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SCOPE OF THIS PLAN

This plan applies to any emergency situation that is significantly larger than a small-scale incident, requiring coordinated action among multiple groups. This includes not only large regional events such as earthquakes, but any major incident that affects more than one campus location, or even incidents in other regions that indirectly affect University of Southern California people and programs.

OBJECTIVES

The primary objectives of this plan include:

- Ensure the safety and well-being of students, staff, faculty, and visitors.
- Protect university property, reputation, and other assets.

BUSINESS CONTINUITY

Disaster recovery/continuity following a disaster at USC is covered in the Disaster Recovery & Business Continuity Plan, a separate document. The purpose of the continuity plan is to minimize disruption of teaching, research, patient care, and the university mission following a disaster.

EMERGENCY POLICY GROUP

Responsibility for overall University direction and public communication in a major emergency situation rests with the Emergency Policy Group, composed of the President, Provost, Senior Vice President for Administration, Senior Vice President, Finance, and Senior Vice President, University Relations. This group convenes when a major emergency occurs, gathers information from emergency response personnel, makes major policy decisions, and coordinates communications with the university, external stakeholders, and the public.

EMERGENCY OPERATIONS GROUP

Response is coordinated by the Emergency Operations Group, a senior management team that convenes in the Emergency Operations Center (EOC) at a central location on campus. This group coordinates Campus-wide emergency services, deploying response teams across the campus, and prioritizing operations to ensure that the Health Sciences Campus most urgent needs are met. The Emergency Operations Group also provides information, assessments, and
recommendations to the Policy Group and/or UPC EOC Operations Group. Members of the Emergency Operations Group include:

| Department of Public Safety | • Provide liaison with UPC EOC & Policy Group  
|                           | • Provide overall EOC direction  
|                           | • Manage emergency response operations  
|                           | • Direct DPS resources & coordinate emergency notifications  
|                           | • Coordinate EOC set-up  
| Facilities Management Services | • Manage damage assessment and engineering operations  
|                           | • Coordinate facilities emergency repairs  
|                           | • Coordinate facilities recovery  
| Environmental Health & Safety | • Coordinate assessment of laboratories and other hazardous materials storage locations  
|                           | • Coordinate building damage assessment with Facilities Management  
| Auxiliaries Services | • Assist in assessment of Aux. Svcs. Facilities  
|                           | • Coordinate Housing, Hospitality, and Transportation services  
| Public Relations | • Gather and provide key information to Policy Group  
|                           | • Assist in disseminating public information and announcements  
| CERT Team Leader | • Coordinate CERT response to medical, search & rescue and fire suppression  
| Student Health Center/USC Care | • Manage disaster medical services & mental health  
| Amateur Radio Team Leader | • Coordinate emergency communications on campus and between HSC and UPC  

HEALTH SCIENCES EMERGENCY OPERATIONS CENTER (EOC)
The HSC Emergency Operation Center primary location is the University Hospital Silver Room. A separate information sheet is available with information on activation, set-up and procedures. The back-up location is the Center for Health Professions Office #148. Representatives from each of the areas listed above are pre-designated to report to the EOC.

DEPARTMENT OPERATIONS CENTERS (DOC)
Each department represented on the Emergency Operations Group activates a Department Operations Center (DOC). The DOC serves as a command post for each department where they coordinate response efforts. DOC activities include tracking of staff and resources, tracking of incidents and requests for service, and coordination of any specialized functions that the department has been designated to manage. Field teams are assigned tasks and are deployed from the DOC.
BUILDING EMERGENCY RESPONSE TEAMS (BERT)
Every USC owned or operated building has a pre-designated emergency response team identified by a yellow vest and hard hat that will spring into action upon notification of an emergency or fire alarm in their building. Team members have been trained to coordinate evacuations, shelter in-place and actions for earthquakes, power outages, medical emergencies, and other hazards.

COMMUNITY EMERGENCY RESPONSE TEAM (CERT)
A dedicated team of over 200 staff, students and faculty throughout the university trained on the 21-hour FEMA course that includes fire suppression, disaster first aid, triage, search & rescue, and incident command. When activated, team members assemble and are dispatched by either Fire Safety/Emergency Planning or Public Safety staff. Training refreshers are offered throughout the year and training for new members is available 1-2 times per year by Fire Safety & Emergency Planning.

EMERGENCY MANAGEMENT PROCESS

PLAN ACTIVATION
The emergency operations plan may be activated at the direction of the President or other senior University administrators, acting as the Emergency Policy Group. Activation may also be initiated by the Associate Senior Vice President, Career & Protective Services, or the Department of Public Safety if an emergency situation exists that requires immediate response.

If a major emergency has occurred on campus, Public Safety is responsible for providing initial emergency notification to contacts in appropriate emergency service units, who in turn notify their own staff. A full mobilization of the emergency response units will then occur, along with full activation of emergency response teams.

In some situations, only a partial activation will be established. Examples include a public alert or warning, a major incident that occurs in another geographic location that may impact the University, or a limited incident that occurs on campus that could escalate to a higher level. In these situations, a limited number of response personnel will be mobilized, and the main emergency response may be communicating with the University community.

