIDENT ACTION PLAN LEVEL 2 or LEVEL 3 INCIDENT (PAGE 4 OF 4)**

Resource Needs				
Resource Description	Date/Time Ordered	ETA	Arrived	Notes
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
<b>Meeting Schedule (e.g., every 30-60 minutes at onset of response)</b>	Next Meeting Times:			
<b>Attachments</b>				
<b>Prepared by:</b>	Name:	Date:	Time:	
	Signature:			
<b>Approved by:</b>	Name:	Date:	Time:	
	Signature:			

## DOC EQUIPMENT AND SUPPLY LIST

1. *Include a list of DOC supplies and equipment used to set up the DOC when it is activated.*
2. *The list below is only a guide. The type and quantity of supplies should be determined by the specific requirements of the School, department or business unit.*

Item	Notes/Expiration Dates	Quantity
Premade First Aid Kit		
EAP Maps & Emergency Information		
Classroom check-in clipboards		
Clear front presentation binders		
Clipboards		
Maps		
Phone books		
Extension Cords		
11x14 Paper		
8x11 Paper		
Cables		
Easel pad		
LaserJet printer cartridge		
LaserJet printer user guide		
Phone cords		
Power strips		
Ziploc bag		
Advil --> Ibuprofen		
Acetaminophen (no aspirin)		
Emergency drinking water pouches		
MREs 17oz / 410 cal		
Neosporin		
Single use clinical thermometer		
Sunscreen bottles		
Blanket		
22 gallon water bags		
Antiseptic Towelettes		
Band aids		
CPR Mouth Barriers		
Facemasks (with ties)		
Garbage bags		
Gauze pads		
Gloves (Large, Medium and Small)		
Instant cold pack		
Kleenex packs		

Item	Notes/Expiration Dates	Quantity
Medical Scissors		
Mini Tissue packs		
Moist Towellettes		
Nonadherent pads (3"x4")		
Nonadherent pads 2"x3"		
Polyester emergency blankets (polar shield)		
Respirator with exhalation valve		
Safety pins		
Triage tags		
Tape, adhesive		
Tape: Blue adhesive		
Tape: Duct		
Car phone chargers		
Dry Erase markers		
Hand Sanitizer		
Jumbo chalk		
Legal pads		
Paperclips		
Pencils, pens, sharpies		
Post-It Note pads		
Scissors		
Stapler and refills		
Rubber bands		
Batteries: AA, AAA, D, C, 9 volt		
Flashlights		
Handheld radio		
Landline phone		
Phone cords		
Water resistant emergency radio		
Axe		
Crow Bar		
Flat Screw Driver		
Hammer		
Pliers		
Regular Screw Driver		
Saw		
Shovel		
Small Wrench		
Whistles		
Safety vests		
Air horns/megaphone		

Item	Notes/Expiration Dates	Quantity
Biohazard bags		
Caution Signs		
Caution Tapes		
First aid handbook		
Hard hats		
Knee Pads		
Leather gloves		
Magnifying glasses		
Personal care packets		
Portable camp toilet		
Portable toilet bags		
Privacy Shelter		
Bio Blue Kit		
Rope		
Toilet paper		
Wrench		
Fax machine		
Printer		
Backboard		
Landline phones		
Pencil Sharpener		
Public Safety Radio		
Local Phone Book		
Stanford Directory		



## FUNCTIONAL ANNEX SUMMARY

*This summary is completed by the Lead for each functional annex. Complete this form only if the School, department or business unit has been assigned as the Lead to prepare a Functional Annex to the university plan.*

### DESCRIPTION OF THE CORE FUNCTION OR ACTIVITY:

An overview of the emergency function or activity (for example, debris clearance, generator refueling, response mapping, volunteer coordination, etc)

### SERVICE/RESOURCE PROVIDED

#### **THE UNIVERSITY WILL PROVIDE:**

1. Describe services or resources provided by the lead for this function or by vendors, contractors or other university departments or business units.

#### **THE SCHOOL, DEPARTMENT OR BUSINESS UNIT WILL PROVIDE:**

1. Describe services or resources that are expected from the School, department or business unit related to this function.

### RESOURCES MAINTAINED, STAGED OR PROCURED FOR THIS FUNCTION:

1. List resources

### HOW TO REQUEST ASSISTANCE:

1. Provide contact information and service request procedures during emergency response and recovery.

### THE UNIVERSITY CONTACT FOR THE FUNCTIONAL ANNEX IS:

1. List the department and position/title of the person or persons responsible for maintaining information in the annex.

### FOR FURTHER INFORMATION CONTACT:

1. List the department non-emergency contact for information about the functional annex and planning.