FOR INFORMATION IN A MAJOR EMERGENCY

- http://emergency.usc.edu
- (213) 740-9233
- Sign up for emergency notifications at http://trojansalert.usc.edu

For More Information
http://emergencyplan.usc.edu
http://emergencyprep.usc.edu
http://capsnet.usc.edu/events/Index.cfm
http://capsnet.usc.edu/DPS/index.cfm
http://capsnet.usc.edu/EHS/index.cfm
www.daretoprepare.org

Information you need in an emergency

TO REPORT ANY EMERGENCY
(Police, Fire, Ambulance)

(213) 740-4321 – University Park Campus
(323) 442-1000 – Health Sciences Campus

Emergencies may also be reported using the emergency phones at various locations on campus, identified by a blue light.

Department of Public Safety Non-Emergency:
(213) 740-6000 – University Park Campus
(323) 442-1200 – Health Sciences Campus

FOR INFORMATION IN A MAJOR EMERGENCY

- http://emergency.usc.edu
- (213) 740-9233

In a major emergency situation, the website and information line above will contain updates on the status of the University.

For specific inquiries about students, please call Student Affairs at (213) 740-2421.
Be Prepared

Emergencies, disasters, or accidents can happen at any time and without warning. Even though we cannot always anticipate or prevent them, we can mitigate their effects through proper preparation. The university has devoted extensive resources to planning and preparing for emergencies, including fires, earthquakes, and all other natural or human-caused disasters. These preparations are continually refined, rehearsed and improved.

All staff and faculty members should also take individual responsibility for emergency preparedness, especially in a large-scale emergency. You must be prepared to be self-reliant for some period of time.

This brochure provides basic information and guidelines on how to respond in a variety of potential emergency situations, including basic safe evacuation procedures. Please take time to become familiar with these guidelines and make your own emergency or disaster preparations. Preparation is the key to safety when any emergency occurs.

In addition, please remember to sign up for TrojansAlert, the university’s emergency notification system, at http://trojansalert.usc.edu.

Charles E. Lane
Associate Senior Vice President
Career and Protective Services

IN THE EVENT OF A CHEMICAL SPILL OR RELEASE

In the event of a spill or release of a hazardous material in a laboratory or other location:

1. If it can be done safely, contain the spill to prevent its spread.
2. Notify Public Safety – (213) 740-4321 or (323) 442-1000. They will dispatch officers, and summon the university’s hazardous materials response team.
3. If the release or spill cannot be contained in the area, activate the nearest fire alarm pull station, notify personnel in the affected and adjacent areas, and leave the building.
4. When emergency responders arrive, provide detailed information on the spill or release. Do not re-enter the building until authorized to do so by emergency response personnel.

- Always notify Environmental Health & Safety – (213) 740-6448 or (323) 442-2200 – of any hazardous materials spill, even if small.
- Only extremely small spills of low hazard materials may be cleaned up by laboratory personnel.
IN THE EVENT OF A POWER OUTAGE

1. Report the outage to Public Safety – (213) 740-4321 or (323) 442-1000, and to Facilities Management Services – (213) 740-6833 or (323) 224-7001. Help people in darkened areas move to safety.

2. Do not attempt to use elevators. Check elevators to determine if anyone is trapped inside. If so, immediately call for help; do not attempt to force open doors and rescue them.

3. Shutdown any laboratory equipment that could be hazardous if the power suddenly returns. Unplug computers and equipment during the outage, especially if not connected to a surge protector.

4. Keep laboratory refrigerators and ultra-low freezers closed during the outage.

- Information may be available from Facilities Management Services on the likely duration of the outage. However, in many cases, the duration cannot be determined.

- Many university buildings are equipped with emergency power generators, but these provide power only for fire alarms and emergency lights, not for normal electrical outlets.

IN THE EVENT OF A FIRE

1. Sound the fire alarm.

2. Call for help – (213) 740-4321 or (323) 442-1000.

3. Leave the building, using the nearest safe stairwell, NOT the elevator.

If the building has no fire alarm system, alert other people to the fire by shouting “Fire!” Help remove anyone needing assistance from the area of the fire. Close doors as you leave to confine the fire. Only attempt to extinguish the fire if the fire is very small and you are familiar with how to operate a fire extinguisher.

If You Hear a Fire Alarm:

1. When a building fire alarm is activated, never assume it is a false alarm. Everyone must exit the building and proceed to evacuation assembly area.

2. If there is smoke in the hallway as you exit, stay low to the floor where the air may be cleaner.

If You Are Trapped Inside a Room by Fire:

If you hear a fire alarm and you are inside a room, feel the door before opening it. If it is hot, do not open it. Fire may be in the hallway. If you must remain inside the room:

1. Call Public Safety, tell them your location and that you need Fire Department assistance to get out. Seal up the bottom of the door with cloth to prevent smoke from entering.