EMERGENCY NOTIFICATION SYSTEM
All staff, students and faculty are encouraged to sign-up for TrojansAlert at https://trojansalert.usc.edu This web-based system allows university officials to send out emergency text messages and e-mails to subscribers when an emergency or hazard occurs at any USC campus location. There is no cost to registering a cell phone, pager, or e-mail account on the system. A TrojansAlert test alert is sent out a few times per year to test the system.
EMERGENCY RESPONSE
After the activation of the Emergency Operations Group, the first priority is to ensure the life safety and well-being of students, staff, faculty, and visitors. During the initial hours of the response, members of the Emergency Operations Group assess the situation, prioritize emergency actions, and coordinate the deployment of emergency resources to address urgent campus-wide issues. Key priorities will include:

- Assistance for injured personnel
- Emergency safety inspections and evacuation of unsafe areas
- Hazardous materials response
- Emergency utility shutoffs and repairs
- Emergency power
- Emergency shelter
- Emergency notifications and communications
- Emergency transportation
- Emergency food service

SUSPENSION OF PROGRAMS
Academic programs and other university activities will be suspended only if necessary due to hazards on the campus. The decision to temporarily suspend activities is the responsibility of the Policy Group, based on recommendations from the Emergency Operations Group. If programs must be suspended, they will resume as soon as conditions permit, and only at the direction of the Policy Group.

If suspension of academic programs is necessary, patient services and basic services for resident students and emergency personnel on campus will be continued. If necessary, alternative staffing and operating locations will be arranged to allow essential services to continue.

CAMPUS EVACUATION
Campus evacuation will be carried out only in extreme circumstances that make it essential. In the unlikely event that evacuation of the campus becomes necessary, evacuation instructions will be communicated to the campus community. Schools and departments should move to their emergency assembly areas, and leave the campus as appropriate under the prevailing conditions, consistent with guidance provided by emergency response personnel. Instructions for return to campus will be provided as soon thereafter as possible. Patient care facilities should follow their department specific evacuation procedures in coordination with campus emergency responders.

PLAN DE-ACTIVATION
University emergency operations may be discontinued at the direction of the Emergency Policy Group, as informed by the Emergency Operations Group. Follow-up recovery activities may continue for an extended time period after formal de-activation.
SPECIFIC DEPARTMENT ROLES

On the following pages are brief descriptions of the roles and responsibilities of departments with formal emergency operations responsibilities. The descriptions are merely summaries of more detailed plans and procedures developed by these emergency service departments.

UNIVERSITY PUBLIC RELATIONS

University Public Relations staff will serve as primary coordinators of public information in an emergency situation, assisting the University administration in gathering key information and disseminating it. Key priorities will be:

1. Develop accurate informational releases for internal and external audiences.
2. Monitor media reports to ensure accuracy of information.
3. Coordinate all mediums of communication including internet, media, website, phone banks, and emergency notification system.

A public relations department operations center will be activated to coordinate and track internal and external communications at or on the Health Sciences Campus. All communications for regional disasters affecting USC beyond the Health Sciences Campus must be coordinated with the University Park Campus EOC Public Relations staff. A Public Relations representative will report to the Emergency Operations Center in an emergency situation to gather information, reports, and recommendations on the status of the University. The representative will assist in conveying this information as necessary to the Emergency Policy Group.

Depending on communications channels available, Public Relations staff will provide updates on the status of the campus to media outlets in order to ensure that accurate information is disseminated regarding the university.

Public Relations staff will activate the USC emergency information line (740-9233) to provide bulletins to the university community. The USC Emergency website will be activated to provide emergency information. The website will default to back-up servers on the east coast if servers are down locally. The emergency notification system (TrojansAlert) may be used during the early stages of the response and for updates as deemed necessary by the Emergency Operations Group. Other mediums to communicate may include e-mail, ham radio, and runners. The University Park Campus EOC will assume control of the website, TrojansAlert and hotline for regional disasters affecting both campuses.
DEPARTMENT OF PUBLIC SAFETY

The Department of Public Safety (DPS) serves as the primary first responder for all emergencies at the University Park Campus and the Health Sciences Campus. Local first responder agencies are responsible for initial response to other USC locations supplemented by internal trained emergency response team members. DPS will coordinate the notification of all needed response departments and activate the Emergency Operations Center. The plan may be activated by the on-duty Watch Commander or senior DPS staff.

For all incidents, DPS will designate an Incident Commander to direct the response in the field. Once the EOC is activated, the Incident Commander will provide the DPS EOC representative with a detailed report on current conditions and needs. The report will be communicated to all EOC responders and an action plan will be developed to manage the on-going response and recovery effort.

The DPS EOC representative will provide general guidance and missions to his/her department during the emergency, but detailed management of tactical operations will be conducted by senior officers in the DPS Department Operations Center (DOC), following the provisions of the DPS Policies and Procedures. The primary command post location for large scale incidents is the Center for Health Professions parking lot.

The general role of DPS officers and representatives in a major emergency is fluid, depending on the situation and the missions they are assigned. Responsibilities include:

- Preliminary assessment of the campus and surrounding community
- Intake emergency requests for service and dispatch responders based on established priorities.
- Closure and evacuation of buildings & campus
- Medical first aid and transport of victims
- Dissemination of emergency instructions
- Protection and security of University property
- Liaison with external agencies

For incidents not requiring an EOC activation, tactical operations and coordination will take place at a command post. The command post will be set-up at the discretion of the senior DPS staff member. During a department mobilization in an emergency or unusual occurrence, staff members shall be assigned to 12 hour shifts (“A” and “B” watch) if so ordered by department leadership.
FACILITIES MANAGEMENT SERVICES

In an emergency, Facilities Management Services (FMS) provides a variety of major services:

- Damage assessment of facilities
- Emergency repairs and utility shutoffs
- Restoration of water, power, gas, and HVAC services
- Control of fire life safety systems
- Specialized services such as elevator rescue and response
- Coordination of facilities long-term reconstruction and cost recovery
- Debris removal, clean-up and restoration of vital building services

Emergency Response Process
FMS maintains staffing 24 hours a day/7 days a week to ensure effective response to emergencies. Upon notification of the customer service center, FMS staff will be notified and respond to assist in emergency response efforts.

