GUIDELINES FOR EARTHQUAKE SAFETY

GET PREPARED BEFORE IT HAPPENS

☐ Be familiar with campus emergency procedures. Read emergency information posted in buildings and published in the Stanford Directory. Share safety information with your students and staff.

☐ Brace or rearrange your office furniture and equipment to minimize falling hazards. Use plastic covers on PCs and equipment.

☐ Back-up your data regularly, and keep the disks at a separate location.

WHEN A QUAKE STARTS, TAKE COVER WHERE YOU ARE

☐ If you are teaching, shout "Earthquake, take cover." Students should drop between the rows of seats or under podium tables. Instructors should take cover under a podium table if possible, or against a wall.

☐ If you are in a hallway, drop to the floor and cover your head and neck.

AFTER AN EARTHQUAKE, RESTORE CALM

☐ Evacuate to the building's Emergency Assembly Point (EAP), identified on emergency signage.

☐ Keep your class together. Lead students to the EAP.

☐ Never use elevators after an earthquake or fire

☐ Wait at the EAP for help and instructions.

☐ Use payphones for personal calls. Campus phones are for emergencies only.

TO REPORT AN EMERGENCY, call
9-911 from campus phones
911 from payphones
286 from Med Center

TO HEAR CAMPUS EMERGENCY BULLETINS, call
725-5555 Stanford Emergency Information Hotline

REDUCING EARTHQUAKE HAZARDS

IN OFFICES

☐ Anchor furniture over 48" high to prevent toppling

☐ Move tall furniture away from exits or desks

☐ Do not use tall bookcases as room dividers

☐ Do not stack bookcases or file cabinets

☐ Secure equipment (e.g., PCs) with specialized Velcro devices

☐ Move heavy items (boxes, plants, trophies) from high storage to lower areas

☐ Use self-locking file cabinets

☐ Back-up computer data and keep the back-up tapes at another location

IN LABS

☐ Install restraint bars on chemical shelving

☐ Install positive latching devices on cabinet doors

☐ Close sliding doors when not in use

☐ Attach gas cylinders to the wall or lab bench with chains

☐ Anchor equipment with special Velcro devices

☐ Secure stills with straps and install refrigerator clasp locks

☐ Mount animal containers/aquariums or move them to a lower location

☐ Segregate acids, bases and solvents from one another

☐ Do not keep hazardous materials on mobile carts

AT HOME

☐ Rearrange furniture to prevent falling hazards

☐ Move beds away from windows, hanging fixtures or plants

☐ Move glass framed pictures away from sleeping areas

☐ Move furniture that could fall on beds or block exits

☐ Anchor tall bookcases, entertainment units, etc. to wall studs

☐ Do not use makeshift shelving (e.g. bricks and boards)

☐ Brace water heater, air conditioners

☐ Use closed hooks to hang pictures, mirrors, and plants

☐ Install latches on kitchen cabinets

☐ Secure breakable items with earthquake wax products

☐ Purchase home fire extinguishers

☐ Brace chimneys and roof tiles. Bolt house to foundation

☐ Install plastic film on untempered glass
EMERGENCY KIT CONTENTS

**FOR WORK**
- Flashlight, small radio and batteries
- First aid supplies and instructions
- Sturdy, closed shoes
- Back-up glasses, critical medications
- Container of water, nonperishable wrapped snack
- Your out-of-state telephone contact, coins or calling card for payphone

**AT HOME**
- Flashlight, portable radio and batteries
- First Aid supplies and instructions
- Sturdy shoes (also: keep shoes & a flashlight under the bed)
- Back-up glasses, medications, sanitation supplies
- Fire extinguisher, smoke detectors
- Bottled water (1 gallon/day for people and pets)
- Emergency food for at least 3 days (people and pets)
- Cooking supplies: campstove/barbecue, can opener, paper plates
- "Space" blankets, extra clothing, waterproof matches
- Special items for infants, elderly or disabled household members
- Tools: crescent wrench, crowbar, shovel, heavy work gloves
- Heavy tape and plastic sheeting
- Out-of-state telephone contact, address book
- Cash, important documents

**IN THE CAR**
- Flashlight, portable radio and batteries
- First Aid supplies and instructions
- Sturdy closed shoes, jacket, socks, umbrella
- Back up glasses
- Container of water and non-perishable snack
- Auto fire extinguisher
- Tools: jumper cables, crowbar, rope
- Flares, lightsticks, weatherproof matches
- Out of state telephone contact, coins or calling card