

ENVIRONMENT, SAFETY & HEALTH DIVISION

Chapter 37: [Emergency Management](#)

## Quick Start Summary

Product ID: [510](#) | Revision ID: 2834 | Date published: 6 January 2026 | Date effective: 6 January 2026

URL: <https://www-esh.slac.stanford.edu/eshmanual/references/emergencyQuickstart.pdf>

### 1 Who needs to know about these requirements

The requirements of Emergency Management apply to everyone at SLAC for any type of emergency.

### 2 Why

*Emergencies*, from large-scale disasters to localized medical emergencies, must be handled by professional responders to protect workers and the environment and to ensure that all reporting requirements are met.

### 3 What do I need to know

SLAC community members are notified of emergencies and provided updates through SLAC's automated emergency notification system, SLAC911. Additional information on status can be obtained by calling the SLAC Information Hotline, 877-477-SLAC.

Everyone at SLAC must know his or her evacuation route and *emergency assembly point (EAP)*. This information is posted near stairwells and exits. Building managers must ensure that posted evacuation routes remain current. During an emergency that requires evacuation, each person must check in at the assembly point for accountability and further instructions.

Everyone must know how to report an emergency:

- If *life-threatening*, call 911 from the nearest safe location, then call SLAC Site Security (650-926-5555, ext. 5555), then notify the supervisor
- If *non-life threatening*, notify the supervisor and then call SLAC Site Security (650-926-5555, ext. 5555)

### 4 When

These requirements take effect 6 January 2026.

### 5 Where do I find more information

[SLAC Environment, Safety, and Health Manual](#) (SLAC-I-720-0A29Z-001)

- [Chapter 37, "Emergency Management"](#)

Or contact the [program manager](#).



## Chapter 37

# Emergency Management

Product ID: [27](#) | Revision ID: [2833](#) | Date published: 6 January 2026 | Date effective: 6 January 2026

URL: <https://www-esh.slac.stanford.edu/eshmanual/pdfs/ESHch37.pdf>

## 1 Purpose

The purpose of this program is to ensure that everyone at SLAC knows what to do in the event of both life-threatening and non-life-threatening emergencies.

It covers general notification, response, and reporting. (For detailed response procedures and roles and responsibilities, see the [Emergency Management Plan](#).)

It applies to workers, supervisors, area and building managers, SLAC Site Security, the SLAC duty officer, chief safety officer, emergency management coordinator, and emergency responders.

## 2 Roles and Responsibilities

Functional roles and general responsibilities for each under this program are listed below. More detailed responsibilities and when they apply are provided in the procedures, processes, and requirements.

The roles may be performed by one or more individuals and one individual may play more than one role, depending on the structure of the organizations involved. Responsibilities may be delegated.

### 2.1 Worker

- Ensures contact information is complete and accurate
- Reports emergencies and incidents as required (calls 911, 650-926-5555, ext. 5555, notifies supervisor, depending on incident severity)
- Is familiar with the *building evacuation plan* for own work area, if any, and follows prescribed emergency procedures such as following evacuation routes and meeting at the *emergency assembly point (EAP)* for accountability and information on next required actions
- Participates in building evacuation drills

### 2.2 Supervisor

- Follows procedures for emergency response and reporting
- Ensures workers with emergency response responsibilities are allowed adequate time for drills and training

## 2.3 Area / Building Manager

- Supports the process of developing [building evacuation plans](#) with the SLAC fire marshal office and reviews the evacuation plans annually to ensure information remains up-to-date
- Trains and supervises volunteer floor monitors, sweepers, and EAP monitors
- Plays role(s) assigned by the emergency management coordinator in the annual building evacuation drill and in an actual evacuation (typically includes accountability, reporting information to the SLAC incident command post, and relaying information to building occupants)

## 2.4 SLAC Duty Officer

- Is designated by senior leadership to manage the site in case of an emergency until senior leadership can be assembled, provided with a situation report, and if they want assume incident command
- Is available 24 / 7 / 365
- In consultation with senior management, declares emergency or disaster

## 2.5 SLAC Site Security

- Responds to emergency calls

## 2.6 Chief Safety Officer

- Activates SLAC911 emergency notification system in case of large-scale emergency or incident

## 2.7 911 Operator

- Activates SLAC-external professional emergency responders

## 2.8 Emergency Response Organization

- Performs emergency duties as specified in the [Emergency Management Plan](#)

## 2.9 Emergency Management Coordinator / Program Manager

- Acts as SLAC emergency coordinator
- Develops the [Emergency Management Plan](#) and administers and manages all elements under his or her direct control, and facilitates the coordination of emergency plans and procedures under the control of other groups
- Evaluates site compliance with emergency management requirements
- Coordinates training for emergency response organization members
- Coordinates and facilitates SLAC Emergency Response Team (ERT) drills