For large scale incidents requiring the activation of this plan, FMS will activate a Department Operations Center in the Center for Health Professions parking lot. FMS operates in 3 geographic zones on the Health Sciences Campus. Each zone will activate a command post and a team leader will be assigned to direct the actions of damage assessment and response teams. Zone command posts track damage assessment, utilities, and incident response. Reports are provided to the FMS DOC often as to the status of buildings, roads, and walkways. Environmental Health and Safety works side by side in the Zone command post to address hazardous materials spill and release assessments and mitigation.

Power Outage

Major power outages or other utility disruptions may occur as an isolated event or in conjunction with another event such as a major earthquake. FMS maintains a comprehensive power outage plan that addresses internal power resources, vendor agreements for contracted power resources, and a list of priority buildings in the event the outage is widespread. The goal in any outage will be to restore service to all areas of the campus as soon as possible. In the event of an extended outage that cannot be corrected immediately, the focus will be on emergency response action to maintain life-safety critical systems.

Post Earthquake Damage Assessment

FMS teams have been trained in damage assessment, and maintain supplies and equipment for emergency use. After a major earthquake, the teams respond to their zones and conduct emergency safety inspections to ensure that unsafe areas are identified and evacuated. Housing and Environmental Health & Safety will work with FMS to conduct inspections of residential buildings and buildings with labs.

During the emergency safety inspection, these staff members will assess each building for damage or unsafe conditions, assessing first the exterior of the building, then the interior. Teams
will post the building CLOSED if there is any doubt the facility is safe to occupy, or OPEN if the building has sustained minimal damage. Signage will be placed at all entrances to the building once the assessment is completed.

During the inspections, they may take actions to mitigate immediate hazards if feasible, for example shutting off gas service if there is a leak. However, they are trained not to spend excessive time in any one facility in order to most effectively ensure the safety of the entire campus community.

Within each zone, buildings will be assessed according to the following priorities:

1. Housing facilities and patient care facilities
2. Facilities that pose special safety risks, such as laboratory buildings
3. All other facilities

Special Procedure for Laboratory Facilities

Facilities Management Services and Environmental Health & Safety will work jointly to complete emergency inspections of laboratory buildings. They will establish a unified field command post. If available, pre-designated staff members from research departments will assist the command post with information on laboratories and communications with faculty members. The assessment of a laboratory building will proceed in three steps:

1. Exterior structural inspection by Facilities Management staff. If the building appears from the exterior to be structurally unsafe, it is posted closed and no hazmat assessment is done.
2. If FMS staff clear the building for entry, EH&S staff enter to assess hazardous materials problems, wearing protective equipment. If the assessment indicates that the facility is unsafe, EH&S staff recommend that FMS staff post the building closed.
3. If EH&S staff clear the building for entry, FMS staff enter and complete the interior inspection.

Facilities Recovery

FMS will endeavor to facilitate recovery of facilities as quickly as possible to allow resumption of University activities and minimize operational downtime. If necessary, external resources will be obtained to assist in the recovery process. FMS has completed a special agreement with structural engineering firms, both within Los Angeles and outside the region, to respond to the University’s needs in a major emergency. In addition, the university maintains a special agreement with a disaster recovery firm to ensure timely restoration for disasters and localized emergencies (see Facilities Disaster Recovery & Business Continuity Plan.)
ENVIRONMENTAL HEALTH & SAFETY

Environmental Health & Safety provides specialized expertise in responding to spill of hazardous materials in laboratories, medical facilities, and other areas where such materials are used or stored. The safety groups have extensive emergency response training, and are equipped to function as the University’s hazardous materials team. The primary mission of the group is to:

1. Assess the nature and extent of the hazardous materials release
2. Evacuate the affected area if necessary
3. Isolate the affected area if necessary
4. Mobilize the necessary staff and resources
5. Identify the appropriate action plan, coordinating with other involved departments
6. Take all necessary response actions
7. Take any necessary follow-up actions

Details regarding this type of response are provided in the “Integrated Hazardous Materials and Waste Emergency Response and Contingency Plan.”

In the event of an internal disaster affecting the operations of the safety units, a primary responsibility is to re-establish safety services and business functions, beginning with those services most critical to the operation of the campus. The highest recovery priority is the hazardous waste pickup and disposal program, without which research laboratories and medical facilities would have difficulty operating.

Major Disaster/Earthquake
In the event of a major earthquake, the primary objective will be to complete a rapid inspection of laboratory buildings to determine if they are safe to enter, or must be closed due to safety hazards.

Facilities Management, Environmental Health & Safety, and Laboratory Safety staff will work jointly to complete these inspections. They will establish a unified field command post in CHP parking lot. If available, pre-designated staff members from research departments will assist the command post with information on laboratories and communications with faculty members. The assessment of a laboratory building will proceed in the three steps already described in the Facilities Management Services section. Laboratory buildings will be assessed in the two groups and priority order previously described.

Recovery
A significant second objective is to assist with recovery by correcting hazardous materials problems so that researchers may safely access their laboratories. This will involve spill isolation and control, detailed assessment of lab spills, and clean-up/disposal of hazardous materials. During recovery, special contingency measures and outside assistance may be required to enable laboratory facilities to be occupied within a reasonable time.
FIRE SAFETY & EMERGENCY PLANNING

The Office of Fire Safety & Emergency Planning is responsible for the development and coordination of all emergency response and recovery plans with the exception of University Hospital and Norris Cancer Hospital. The office works with all critical departments and schools to ensure plans are developed, staff is trained, and the plan is tested. In addition, the office develops and trains emergency response teams and business continuity teams.

