

Page 1 of 2

Dear Stanford Conference Services Guest,

We are delighted to welcome you to the Stanford University campus this summer! We know that when you arrive on campus, you come with a variety of important goals and agendas, and it is our mission to make your experience on campus positive, productive, and worry free. To help ensure your enjoyment of the beautiful surroundings and many resources available on campus, Stanford Conference Services makes it a priority to keep you safe and secure during your visit. Our goal is to make sure you get the most out of your stay.



Phillip M. Gin, Director

Stanford University's Emergency Preparedness plan covers virtually every conceivable emergency event, including fires, earthquakes, explosions, injuries, power outages, infectious diseases, and other biological emergencies. In addition, your program organizer creates a supplementary Emergency Plan customized for your conference, and will act as your liaison to the emergency services provided by Stanford Conference Services and other University personnel. The campus safety and security plans are comprehensive and include preventative measures, deterrence features, preparedness and response plans, and access to services for assistance.

In light of the events at Virginia Tech and other instances of security on college campuses, I would like to reassure you about Stanford's commitment to safety and security during your stay. Like many universities, Stanford University has its own Department of Public Safety employing fully sworn police officers. By having our own accredited police services, Stanford University benefits from a much faster response to emergencies than might otherwise be possible.

Stanford Conference Services works closely with the Department of Public Safety, and Stanford's police officers are familiar with the needs of the many guests that come to our campus. At our request, police officers make regular rounds throughout the campus areas wherever Stanford Conference Services guests might be, particularly among the residences. During these rounds, police officers scan for potential hazards, inspect the security of our buildings, and provide any necessary assistance to our guests. They are well-trained to provide their services in a manner that is neither disruptive nor distracting to our campus community.

Additionally, Stanford Conference Services employs seventy-plus Stanford University students during the summer conference season. In addition to other assigned responsibilities that support our guests, each of these student employees is responsible for providing additional security support to their assigned residential buildings. These staff members will conduct rounds of their assigned residential buildings every evening to ensure that security is not compromised by propped doors or opened windows. They will also help to identify other potential dangers, and will provide essential assistance in the event of an emergency.

Page 2 of 2

In the event that an emergency of any type does occur, guests will benefit from Stanford University's wide variety of resources, which include the world-class services of the Stanford University Medical Center, a variety of counseling and psychological services centers, the comprehensive efforts of our Department of Environmental Health & Safety, and a fully-equipped Fire Station on campus.

On a final note, I would like to ask for your help in creating a safe and secure experience for yourself and your fellow guests this summer. Please take advantage of the resources provided by Stanford Conference Services and your program organizers to educate yourself on how to best ensure your safety, including understanding the steps to take in the event of an emergency, how to keep residential buildings secured, and what to plan for while on campus. Together, we can create an experience that is safe - and fulfilling-for everyone.

Despite the possibility of unanticipated events, I am confident that Stanford University remains among the safest and best-prepared venues available for your program. On behalf of the Stanford Conference Services team, I welcome you to Stanford University, and I wish you a very productive and enjoyable stay on campus!

Best regards,  
Phillip M. Gin  
Director, Stanford Conference Services