Mental Preparation for Emergencies

As the go-to person for any given production, it is important to think about what you should do when things do not go as planned. Preparing for an emergency is simply asking yourself ‘what it…’ and then being able to answer the question.

1. Where is the nearest fire extinguisher?
2. What is the address of the place you are in? (see below for addresses)
3. What is your communication plan between Stage Manager and House Manager?
4. Where are the emergency exits and are they clear?
5. Where is the first aid box?

Important Stanford Contact Information

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>Dial 911 or 9-911 (on-campus phone)</td>
</tr>
<tr>
<td>Occupational Health Center</td>
<td>650-725-5308 (Employee Medical)</td>
</tr>
<tr>
<td>Vaden Health Center</td>
<td>650-498-2336 (Student Medical)</td>
</tr>
<tr>
<td>Campus Security</td>
<td>650-723-9633</td>
</tr>
<tr>
<td>Custodial Emergency</td>
<td>650-723-7888</td>
</tr>
<tr>
<td>Facility Emergency</td>
<td>650-723-2281</td>
</tr>
</tbody>
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TAPS Supervisors (Call as soon as you are able)

Jane Casamajor 408-891-0875
Erik Sunderman 408-318-1970

**Please contact Supervisors in ANY emergency or incident**

Stanford Theater Addresses

**Pigott Theater**
Memorial Auditorium
551 Serra Mall (on Memorial Way)
Stanford CA, 94305
(West side of Memorial Auditorium)

**Prosser Studio**
Memorial Auditorium
551 Serra Mall (on Memorial Way)
Stanford CA, 94305
(2nd Level, Enter on the North side of Memorial Auditorium)

**Memorial Auditorium**
551 Serra Mall
Stanford CA, 94305

**Nitery Theater**
520 Lasuen Mall (Old Union)
Stanford CA, 94305

**Roble Gymnasium**
375 Santa Teresa Street
Stanford CA, 94305