Fire safety programs are managed year-round and include fire prevention inspections, training, and coordination with other departments on construction, filming, special events, and fire-life safety systems at all USC locations.

During an activation of this plan, Fire Safety & Emergency Planning staff will coordinate the Emergency Operations Center, assist with coordinating field teams and Department Operations Centers, and provide support for action planning and unified command with external agencies along with the Department of Public Safety. In addition, staff coordinate the fire response and suppression team should fires occur when outside resources are not available, such as in a regional disaster. (Also see Disaster Recovery & Business Continuity Plan.)

AMATUER RADIO EMERGENCY COMMUNICATIONS

This dedicated group of FCC licensed radio operators will provide emergency radio communications on campus and between campus locations and the City of Los Angeles.

STUDENT AFFAIRS COUNCIL AT HSC

Each school at the Health Sciences Campus has an office that supports students. Each office will provide support and communications to students in coordination with their schools administration and the Campus Emergency Operations Center. Student Affairs staff from the University Park Campus will support the Health Sciences Campus as needed.

DISASTER MEDICAL RESPONSE TEAM

Eric Cohen Student Health Center is the primary group that will lead the disaster medical response on campus at the Health Sciences Campus.

Once it is determined that there are multiple casualties and external response agencies such as the fire department are not available or are limited, the disaster medical plan will be activated by contacting the senior Eric Cohen Student Health representative. In addition to student health staff, the team will be supported by trained responders from the USC Care, School of Pharmacy, Community Emergency Response Teams, DPS, and other USC staff. The Disaster Medical Team will activate a department operation center based on the current medical plan for the campus.
Equipment and supplies are stored at various locations on campus. Locations for treatment areas have been pre-designated. The Disaster Medical Response Team Leader and the Emergency Operations Center will determine the exact location based on the incident.

**Disaster Mental Health Response Team**

Under the leadership of the Center for Work and Family Life, a crisis response team will be activated to respond to critical incident stress concerns for responders and victims of the incident. The team consists of staff from the Student Counseling Center, Center for Work and Family Life, Office of Religious Life, and the School of Social Work. Services may be provided for weeks or months following the incident. The Disaster Mental Health Team Department Operation Center will be activated based on the disaster mental health plan.

**AUXILIARY SERVICES**

Auxiliary Services provides key emergency services in three primary areas, including housing/shelter, hospitality/emergency food service, and transportation. Each of the Auxiliaries departments assign representatives to staff the Auxiliaries Department Operations Center in the Center for Work Professions parking lot.

**HOUSING SERVICES**

The mission of Housing is to assist in damage assessment and repair of residential facilities, and to provide emergency shelter and replacement housing for residents in University-owned residence halls and apartments, if necessary.

Although some resident students have family or friends in nearby areas who can provide temporary housing in an emergency, many do not have this resource and may require shelter if their residence halls are closed due to hazards. For this reason, campus housing is a high emergency response priority.

The Housing Department will be notified by the Department of Public Safety or by Emergency Operations Group members to activate the Housing Department Operations Center (DOC). In the event of a localized incident affecting 1 building, select floors, or units, the Housing Department will develop an action plan to provide alternate housing until repairs are made. For large scale incidents such as an earthquake or major fire, Housing will develop an action plan that may include moving residents into alternate vacant locations, double-up residents, utilize available hotel rooms, and/or set up a shelter operation at a location on or near campus that has been pre-designated as an optimal temporary shelter location. The Housing Department maintains a written housing and shelter emergency response and recovery plan.
HOSPITALITY SERVICES

Hospitality is responsible for the distribution of emergency water and food services and the recovery of food service facilities. Upon activation of the plan, team members will activate the Hospitality Department Operation Center (DOC). Team members assess damage to food service facilities, track the status of supplies and equipment resources and staffing resources. Food and water supplies that are on campus, accessible, and safe to use will be utilized first. The university stores numerous pallets of emergency meals at several locations at the University Park Campus and Health Sciences Campus. In addition, an agreement is in place for emergency food supply delivery from existing vendors.

Hospitality maintains equipment for mass feeding and has a written plan that addresses how the food will be prepared and distributed. The plan has been developed in collaboration with other food service delivery organizations on campus which allows for a well coordinated effort to manage critical resources.

In addition, some schools and departments have stocked limited supplies of emergency water and food at their locations for immediate emergency use, and have prepared for a degree of self sufficiency in a major emergency situation.

TRANSPORTATION SERVICES

Transportation will be notified by the Department of Public Safety or by the Emergency Operations Group to activate the transportation emergency plan. The transportation department operation center (DOC) will be activated where equipment, vehicles, fuel and other resources will be tracked and coordinated. Requests to transport equipment, supplies, and people will be made through the Transportation DOC. The DOC will dispatch drivers and vehicles based on the priorities of the university emergency response plan.

Potential emergency services include:

- Assist in controlling access to the campus through closure of gates and entrances.
- Ensure an orderly flow of traffic leaving the campus
- Assist in efforts to coordinate damage assessment of University property and equipment.
- Provide information to the campus community regarding road conditions, such as road blockages and closures.
- Assist in disseminating other emergency information to the campus community

Transportation maintains a plan to coordinate vehicles from other departments including Mailing and Material Management Services. Vehicles, drivers, and fuel needs are centrally coordinated under the transportation logistics plan.
INFORMATION TECHNOLOGY SERVICES (ITS)

This department maintains the USC e-mail system and services related to computing, networking and data storage. ITS maintains an emergency response plan that addresses continuity of services especially for services critical to emergency response such as the USC website, voice services, data services, and e-mail.

Emergency response and recovery plans include damage assessment to facilities, servers and systems. Response priorities are based on the university emergency response plan and the services that directly support life-safety, teaching, research and the protection of USC assets.

