

Stanford | ENGINEERING

Computer Science

Gates Health & Safety Training

Book page *Gates Health & Safety Training* has been updated.



Health & Safety

Stanford's excellent safety record is due, in part, to the efforts of persons like yourself who take the time to become informed with regard to health and safety procedures. Familiarity with these issues benefits all members of the Stanford community in the event of an emergency, as well as in day-to-day activities.

Stanford is required to provide each employee with this information, and document that the employee has received the information. Please register for online safety training through the following link: https://starsexpress.stanford.edu/index.html?ref=LM_SS_LEARNING.LM_BROWSE_LEARNER.GBL&type=COURSE&code=EHS-4200

Instructions

This training is divided into several different safety topics (earthquakes, fire, etc.), each consisting of:

- Preparedness (what to do before the event happens)
- Actions (what to do during the event)

During this training you will be asked to complete tasks indicated by the hand icon. For example:

- **Locate the phone closest to your work area to which you have access.**

These tasks are designed to facilitate your health and safety preparedness; you will not be asked to enter answers on this form.

Several publications, websites and emails are mentioned throughout this training. Links to these resources are provided at the end of this training. Completion of all safety training (EHS-4200-WEB) is required within 15 days of joining the Computer Science department.

Thank you for your commitment to being informed about Stanford's health and safety procedures.

Emergencies

Preparedness

| | | | |
|-----------------------|-----------|--------|-----------------------|
| Gates Management Team | Gates B18 | 3-4549 | fixit@cs.stanford.edu |
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Note: This information and other reference materials provided in this training is available on the page following this training which you can bookmark.

- First Aid Kit with general supplies (bandages, gauze, ointments, etc.) is located in the hallway by Gates 176 (Building Management Office).
- An Automated External Defibrillator (AED) and Emergency Oxygen are located in the first floor lobby. Contact Hector Gamez if you are interested in getting certified to use this equipment.
- The Gates Building manager is responsible for health and safety issues.

Action

- To report an emergency and get help, dial the emergency number **9-911** from a campus phone. There are phones located in every office.
- To call 911 from a cell phone, dial 650 329-2413. Tell the operator "This is a 911 call from a cell phone."
- A fire alarm can be pulled in a health threatening emergency if no phone is available. Pulling a fire alarm will lead to a building evacuation and the summoning of fire personnel. Fire alarm pulls are located by building exits and at stairway and elevator landings.
- Go to a blue tower to call emergency personnel. Blue towers are located throughout campus. The blue tower nearest to Gates is located at the corner of Campus Drive and North Service Road, across from the Clark Center.
 - **Locate the phone and fire alarm closest to your work area to which you have access.**
- If the building is being evacuated, go to the Emergency Assembly Point (EAP) and check in with a Safety Officer (who will be wearing a hardhat). The EAP for the Gates Building is located on the lawn on the north side of the building by the first floor AT& Patio.
 - **Review the evacuation plan. Maps are located by elevators and in the stairwells. Think of two ways you can quickly exit the building.**
 - **Locate the EAP.**
- Stanford has established emergency hotlines for bulletins and instructions. During major incidents and disasters call the following numbers for emergency updates:
 - University Announcements 725-5555
 - School of Engineering Environmental Health & Safety Office 725-1619
 - Student Information 497-9000
- In the event of an University-wide emergency, Stanford will provide information at its Emergency Information Website <http://emergency.stanford.edu>. You might want to bookmark this page.

Fire

Preparedness

- Do not store excessive paper or other combustibles in work areas.
- Extension cords may be used temporarily (90 days).
- Use UL-approved outlet strips with surge protectors; do not daisy-chain power cords.
- Only approved types of space heaters are permitted in the building. Contact Christine Fiksdal for more information. Turn off space heaters whenever you are leaving, even if only for a few minutes.

- Keep aisles, exits and hallways clear at all times.
- Know the location of the nearest fire extinguisher and fire alarm. Familiarize yourself with the instructions printed on the canister.
- Fire extinguisher classes are available through the University Fire Marshall's office. If you are interested in this training, contact Christine Fiksdal.
 - **Locate the nearest fire extinguisher.**

Action

- If you detect smoke or flames:
 - Evacuate the immediate fire area.
 - Do not use the elevators.
 - Pull the alarm and call **9-911** from a campus phone.

Note: Report ANY fire to the fire department, even if the fire has been extinguished.

- If smoke is present, drop to your hands and knees and crawl low to the floor below the smoke.
- Keep fire doors closed at all times.
- Attempt to use a fire extinguisher only if a fire is small and contained.
- If a fire is not small and contained, pull the fire alarm and evacuate the building.
- Upon hearing an alarm, stop work and proceed to nearest exit, closing the door behind you to contain the spread of fire.
- Gather at the Emergency Assembly Point. Note: Report ANY fire to the fire department, even if the fire has been extinguished.

