H. Leslie Hoffman Hall of Business Administration Emergency Information

Each building has a team of volunteers that have been trained to help everyone in the building respond to any emergency, whether it be fire, earthquake, or evacuation. Each team member is equipped with a brightly colored emergency vest identifiable by building occupants and emergency services such as the Fire Department.

**Reporting Emergencies**

**To report an emergency:**
**Call 213-740-4321**
Address: 3430 S. Vermont Ave, LA 90089
Entry Gate #8 is closest to the building off of Jefferson Blvd east of Vermont.

**EMERGENCY SUPPLIES**

The emergency kits are located in Basement, West Case Room.

**H. LESLIE HOFFMAN HALL OF BUSINESS ADMINISTRATION BUILDING EVACUATION ASSEMBLY AREA**

In the event of an evacuation, the building team will guide all occupants to grass area south of the building.

**BASIC EMERGENCY PROCEDURES**

- In the event of any emergency, for assistance call Public Safety at (213) 740-4321.

- In the event of a fire, sound the alarm by pulling the nearest pull station, leave the building immediately, call for help (213-740-4321), and meet at assembly area on grass south of the building.

- During an earthquake, take shelter under a sturdy table, or near an interior wall away from windows and heavy objects. No need to go to a doorway. Wait for the shaking to stop and follow directions of Emergency Team.

- For USC information in a major emergency, call (213) 740-9233 or go to http://emergency.usc.edu.

- In the event of a campus shooting warning, take shelter indoors, stay away from windows, and remain inside until all clear by campus officials. If you hear shots fired in your building, take shelter, close doors, turn off lights, and silence cell phones. Call DPS (213) 740-4321 to report incident, and follow directions of law enforcement when they arrive. To be notified when a campus shooting or other major emergency happens on campus, sign up for TrojansAlert emergency warning system at https://trojansalert.usc.edu.