In the event of a major emergency situation, ITS will support University response, including:

1. Provide support to the University’s emergency operations center, ensuring that voice and data services in the EOC are functional.

2. Assist in emergency communications through voice and data networks if necessary.

3. Immediately assist Public Relations with university status updates through the emergency web page.
ADMINISTRATIVE DEPARTMENT AND ACADEMIC SCHOOL EMERGENCY RESPONSE PLANS

Attached to this plan is a template for use by departments and schools. A Chief Emergency Coordinator needs to be assigned. The Chief Emergency Coordinator may be the Dean, Director, or Department Chair, or an individual assigned by them. The template applies to most departments and schools. Simply insert department or school specific information where applicable. The plan should be revised every year. In addition, all staff should be trained annually on the plan. Consultation is available from the Office of Fire Safety & Emergency Planning. Building specific information is available at http://emergencyplan.usc.edu
EMERGENCY RESPONSE PLAN

(SCHOOL/DEPARTMENT NAME)

DATE REVISED (INSERT):
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(SCHOOL/DEPARTMENT NAME) EMERGENCY RESPONSE PLAN

DEPARTMENT OR SCHOOL EMERGENCY PLAN

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INTRODUCTION

The (SCHOOL OR DEPARTMENT NAME) Emergency Response Plan addresses the specific procedures, roles, and tasks that must be executed when emergencies occur. This is an all hazards plan. Each school/department must develop, maintain, and train staff on the content of the plan annually. A business recovery plan is also required (see separate planning tools). The plan is considered a living document and should be revised when there are significant changes to the operation including staff moves, remodels, new risks are identified, and when the University Emergency Response Plan is revised. Assistance is available in completing the planning process by contacting the Office of Fire Safety & Emergency Planning. Training is also available on several subjects including Building Emergency Response Team Training, Disaster First Aid, Fire Safety, Lab Safety, and Earthquake Preparedness at no cost to schools or departments.

Copies of this plan will must be maintained in the primary administrative office and in the possession of emergency response staff. Distribution to all staff in a given school or department including faculty is highly recommended. The university also distributes an emergency procedures booklet called “Be Prepared” that was revised in March 2009.
EMERGENCY NOTIFICATION AND TELEPHONE NUMBERS

IN CASE OF EMERGENCY, CALL:   (323) 442-1000

Call this number at the Department of Public Safety to report all emergencies, including fires or fire alarms, bomb threats, injuries requiring medical assistance, hazardous materials incidents, or any other incident requiring rapid response. Provide all information requested, including name, location, nature of emergency, and your telephone number.

The Public Safety control center will dispatch DPS officers, the fire department, Environmental Health and Safety responders, Facilities Management staff, or any other assistance required.

Other Useful Telephone Numbers:
Public Safety Non-Emergency   (323) 442-1200
Environmental Health and Safety  (323) 442-2200
Facilities Management   (323) 224-7001

General USC Emergency Information:
USC Emergency Information Line   (213) 740-9233
USC Web site     www.usc.edu
Building Specific Information   http://emergencyplan.usc.edu

(SCHOOL OR DEPARTMENT NAME) Emergency Information:
In a major emergency, the Dean’s/Director’s Office may receive information on the current situation from the University Administration and emergency response staff by phone or email. If possible, this information will be passed on to faculty and staff members. Any currently available emergency information may be obtained by calling (SCHOOL OR DEPARTMENT PHONE NUMBER).

Other Emergency Contacts:
(INSERT HERE ANY OTHER CONTACTS THAT MAY BE USEFUL TO THE SCHOOL OR DEPARTMENT IN AN EMERGENCY, SUCH AS OTHER UNITS ON CAMPUS, KEY PARTNERS, SUPPLIERS, VENDORS, OR SERVICE PERSONNEL)
GENERAL EVACUATION PROCEDURES

In many emergency situations, building evacuation will be necessary. Following are the general evacuation procedures. Additional information about specific types of emergencies is available in later sections of this plan.

1. Building occupants will be notified of the evacuation by the sound of the building fire alarm, by verbal instruction from building emergency staff, or by self-evident hazardous conditions.

2. All staff, faculty, and visitors must leave the building immediately if the fire alarm is activated, or if directed to do so by building emergency staff.

3. Building emergency staff will guide and assist the evacuation to the extent possible.

4. All occupants should exit the building through the nearest safe exit or exit stairwell. Elevators should never be used in an emergency evacuation.

5. In this building, emergency exits and exit stairwells are located:
   (Insert building exit locations, FOR EXAMPLE:)
   - Main exit on south side of building (front entrance)
   - Alternate exit at rear of building
   - 2nd alternate exit on west end of building
   - Occupants of upper floors must use one of the two stairwells, located at the east and west ends of the building. Also see the floor plan in Section C.

6. If the nearest exit or exit stairwell is obstructed by smoke, fire or other hazards, proceed to an alternate exit or exit stairwell.

7. During stairwell evacuation, remove high heels, and hold on to the handrail. Allow enough room for others to enter the flow of traffic in the stairwell.

8. Once outdoors all occupants should move to the (SCHOOL OR DEPARTMENT NAME) evacuation assembly area, located (INSERT LOCATION).

9. Staff members should ensure that proper assistance has been summoned if necessary by calling the Department of Public Safety at (323) 442-1000

10. Once assembled, building emergency staff will account for all occupants, in order to inform arriving emergency services if anyone is missing or possibly still inside the building.

11. Building emergency staff will also inform arriving emergency personnel of information about the emergency in the building, including location of hazards and any problems known.

