The Ronald Tutor Campus Center located at 3607 Trousdale Parkway has a Building Emergency Response Team trained to respond to emergencies and facilitate an evacuation. Each team member is equipped with a brightly colored emergency vest identifiable by building occupants and emergency services such as the Fire Department.

**EMERGENCY SUPPLIES**

**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 RTCC 330 & 421.

**3607 Trousdale Pkwy RTCC BUILDING EVACUATION ASSEMBLY AREA**

In the event of an evacuation, the building team will guide all occupants across to the east side of Trousdale and may use Associates Park as an alternate.

**BASIC EMERGENCY PROCEDURES**

- In the event of any emergency, for assistance call (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 east side of Trousdale or Associates Park.
- 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. 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.

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Fire Safety & Emergency Planning Office – CAL 120