



Be Prepared

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.

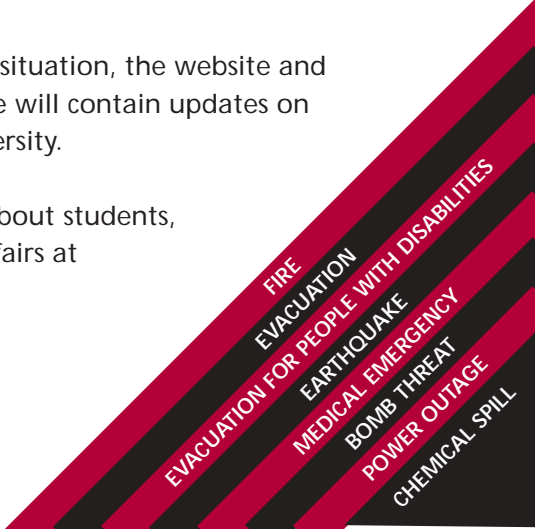
Department of Public Safety Non-Emergency:
(213) 740-6000 – University Park Campus
(323) 442-1200 – Health Sciences Campus

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.



BEING PREPARED

Emergencies, disasters, or accidents can happen at any time and without warning. The university has devoted a great deal of time to planning and training for emergencies, and ensuring that the campus is a safe place in which to work and study.

But emergency preparedness is also an individual responsibility. The only person who can ensure that you know what to do when an emergency happens is you. In a large-scale emergency when staff teams must respond to multiple problems, individuals may need to be self-reliant for a time.

Please take the time to become familiar with the guidelines in this brochure, so that you will be able to protect yourself and help others in an emergency situation.

Leo Wade
Associate Senior Vice President
Career and Protective Services

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IN THE EVENT OF A FIRE:

1. Sound the fire alarm.
2. Call for help (740-4321 or 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 have been trained in proper use of 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.
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

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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.
- Use of candles or any other open flame within buildings is prohibited.

Fire Extinguishers

Use a fire extinguisher only if you have been trained in how to use it, and only if the fire is very small. Before attempting to extinguish a fire, sound the alarm and call for help. As you extinguish the fire, stay between the fire and an exit.

To use a fire extinguisher, remember PASS:

- 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.

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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 managers.
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 one 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 an agreed-upon 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 other people in the building and identify an outdoor location where everyone will assemble in an emergency.

EVACUATION

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SHELTER IN PLACE

In some unusual situations, it may be necessary to remain inside the building, or “shelter in place,” rather than evacuate. Examples include a civil disturbance, campus shooting, or terrorist incident involving chemical weapons. If you become aware of such a situation:

1. Go indoors.
2. Close doors and windows.
3. Move to an interior room away from windows.
4. Stay in place until notified by university officials.

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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. Send someone out to notify emergency personnel of the location of the person in need of assistance. Fire Department personnel then can assist the person.

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.

EVACUATION FOR PEOPLE WITH DISABILITIES

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A second technique is the **office chair evacuation**:

1. Transfer the individual to a sturdy office chair
2. 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. In the event of a major earthquake that causes strong shaking:

1. **Drop, cover, and hold.** Protect yourself from falling objects such as light fixtures or bookcases. Stay away from windows. Get under a table or desk, or stay in an area free of falling hazards.
2. You need not stand in a doorway. Doorways offer no greater protection than any other area.
3. If outside, move away from structures, power poles, or other possible hazards. Stay in an open area.
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. When the shaking stops, check for injuries to people in the area. Call for medical assistance, and render first aid if required.
6. 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.
7. Listen to a battery-operated radio for emergency information.
 - Make your office, lab, or work area earthquake-safe by securing tall bookcases and other large furnishings to prevent them from falling.

EARTHQUAKE

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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

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IN THE EVENT OF A MEDICAL EMERGENCY

1. Call Public Safety (740-4321 or 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 from the American Red Cross or similar organization to enhance your emergency preparedness.

MEDICAL EMERGENCY

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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

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IN THE EVENT OF A BOMB THREAT

Get as much information as possible from the caller and report the threat immediately to Public Safety (740-4321 or 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 its 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 (740-4321 or 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 (740-4321 or 442-1000).

BOMB THREAT

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IN THE EVENT OF A POWER OUTAGE

1. Report the outage to Public Safety (740-4321 or 442-1000), and to Facilities Management Services (740-6833 or 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.

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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 (740-4321 or 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 (740-6448 or 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.





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Produced by
Career and Protective Services
(213) 740-6199