- Supports building evacuation drills
- Provides support to the emergency response organization
- Maintains emergency supplies
- Updates the hazard assessment at minimum once every three years
- Provides the Department of Energy SLAC Site Office with an annual assessment summary of SLAC's readiness for emergencies
- Serves as SLAC assistant fire marshal, as liaison to external emergency response providers (fire, law and EMS), and as liaison to the Stanford emergency manager

### 3 Procedures, Processes, and Requirements

These documents describe the detailed requirements for this program and how to implement them:

- [Emergency Management: Emergency Notification, Response, and Reporting Procedures](#) (SLAC-I-730-0A14C-002). Describes process for general notification, response, and reporting

These are the forms and tools for this program:

- SLAC911. SLAC emergency notification system. Uses contact information in the [SLAC Directory](#) to send emergency notifications (by default work location, phone numbers, e-mail); see [SLAC911 Registration Instructions](#) for how to enter additional contact information (home phone number, cell phone number, and e-mail)
- Stanford University Emergency Notification System ([AlertSU](#)). Stanford emergency alert system; SLAC employees are also registered here

These are other program documents and resources:

- [SLAC Emergency Information](#)
- [Emergency Management Plan](#) (SLAC-I-730-0A14A-003). Describes detailed response procedures and roles and responsibilities for the emergency response organization
- [Emergency Management Program Site](#) (SharePoint)
- [SLAC Evacuation GIS Maps](#)
- [SLAC Pre-incident GIS](#)

### 4 Training

Participation in an annual building evacuation exercise is required for all building occupants. Specialized training for emergency response organization members is listed in the [Emergency Management Plan](#).

### 5 Definitions

*emergency.* A situation that poses a serious threat to human health or the environment

*emergency assembly point (EAP)*. Designated point for assembling in case of emergency

*emergency, life-threatening*. Includes area-wide disasters such as an earthquake or a localized situation such as a medical emergency, smoke, fire, explosion, or large hazardous material release

*emergency, non-life-threatening*. Not life-threatening and not resulting in serious environmental damage

*emergency management plan (EMP)*. The primary document describing SLAC's emergency management policy and emergency response organization

*incident*. See *emergency*

*pre-incident plans (pre-plans)*. Building-specific plans for the use of external and internal emergency responders

## 6 References

### 6.1 External Requirements

The following are the external requirements that apply to this program:

- Title 8, *California Code of Regulations*, "Industrial Relations", Division 1, "Department of Industrial Relations", Chapter 4, "Division of Industrial Safety", Subchapter 7, "General Industry Safety Orders", Group 1, "General Physical Conditions and Structures Orders", Article 2, "Standard Specifications", Section 3220, "Emergency Action Plan" ([8 CCR 3220](#))
- National Fire Protection Association (NFPA) 1660, "Standard for Emergency, Continuity, and Crisis Management: Preparedness, Response, and Recovery" ([NFPA 1660](#))

### 6.2 Related Documents

[SLAC Environment, Safety, and Health Manual](#) (SLAC-I-720-0A29Z-001)

- [Chapter 12, "Fire and Life Safety"](#)
- [Chapter 16, "Spills"](#)

Other SLAC Documents

- [Building Management Program](#) (FO-2018-014)

Other Documents

- [Stanford Emergency Information](#)

Chapter 37: [Emergency Management](#)

# Emergency Notification, Response, and Reporting Procedures

Product ID: [505](#) | Revision ID: 2835 | Date published: 6 January 2026 | Date effective: 6 January 2026

URL: <https://www-esh.slac.stanford.edu/eshmanual/references/emergencyProcedNotification.pdf>

## 1 Purpose

The purpose of these procedures is to ensure that all persons affected by an emergency are notified and respond appropriately and that all emergencies are reported.

They cover general notification, response, and reporting.

They apply to workers, supervisors, area and building managers, SLAC Site Security, the SLAC duty officer, chief safety officer, and emergency responders. (For detailed response procedures and roles and responsibilities, see the [Emergency Management Plan](#).)

## 2 Procedures

### 2.1 Emergency Notification System (SLAC911)

SLAC community members are notified of emergencies and provided updates through SLAC's automated emergency notification system, SLAC911.

SLAC911 uses contact information in the [SLAC Directory](#) (by default work location, phone numbers, e-mail); individuals are highly recommended to [register additional contact information](#) (home phone number, cell phone number, and e-mail).