2. If you must have air and the windows are operable, open the window. Break windows only as a last resort.

3. Signal from the window to show the Fire Department your location.
Fire Safety Precautions
- Keep hallway doors closed at all times. Never prop them open.
- Keep corridors and hallways clear at all times so as not to impede fire evacuation.
- All USC facilities are non-smoking areas. Smoke only in designated outdoor areas at least 20 feet away from any building.
- Use of candles or any other open flame within buildings is prohibited. Only UL approved microwaves and space heaters may be used within university buildings.

Fire Extinguishers
Before attempting to extinguish a fire, sound the alarm and call for help. Use a fire extinguisher only if you are familiar with how to operate it, and if the fire is the size of a small trash container. Do not attempt to extinguish a fire larger than this.

To extinguish the fire:
- Stand 8-10 feet away from the fire.
- Stay between the fire and an exit.
- Use the PASS technique as follows:
  - P PULL the pin from handle.
  - A AIM the extinguisher nozzle at the base of the fire.
  - S SQUEEZE the handle to begin the flow of extinguishing material.
  - S SWEEP the nozzle slowly from side to side.

IN THE EVENT OF A BOMB THREAT
Get as much information as possible from the caller and report the threat immediately to Public Safety – (213) 740-4321 or (323) 442-1000. If possible, be sure to note:
- The exact time of the call
- The caller’s exact words
- Any noticeable characteristics of the caller
- Any information about the explosive device or it’s location.

Bomb threats received through the mail or by other means are also to be reported immediately.

The Department of Public Safety will assess the threat and advise the building’s occupants if it is necessary to evacuate the building. If it is necessary to evacuate, assemble outdoors and stay 300 feet away from the building until advised to return.

Suspicious Object/Package
1. Do not touch or disturb the object.
2. Clear the area, and notify Public Safety – (213) 740-4321 or (323) 442-1000.
3. Notify a supervisor or building manager. Stay away from the object or package.

Suspicious Person
1. Do not physically confront the individual.
2. Do not let any suspicious person into a locked building or office.
3. Do not block the person’s access to an exit.
4. Notify Public Safety – (213) 740-4321 or (323) 442-1000.
IN THE EVENT OF A MEDICAL EMERGENCY

1. Call Public Safety – (213) 740-4321 or (323) 442-1000 – to request assistance.
2. Provide the location, nature of injury or illness, and the victim’s current condition. Appropriate medical assistance will be dispatched immediately.
3. If possible, provide information about the age and sex of the victim, and any known medical history.
4. Stay with the victim. Do not move the victim unless he/she or you are in immediate danger of further injury.
5. If the injured person is a university employee, the supervisor must notify Risk Management at (213) 740-6199.

   ■ Learn first aid and CPR. Classes are available through the Professional Development Department and the Lyon Center.

BUILDING EVACUATION

1. Everyone must leave the building immediately if the fire alarm is activated, or if directed to do so by Public Safety officers or Building Emergency Response Team Members.
2. To exit the building, use the nearest safe exit or exit stairwell. Never use elevators in an emergency evacuation.
3. If the nearest exit or exit stairwell is obstructed by smoke, fire or other hazards, proceed to another exit or exit stairwell.
4. During stairwell evacuation, hold the handrail, and stay to the right side of the stairwell. Allow enough room for others to enter the flow of traffic.
5. Once outside the building, assemble away from the facility, and stand by for instructions from emergency personnel. Every department should have a pre-designated evacuation assembly location outside the building.
6. Do not re-enter the building until given the “all clear” by emergency personnel.
7. Take time now to identify alternate paths to exit the building, noting the location of all stairwells.
8. Talk to emergency response team members in your building and identify an outdoor location where everyone will assemble in an emergency. In an emergency, Building Emergency Response Team members can be identified by the bright green vests they wear.

My building’s outdoor evacuation assembly area is located:

(Go to http://emergencyplan.usc.edu for information on your building)
CAMPUS SHOOTING

Because every shooting incident is different, there is not a single correct response to all situations. Instead, each individual should be aware of the various options that may exist in each type of situation.

If you receive notification of a shooting on campus from TrojansAlert:
- Stay away from the affected area or building.
- Be alert to the environment and prepared to take any protective actions needed.
- Follow directions of law enforcement personnel.

If you hear shots fired outside your building:
- Lock all doors and windows and turn off the lights.
- Have one person in the room call (213) 740-4321 and be prepared to tell the dispatcher the building and room number you are in, your name, and any information you have about the shooter or incident.
- Remain in the room until advised by law enforcement personnel to exit the building.

If you hear shots fired inside your building:
- One option is to exit the building if it appears safe to do so, especially if you are near an exit and there is a nearby area to take shelter away from the building.
- A second viable option may be to proceed to a room that can be locked or barricaded:
  - Turn off light, close window blinds, silence cell phones.
  - Call DPS at (213) 740-4321 to report incident.
  - Remain quiet and do not answer the door.