12. Building occupants should not re-enter the building until cleared by emergency personnel.
EMERGENCY ROLES AND RESPONSIBILITIES

A. CHIEF EMERGENCY COORDINATOR

The Chief Emergency Coordinator oversees response to any emergency situation for the department and is responsible for emergency planning for the school or department. This includes responsibilities often described under the term Fire Safety Director, but more generally applies to all emergencies. The Chief Emergency Coordinator may be the Dean, Director, or Department Chair, or an individual assigned by them.

In the event of an emergency, the duties of this position include:

1. During an evacuation, ensure that proper assistance has been summoned if necessary.
2. Ensure that the emergency response kit is brought to the assembly area by a designated staff member.
3. Ensure that emergency response staff or floor wardens initiate evacuation procedures, providing instructions to occupants.
4. At the evacuation assembly area, receive status reports on the various floors of the building from emergency response staff.
5. Meet arriving emergency services personnel, providing information on location of the emergency, layout of the building, any problems requiring assistance, and location of personnel.
6. Help to ensure that building occupants do not enter the building until cleared to do so by emergency services.
7. If there are individuals in the building who require assistance in evacuation due to disability, ensure that assistance is provided.
8. In a large-scale campus emergency, help coordinate staff response in handling minor problems, and report major problems to Public Safety, or to the campus Emergency Operations Center.
9. If necessary, ensure that faculty and staff members are informed of key developments such as temporary suspension of programs, building closure, special alerts, and other information.
10. On an ongoing basis, ensure that this emergency plan is kept current.
B. BUILDING EMERGENCY RESPONSE TEAM (BERT)

Designated staff members of the (SCHOOL OR DEPARTMENT NAME) will serve as the building’s emergency response team. Each response staff member has been assigned responsibility for a designated zone of the building. Their assignment is to assist in coordinating response to an emergency, ensuring that appropriate initial action has been taken, including activation of the alarm system if necessary and summoning emergency assistance.

Specific responsibilities during an emergency evacuation include:

1. Make a quick check of your floor/office space to ensure that everyone has been notified of the need to evacuate the building. Strongly advise all building occupants that they must leave the building immediately. *This should be done quickly and in a manner that does not endanger your safety.*

2. Direct all building occupants not to use the elevator, but to proceed to the nearest stairwell. Direct them to exit the building and proceed to the assembly point at (INSERT LOCATION).

3. If the nearest stairwell is obstructed by smoke, fire, or other hazards, direct occupants to the alternate exit.

4. If any occupant requires assistance in moving down the stairwell due to a disability, ensure that appropriate assistance is provided. See “Emergency Evacuation for Persons With Disabilities” later in this plan.

5. Proceed to the evacuation assembly area and assess the personnel headcount for your floor/office space.

6. Provide a status report to the Chief Emergency Coordinator on any problems, including individuals who are missing and may still be in the building, any problems requiring immediate assistance by emergency services, and any disabled individuals who require evacuation assistance.

7. Help to ensure that building occupants do not re-enter the building until cleared to do so by emergency services.

8. Assist in disseminating emergency instructions or information.

9. Assist in providing information to emergency services as they arrive.
**EMERGENCY RESPONSE STAFF**  
*(See Building Team Info at http://emergencyplan.usc.edu)*

1. **Chief Emergency Coordinator**
   
   Primary: ________________________________________
   
   Alternates: ________________________________________
   
   ________________________________________

2. **Emergency Response Zone Staff**

<table>
<thead>
<tr>
<th>FLOOR</th>
<th>ZONE</th>
<th>NAME</th>
<th>PHONE</th>
<th>HOME</th>
<th>EMAIL</th>
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<tbody>
<tr>
<td>Basement</td>
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<td>First Floor</td>
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</table>
EMERGENCY RESPONSE SUPPLIES

Each building has been equipped with a disaster supplies kit and a disaster first aid kit. The red/black or yellow/black duffle bags are for an entire building. For locations go to http://emergencyplan.usc.edu Departments and Schools are encouraged to obtain additional disaster supply kits. For supplies visit www.sosproducts.com

In addition, it is recommended that all staff and faculty members maintain a personal emergency kit in their work area. This kit should include:

- Water and non-perishable food.
- 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
FIRE

IF YOU DISCOVER A FIRE OR SMOKE

1. Remove anyone from immediate danger.

2. Confine the fire by closing doors as you leave the area.

3. Activate the closest fire alarm to alert building occupants.

4. Call DPS, 323-442-1000 or use a campus emergency phone.
   Give the following information:
   - Building Name
   - Floor or Room Number
   - Size or type of fire
   - Your location

5. Attempt to put the fire out with a portable fire extinguisher **ONLY** when:
   - You have been properly trained
   - The fire is small (wastebasket size)
   - You are not alone
   - A safe escape route is present
   If this is not true, simply close the door and evacuate.

1. **Evacuate by the nearest exit or exit stairwell.** Do not block/wedge exit doors in an open position. The doors must remain closed to keep smoke out and keep stairwells safe for evacuation and fire personnel.

2. **Go to your pre-determined Evacuation Assembly Point,** located ________________ For your building assembly area visit http://emergencyplan.usc.edu

3. Once assembled, help to account for personnel and report to the emergency staff if any occupants are unaccounted for and may be still in the building.

IF YOU HEAR OR SEE A FIRE ALARM

1. Never assume the fire alarm is a false alarm

2. Move to the safest exit or stairwell

3. Close doors as you leave the area

4. Exit the building
5. Proceed to the designated meeting area.

6. Wait for further instructions from DPS officers or the Fire Department.

7. If you are in a laboratory and hear the fire alarm, shut down any hazardous equipment or processes as you exit, unless doing so presents a greater hazard.