**Note** SLAC employees are also registered in Stanford's [AlertSU](#) system. Be sure to check your profile for accuracy and follow the instructions on the profile page to correct any errors.

## 2.2 Emergency Notification and Response

A situation is an *emergency* if it poses a serious threat to human health or the environment. Notification for emergencies that affect the general population or significant numbers of on-site personnel will be managed as follows.

Step	Person	Action
1.	SLAC duty officer	In consultation with senior management, declares emergency or disaster
2.	SLAC duty officer and/or chief safety officer	Activates SLAC911, which will call and/or e-mail each registered SLAC911 system user to inform him or her of current status
3.	Worker, affected person	Follows the evacuation procedure appropriate to the circumstance (leaves building immediately or in the event of an earthquake, ducks and covers, then leaves when shaking stops): <ul style="list-style-type: none"> <li>▪ Follows evacuation path as demonstrated during evacuation drills and/or as illustrated on a posted building evacuation map. (These are located near exits, fire extinguishers, or stairwells.)</li> <li>▪ Goes directly to the assigned emergency assembly point (EAP)</li> <li>▪ Notifies the person in charge of accountability. (Generally, the building manager is the designated roll taker.) Reports any additional information with regard to the safety of co-workers and condition of the area evacuated.</li> </ul>
4.	Building manager	Accounts for the occupants
5.	Building manager	Informs workers if emergency responders, specifically the SLAC incident commander, has given permission to reoccupy building or if they should re-assemble somewhere else
6.	Worker, affected person	If at home or traveling, checks for updates as follows (see Figure 1): <ul style="list-style-type: none"> <li>▪ Calls the SLAC Information Hotline, 877-477-SLAC. (This information will be updated as soon as an emergency is declared.)</li> <li>▪ Checks the <a href="#">SLAC Emergency Information</a> website</li> <li>▪ Watches for all hands e-mails</li> </ul>

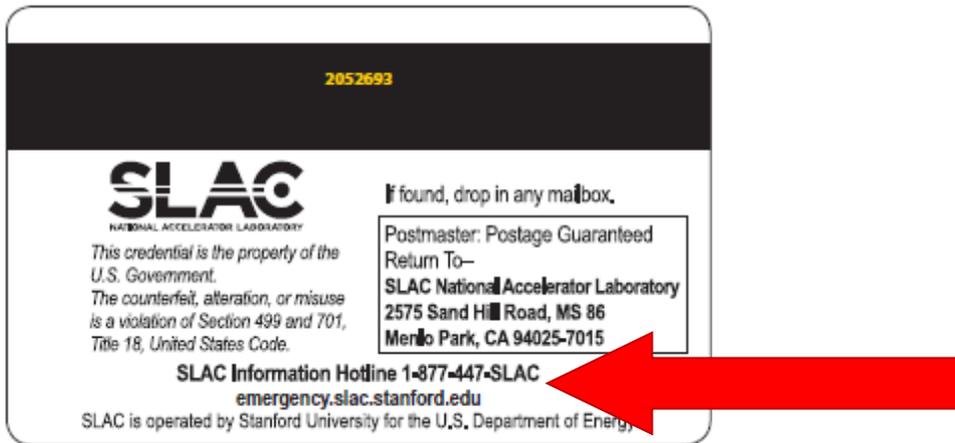


Figure 1 Emergency Notification Information on Employee ID Badge

## 2.3 Reporting Emergencies

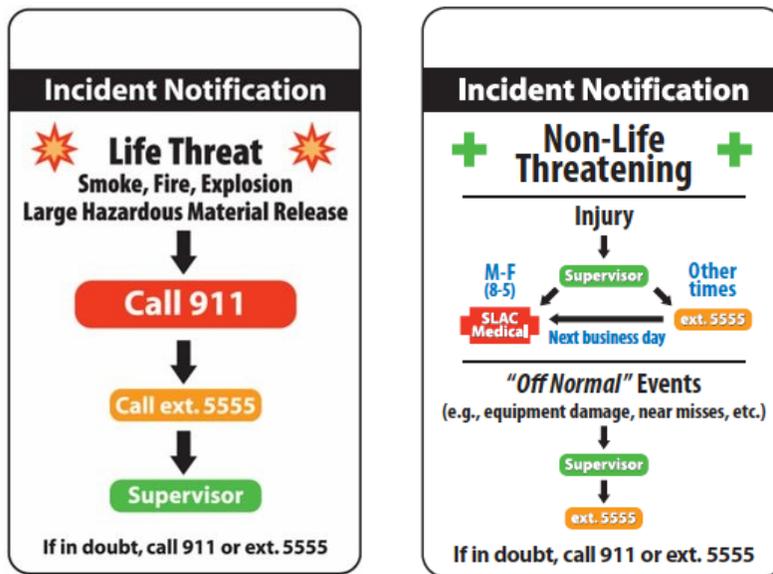


Figure 2 Reporting Life-threatening and Non-life-threatening Emergencies

### 2.3.1 Life-threatening

Emergencies include area-wide disasters such as an earthquake or a localized situation such as a medical emergency, smoke, fire, explosion, or large hazardous material release. *Life-threatening emergencies* must be reported immediately as follows (see Figure 2).