If a shooter enters the room or area you are in:
If an intruder enters your location and begins shooting, there is no standard procedure the authorities recommend. Potential options include:
- Remain docile, and hope that the shooter does not target you.
- Attempt to reason or negotiate with the assailant.
- Escape by running from the area.
- Overpower the assailant with force, possibly as a group with others.

HOME & OFFICE FIRST AID KIT

Medical Materials:
- Band-Aids, large and small
- Medical latex gloves
- Surgical mask
- Instant cold and heat packs
- Ace bandages
- Butterfly bandages
- Gauze pads, 4” x 4”
- Cotton swabs
- Adhesive tape 2”
- 2” & 4” wide sterile bandage roll
- Triangular bandage for sling, etc. Use 48” unbleached muslin. Cut a 48” square then cut it diagonally to make two triangular bandages.
- Tongue depressors (popsicle sticks)
- Splint material
- Spray bottle with 10% bleach solution for disinfecting objects.

MEDICATIONS:
Buy only currently dated stock, and rotate your supply. Rotate stock at the same time you change your clocks for Daylight Savings Time.
- Antibiotic ointment
- Necessary medications (prescriptions, etc.). Don’t forget pediatric medications for the children.
- Aspirin and/or pain relief medication
- Diarrhea medication
- Eye drops
- Cold/cough medicine
- Antihistamines (Benadryl)
- Insect spray
- Ear and nose drops
- Hydrogen peroxide
- Skin disinfectant spray
Make Your Area Safe
Make your office, lab, or work area earthquake-safe by securing tall bookcases and other large furnishings to prevent them from falling.

Emergency Response Kit
Everyone should have a personal emergency kit in case of earthquake or other disaster. This kit should contain essentials to ensure survival for 72 hours, including:

- Water and non-perishable food. If canned food is used, include a can opener.
- Emergency space blanket.
- First aid supplies
- Personal medication and extra eye glasses
- Portable AM/FM radio (spare batteries)
- Flashlight (spare batteries)
- Money (small amount).
- Work gloves (optional)
- List of essential phone numbers, including an out-of-state family contact number

Your building emergency response team also has emergency supply kits. (Go to http://emergencyplan.usc.edu for information on your building team)

EMERGENCY EVACUATION FOR PEOPLE WITH DISABILITIES
In the event of a building evacuation, some individuals with disabilities may require special assistance. Everyone can help by becoming aware of those who may need assistance.

Mobility-Impaired/Wheelchair
For wheelchair users on upper floors, assistance normally will be provided by trained Fire Department personnel. Building occupants should remain with the disabled person in a room with an exterior window, a telephone, and a solid door. If the room is not safe move the person to the stairwell landing and wait for assistance. Send someone out to notify emergency personnel of the location of the person in need of assistance. Fire Department personnel can then provide assistance as needed.

Only when the Fire Department is not available and there is an imminent hazard should occupants evacuate wheelchair users. If this must be attempted, one technique is the two-person cradle carry:

1. With a second person, wait until other evacuees have moved down the stairwell.
2. Both of you stand on either side of the individual.
3. Reach under the individual and lift them out in a cradle.
4. Control the descent by walking slowly and cautiously.
5. Never leave the wheelchair in a stairwell.
A second technique is the **office chair evacuation**:
1. Transfer the individual to a sturdy office chair.
2. The first helper gently leans the chair backwards.
3. The other helper faces the chair and holds onto the front legs of the chair. Both will lift the chair simultaneously.
4. The helpers control the descent by bending their legs slowly and keeping their back straight.

**Hearing Impaired**
People with hearing impairments may not hear audio emergency alarms and will need to be alerted by other building occupants.

**Visually Impaired**
People who are visually impaired may need assistance in evacuating. The assistant should offer his/her elbow to the individual with a visual impairment and guide him/her through the evacuation route.

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**IN THE EVENT OF AN EARTHQUAKE**

A major earthquake may cause damage and injuries throughout southern California, and many emergencies on campus. Although university buildings have been constructed to resist earthquake shaking, falling objects inside buildings may be a significant hazard.

As soon as the shaking begins:

1. **Drop** – Avoid falling objects; move away from any tall furnishings or windows and drop to the floor.
2. **Cover** – If possible, get under a sturdy table; if no table is available, cover the back of your head and neck with your arms.
3. **Hold** – on to the table in case it moves.
4. During the shaking, do not run for exits or attempt to leave the building, since heavy objects may be falling in your path.
5. Do not stand in a doorway. Doorways offer no greater protection than any other area.
6. If outside, move away from structures, power poles, or other possible hazards. Stay in an open area.
7. When the shaking stops, check for injuries to people in the area. Call for medical assistance, and render first aid if required.
8. Check the area for hazards such as building damage, fires, or gas leaks. If the building appears to be unsafe, leave the building, and report any urgent problem. It is not necessary to evacuate if the shaking was minor and did not result in any damage or hazards such as fire, gas leak or fire alarms.
9. Listen to a battery-operated radio for emergency information.

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Your emergency supplies are located:__________________________________

(Go to http://emergencyplan.usc.edu for building information)