Earthquake

Preparedness

- Establish **safe areas** in your workplace in which to take cover during an earthquake. Examples of such areas are under a sturdy desk/table; in an interior corner; in a hallway; or outside. Be sure to stay away from shelves or windows, glass doors, mirrors, hanging objects, and unsecured heavy equipment.
 - **Locate the safe areas in your office/workspace.**
- Secure bookcases, filing cabinets, shelves, racks, cages, storage cabinets, and similar items that are over four feet tall to prevent toppling. Contact fixit@cs for assistance.
- For additional preparedness, you may equip storage shelves with seismic restraints such as lipped shelf edges or elastic bungee cords from end to end.
- Store large and heavy objects on lower shelves.
- Keep storage areas uncluttered, providing clear evacuation routes.
- Assemble emergency preparedness kits for your office, car and home.

For more earthquake preparedness information, see your safety information packet or email fixit@cs.

Action

- During an earthquake, go immediately to your safe area. Duck, cover and hold (duck down, cover your head with your arms and hold on to something). Evacuate the building AFTER the shaking stops. Take all necessary belongings (for example, glasses, medications, keys, laptops) and go to the Emergency Assembly Point. You may not be able to reenter the building for some time due to potential damage.
 - Use pay phones for personal calls. During a disaster, phone lines are severely overloaded and University phones should be used only for emergencies.
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Accidents

Prevention

- When carrying loads, avoid over exertion and strain. If you need assistance, ask for it!
 - DO NOT try to lift or carry too much. See the Health Improvement Program (HIP) handout, "*Oh, Your Aching Back!*" for information on safe lifting and carrying, or EHS1400 "*Back Care / Safe Lifting and Carrying*"
 - Keep work area free of debris, floor storage, and electrical cords to avoid trips and falls.
 - If an accident or injury warrants action, follow the procedure outlined in the Emergencies section.
 - Report accidents that take place at work to your supervisor and Laura Kenny-Carlson, kenny@cs.
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Ergonomics

Preparedness

- When using the computer or performing work that requires repetitive motions, try to change body positions or vary activities to interrupt repetitive motions. This helps maintain good circulation and prevents putting pressure on any one area of the body.
- Be sure your workstation is set up properly. For more information, attend an EH&S Computer Workstation Ergonomics training session (EHS.116 available from the University's Department of Health and Safety), ask your supervisor/faculty advisor about a workstation evaluation, and read the Health Improvement Program (HIP) handout "*Don't be a Computer Victim .*"
- If you work with computers more than 50% of the time, you are required to complete the EHS 3400 Webcourse on Ergonomics. Contact your supervisor for more information on how to enroll.

Action

- If you think you may need additional equipment in order to set up your workstation correctly, contact your supervisor.
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Reporting

Action

- Report all unsafe conditions including fire and earthquake hazards to fixit@cs.
- Report suspicious activity or persons to fixit@cs.
- Report work-related accidents, injuries and illnesses to your supervisor/faculty advisor AND Laura Kenny-Carlson (kenny@cs).
- Report any acts or threats of violence to your supervisor/faculty advisor, Debby Inenaga (dinenaga@stanford.edu), or Department Chair.
- Contact the building manager for assistance with or additional information on health and safety issues.

Gates Building Manager:

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|------------|-----------|--------|-----------------------|
| Omar Ochoa | Gates B18 | 3-4549 | fixit@cs.stanford.edu |
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Emergency Information Resources

Emergency Hotlines:

- University Announcements 725-5555
- School of Engineering Environmental Health & Safety Office 725-1619
- Student Information 497-9000
- Information for out of area callers about Stanford Emergencies: 1 800 89-SHAKE or 1 602 244 6769.
- (to call from abroad 01-602-241-6769)

In the event of a University-wide emergency, Stanford will provide information at its Emergency Information Website <http://emergency.stanford.edu>. You might want to bookmark this page.

Additional Resources

Contact the Health Improvement Program (HIP) for classes and handouts including "*Oh, Your Aching Back!*" and "*Don't be a Computer Victim.*"

Contact the University's Environmental Health & Safety program for additional information on campus health and safety. Contact EH&S to watch the video "*A Safe Workstation is No Accident*" , and visit their Ergonomics at Stanford website.

<http://www.stanford.edu/dept/EHS/prod/general/erprep/brochures/index.html>

General Emergency Preparedness references and resources page

http://www.stanford.edu/dept/EHS/prod/general/erprep/brochures/genprep_broch.html

URL links to EHS Emergency Prep page for handouts

<http://www.stanford.edu/dept/EHS/prod/general/erprep/brochures/generalprep/BeQuakeSafeFlyer.pdf>

pdf of Be "Safe" at Stanford document (Earthquake Preparedness)

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[How To Hire a Temp \(Non-Student\) ▶](#)

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Admissions : admissions@cs.stanford.edu

[Campus Map](#)