**Note** A *discoverer* is the person who discovers an incident. In a life-threatening situation, the *responder* is generally a professionally trained person.

Step	Person	Action
1.	Discoverer	Calls 911 immediately from a safe location and provides the following information to the 911 operator: <ul style="list-style-type: none"> <li>▪ Location</li> <li>▪ Number of people affected</li> <li>▪ Injury types, if any</li> <li>▪ Incident description</li> </ul>
2.	Affected person	If evacuation is necessary: <ul style="list-style-type: none"> <li>▪ Follows evacuation path as demonstrated during evacuation drills and/or as illustrated on a posted building evacuation map. These are located near exits, fire extinguishers, or stairwells.</li> <li>▪ Goes directly to the assigned emergency assembly point (EAP)</li> <li>▪ Notifies the person responsible for accountability. (Generally, the building manager is the designated to assess accountability.) Reports any additional information with regard to the safety of co-workers and condition of the area evacuated.</li> </ul>
3.	911 operator	Activates external professional emergency responders (fire department and officers of the law)
4.	Discoverer	Calls SLAC Site Security (650-926-5555, ext. 5555) to report the incident
5.	SLAC Site Security	<ul style="list-style-type: none"> <li>▪ Activates SLAC Emergency Response Team</li> <li>▪ Notifies SLAC duty officer</li> <li>▪ Activates appropriate subject matter experts / safety specialists</li> <li>▪ Contacts affected building / program / area manager(s)</li> <li>▪ Contacts 911 if no one has called</li> </ul>
6.	Discoverer	Notifies supervisor (subcontractor notifies supervisor and SLAC project manager / point of contact) and remains at a safe distance, but on scene, to provide details
7.	Supervisor	Provides location-specific information regarding personnel and processes

## 2.3.2 Non-life-threatening

*Non-life-threatening* emergencies are not life-threatening and will not result in serious environmental damage. The *discoverer* is the person who discovers an incident. The *responder* is the person who responds and makes the required notifications. In some cases these two roles are played by the same person. It is essential that only workers who have already been authorized via work planning and control and have completed necessary training act as *responders* (see Figure 2).

Step	Person	Action
1.	Discoverer	Notifies supervisor (subcontractor notifies supervisor and SLAC project manager / point of contact); goes to step 4 immediately if supervisor is unavailable
1.	Supervisor	Determines if SLAC Site Security should be notified. If not, determines course of action.
2.	Discoverer or supervisor	Calls SLAC Site Security (650-926-5555, ext. 5555) to report: <ul style="list-style-type: none"><li>▪ Location</li><li>▪ Number of people affected</li><li>▪ Injury types, if any</li><li>▪ Incident description</li></ul>
3.	Discoverer or supervisor	Remains on scene at a safe distance to provide incident details to responders
4.	SLAC Site Security	<ul style="list-style-type: none"><li>▪ Activates SLAC Emergency Response Team, if needed</li><li>▪ Notifies SLAC duty officer</li><li>▪ Activates appropriate subject matter experts or safety specialists</li><li>▪ Contacts affected building / program / area manager(s)</li></ul>

## 3 Forms

The following forms and systems are required by this procedure:

- SLAC911. SLAC emergency notification system. Uses contact information in the [SLAC Directory](#) to send emergency notifications (by default work location, phone numbers, e-mail); see [SLAC911 Registration Instructions](#) for how to enter additional contact information (home phone number, cell phone number, and e-mail)
- Stanford University Emergency Notification System ([AlertSU](#)). Stanford emergency alert system; SLAC employees are also registered here

## 4 Recordkeeping

The following recordkeeping requirements apply for this procedure:

- None

## 5 References

[SLAC Environment, Safety, and Health Manual](#) (SLAC-I-720-0A29Z-001)

- [Chapter 37, “Emergency Management”](#)
  - [Emergency Management Plan](#) (SLAC-I-730-0A14A-003). Describes detailed response procedures and roles and responsibilities for the emergency response organization
  - [SLAC Emergency Information](#)
  - [Emergency Management Program Site](#) (SharePoint)

Other

- [Stanford Emergency Information](#)