Fire Alarm Note: When the fire alarm is activated in this building, the sound will be:

(DESCRIPTION OF SOUND, BELLS, TONES, SIRENS, OR OTHER.)

IF TRAPPED INSIDE YOUR OFFICE OR AREA:

1. Wedge cloth material along the bottom of a door to keep out smoke.

2. Close as many doors as possible between you and the fire.

3. Telephone DPS at 323-442-1000 and notify of your situation.

4. If windows are operable, and you must have air, open the window.

5. Break windows as a last resort, as they cannot be closed if necessary.

6. If necessary signal through the window to let the Fire Department know your location.
MEDICAL EMERGENCIES

In the event of a medical emergency:

1. Call DPS at 442-1000 to request assistance. Provide the following information:
   - Building name
   - Floor or room number
   - Nature of injury
   - Location of injured person
   - Age of injured person
   - Sex of injured person
   - Current condition
   - Any known medical history

2. In addition, notify the chief emergency coordinator.
   Phone: ____________________________

3. Remain with the person with the medical emergency. Do not move them unless they are in immediate danger of further injury.

NOTE: If the injured person is a university employee, the supervisor must notify University Risk Management at (213) 740-6199.
BOMB THREAT PROCEDURES

University personnel receiving telephoned threats should get as much information as possible from the caller, using the form below, and report it immediately to the Public Safety Department at (323) 442-1000. 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 building occupants if it is necessary to evacuate the building. If it is necessary to evacuate, assemble in the parking lot and remain 300 feet away from the building until advised to return.

Exact time of call______________________________________________________

Exact words of caller___________________________________________________

QUESTIONS TO ASK

1. When is the bomb going to explode?_____________________________________

2. Where is the bomb?___________________________________________________

3. What does it look like?_______________________________________________

4. What kind of bomb is it?____________________________________________

5. What will cause it to explode?________________________________________

6. Did you place the bomb?____________________________________________

7. Why?_____________________________________________________________

8. Where are you calling from?_________________________________________

9. What is your address?________________________________________________

10. What is your name?_________________________________________________

CALLER’S VOICE (circle) Male  Female

Calm  Disguised  Nasal  Angry  Broken
Stutter  Slow  Sincere  Lisp  Rapid
Giggling  Deep  Crying  Squeaky  Excited
Stressed  Accent  Loud  Slurred  Normal

If voice is familiar, whom did it sound like?  ____________________________________

Were there any background noises?________________________________________

Person receiving call:____________________________________________________

Date:___________________ Telephone number call received at:__________________
CHEMICAL SPILL OR RELEASE

SMALL/NON-HAZARDOUS SPILL

Spills that do not endanger workers in the immediate area may be cleaned up by laboratory personnel who have been trained by their PI or lab supervisor and are properly equipped to handle the situation. Chemical spill guidelines should be established by the PI or lab supervisor and should take into consideration the following:

1. The hazards of the chemical(s) involved.
2. The amount of the chemical(s) spilled.
3. The possible spill locations.
4. Availability of spill clean up materials or kits.

LARGE/HAZARDOUS SPILL

If the spill is large, if the chemical is not easily identified, or if the chemical is extremely hazardous, then:

1. Alert/notify personnel from affected and adjacent areas.
2. If possible use sign and/or barricade to isolate the area.
3. Evacuate the area and close the door.
4. If the release cannot be contained in the area, activate the nearest fire alarm pull station.
5. **Call (323) 442-1000** on a campus phone. Public Safety will dispatch officers, and will also summon a hazardous materials response team from the Environmental Health and Safety Office.
6. Stay upwind of the building. *Note: Use your Department Emergency Assembly Point only if it’s in an upwind location.*
7. When responders arrive, provide detailed information on the spill or release.
8. Do not re-enter the building until authorized to do so by emergency response personnel.
EARTHQUAKE

In case of earthquake:

1. If indoors, **drop, cover, and hold**. Protect yourself from falling objects such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple. Stay away from windows. If possible, get under a table or desk. Hold on and be prepared to move with it. If no shelter is available, seek cover against an interior wall and protect your head and neck with your arms.

2. Do **not** stand in a doorway. The earthquake safety procedure of moving to a doorway is obsolete, and doorways offer no greater protection than any other area. In fact, some individuals have been injured while moving toward or standing in a doorway during an earthquake.

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 or debris may be falling in your path.

5. Do not use the elevators.

6. When the shaking stops, check for injuries to personnel in your area. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.

7. Check the area for safety hazards such as building damage, fires, spills of flammable or combustible liquids, or leaks of flammable gases. If the area or building appears to be unsafe, begin evacuation procedures.

   **NOTE:** It is not necessary to evacuate the building if the earthquake was minor and did not result in hazards such as fire, smoke, fire alarm activations, hazardous materials spills, or structural damage.

8. Turn off ignition, heat, and gas sources before evacuating if it is safe to do so. This may include laboratory equipment, workshop equipment, or electrical equipment in offices.

9. Exit the building and go to the assembly point to report on injuries, damage, and potentially hazardous conditions.

10. Call Public Safety at (323) 442-1000 to report any serious injuries or other immediate emergencies. If the phone line is busy, send a runner to the campus Emergency Operations Center to notify them of any needed assistance and emergencies that may exist.
11. Once you have exited the building, do not reenter until the building has been inspected by trained USC emergency personnel.

12. Use the telephone system only for urgent matters. Listen to battery-operated radio for emergency information.

**POWER OUTAGE**

Response to a power outage will depend on the circumstances. If possible, information should be obtained from Facilities Management Services on the extent and likely duration of the outage. However, in many cases, the likely duration cannot be determined.

