Reserving space in the SoM Learning Space Labs and the LKSC Project Classroom LK005 is dependent upon completion of this form. Failure to follow the procedures may result in future permission to use the labs being withdrawn. It is the responsibility of the Stanford Sponsor and the session coordinator to ensure that all of the following procedures are addressed during the session.

**Emergency Response Procedures and Information**

**General:**
1. The course coordinator must review these procedures with the class participants at the beginning of each session.
2. The ALWAY Building Emergency Assembly Point (EAP) is the flagpole on the Dean’s Lawn. The house phone is in M-202 for the Fleischmann Lab location. The LKSC Project Classroom phone is in LK005.
3. The LKSC assembly point is the herb garden in the front of the LKSC.
4. The course coordinator must establish specific procedures if there is a person with limited mobility in the course. Call the Health & Safety Programs Office at 723-0110 for information and guidance.

**In case of Earthquake:**
1. All persons must get under their bench and wait for the shaking to stop.
2. After the shaking stops all persons must proceed calmly to the Always or LKSC Building EAP.
3. The session coordinator must account for all persons in the course at the EAP.
4. If a person cannot be accounted for they must be assumed to still be in the building and reported to the School’s Satellite Operations Center (SOC) in the Medical School Office Building (Room X-169) or alternate location.

**In case of Fire:**
1. Pull one of the fire alarm pull stations. Use fire extinguishers only if you have been trained to do so.
2. All participants and the session coordinator must proceed calmly to the EAP.
3. Call 286 and make yourself available to the Security Officer that reports. If your location is in the hospital call Security at (650)723-7222 from your cellular phone. Program this number into your phone.

**In case of Medical Emergency or Injury:**
1. Call 286 using the house phone in M-202 if in the Fleischmann Labs. In the LKSC use the LK005 room phone. You will be connected to the 911 Emergency Dispatcher and a Security Officer will respond.
2. Follow the direction of the Security Officer and remain available until medical help arrives.
3. All incidents must be reported on the Stanford SU-17 form. [http://su17.stanford.edu/](http://su17.stanford.edu/)

**EdTech Laboratory Safety Rules and Procedures**

1. **Food and Beverages or Cosmetic Application are not permitted** in the Lab room during the demonstration or examination of materials with chemical or biologic hazards. See Consumption of Food and Beverages in the Fleischmann Labs Policy for additional details.
2. **Food, Beverages and Cosmetic Application are permitted** when not demonstrating or examining materials with chemical or biologic hazards, following cleaning and disinfecting of all surfaces.
   - Please note: State and Federal law prohibit eating, drinking and applying cosmetics when human blood is present.
3. Hazardous chemicals, such as formaldehyde, and biohazardous material, such as fresh tissues, may be examined in the Labs under the supervision of a faculty member or his/her designee. Such demonstrations must adhere to all applicable regulatory and University hazardous material and blood-body-fluid protocols and policies. No hazardous material may be used in the Labs without direct supervision of a faculty member or their explicit delegate.
4. Students may examine museum tissues in M-226 of ALWAY at any time and should follow the posted specimen handling procedures.
5. No live or whole animals may be used in the Fleishman labs or the LKSC Project Classroom room LK005.
6. Review the Medical Waste Disposal poster and refer to it as necessary.
7. Sharps of any kind must be disposed in the sharps containers provided in the labs.
8. Uncontaminated animal tissue and parts must be disposed of in a black bag. Supplying the black bag is the responsibility of the person generating the animal waste tissues and/or parts. Anyone bringing such materials into the Labs is responsible for organizing disposal at the Research Animal Facility. Call the Research Animal Facility at 498-5080 for more information.
9. Used fixative should be recycled and fixed human tissue (i.e.: brain) disposed as red bag waste in the red bin in M-226 or in LKSC. Used toweling should also be placed in the red bag waste.

**Session Coordinator or Sponsor Certification**

I have read and understand the above information and agree to conduct myself, and the session for which I am responsible, according to it.