

## 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 if...' 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

Emergency	Dial 911 or 9-911 (on-campus phone)
Occupational Health Center	650-725-5308 (Employee Medical)
Vaden Health Center	650-498-2336 (Student Medical)
Campus Security	650-723-9633
Custodial Emergency	650-723-7888
Facility Emergency	650-723-2281

## 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  
 (2<sup>nd</sup> 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