*(BUILDING NAME)* is equipped with *(DESCRIBE EMERGENCY POWER SOURCE AND CAPABILITIES).* Emergency power is provided only for emergency systems, and does not provide power for equipment or normal electrical outlets, unless special arrangements have been made in advance.

1. Assess the extent of the outage in your area. Report status to the Chief Emergency Coordinator.

2. Report the outage to DPS at 442-1000. DPS will notify FMS.

3. Help persons in darkened work areas move to safety.

4. 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. Wait for a qualified elevator mechanic.

5. Unplug desktop computers, equipment, and appliances during the outage, especially if not connected to a surge protector.

6. Shutdown any equipment or process that could be hazardous if the power suddenly returns.

7. If practical, secure current experimental work, then move it to a safe location. Get assistance – hazardous spills are a significant risk during transport of chemicals on carts.

8. Keep lab refrigerators and ultra-low freezers closed during the outage. Take any steps possible to protect materials dependent on power.

9. Check to ensure appropriate personnel have been notified if there are critical areas that need power, such as animal areas or other special needs.

10. Request direction from the Chief Emergency Coordinator regarding whether to evacuate or stay in place.
EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES

This section provides a general guideline of evacuation procedures for persons with disabilities during fire and other building emergencies. Individuals with disabilities must identify their primary and secondary evacuation routes, and seek out colleagues who are willing to serve as evacuation assistants. Other faculty and staff members can help by becoming aware of others who may need assistance in an evacuation.

MOBILITY-IMPAIRED – WHEELCHAIR
In most buildings people will need to use stairways to reach building exits. Elevators cannot be used because they have been shown to be unsafe in an emergency.

For persons in wheelchairs located on the first floor, they may use building exits to the outside ground level. For disabled individuals on upper floors, it is not safe to attempt to move a wheelchair down a stairwell. One effective approach to this situation is the following:

Stay In Place:
- Working with an evacuation assistant, select a room with an exterior window, a telephone, and a solid or fire-resistant door. Remain with the disabled person in this room, and send someone to the evacuation assembly area to notify emergency personnel of the location of the person in need of assistance. It is also possible to place the disabled person near a stairway landing to await assistance, although this area may not be protected from smoke and other hazards.

- Fire Department personnel, who are trained in emergency rescue, can then enter the building and assist the person in exiting the building, either down the stairs or using the emergency elevator recall.

- While staying in place, the wheelchair user should keep in contact with emergency services by dialing (323) 442-1000 and reporting his or her location directly.

Stairway evacuation of wheelchair users should be conducted by trained professionals from the fire department. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. If this must be attempted, one possibility is the following:

2 Person Cradle Carry
1. Wait until other evacuees have moved down the stairwell.
2. The two helpers stand on either side of the individual.
3. They reach under the individual and lift them out in a cradle.
4. Helpers control the descent by walking slowly and cautiously.
5. NEVER LEAVE A WHEELCHAIR IN A STAIRWELL.
Office Chair Evacuation
1. Transfer the physically challenged individual to a sturdy office chair
2. 1 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.

MOBILITY IMPAIRED - NON-WHEELCHAIR

Persons with mobility impairments who are able to walk independently should be able to negotiate stairs in an emergency with minor assistance. The individual should wait until the heavy traffic has cleared on the stairwell before attempting to exit.

HEARING IMPAIRED

Some buildings on campus are equipped with fire alarm strobe lights; however, many are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted to emergency situations by other building occupants.

VISUALLY IMPAIRED

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route may be different from the commonly traveled route, persons 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 or her through the evacuation route. During the evacuation the assistant should communicate as necessary to ensure safe evacuation.

Building emergency response staff should assess the needs of any building occupants with special needs within their zone prior to an emergency. Ask if there are staff or faculty members who will need assistance in the event of an evacuation, and arrange for nearby individuals to serve as evacuation assistants.
Classrooms and Teaching Laboratories Emergency Procedures
For Faculty, Lecturers, and Teaching Assistants

Instructor’s Responsibility

It is incumbent upon all those working in classrooms or laboratories to understand appropriate emergency procedures and assist students in responding appropriately to emergency situations. This also applies to those academic activities conducted in other buildings on campus.

Consistent with this responsibility instructors must:

- Provide his or her class or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar.
- Know how to report an emergency from the classroom or laboratory being used.
- Ensure that persons with disabilities have the information they need. The instructor should be familiar with the student’s evacuation plan and be able to direct visitors with disabilities.
- Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

Supplemental Information

As an instructor, what do I need to know about Emergency Preparedness?

The instructor is an authoritative figure for the student, and can influence how the student responds in an emergency. Calm, collected, and clear directions by the instructor will have a calming effect on the students.

1. EVACUATION ROUTES – University buildings have posted floor plans on walls showing evacuation routes. Become familiar with evacuation routes in buildings you use.

2. EMERGENCY ASSEMBLY POINTS - After the class leaves the building, it is important for them to go to a pre-determined area where people can be accounted for. This “safe area” will be a designated Emergency Assembly Point where the class will not interfere with responding emergency services nor place themselves at risk of injury from the emergency. Assembly area information by building is located at http://emergencyplan.usc.edu

3. EVACUATION FOR PERSONS WITH DISABILITIES - If there is a person with a disability in the class, the instructor should be knowledgeable of their response and who may be assisting them. If the classroom is on the first floor, the student may immediately evacuate with others. On an upper floor, since elevators cannot safely be used in an emergency evacuation, another strategy for evacuation assistance must be used. Number 9 below identifies possible strategies for assistance.
4. After exiting and accounting for students, notify emergency personnel of persons missing or trapped or persons with disabilities who require assistance.

6. FIRE ALARMS - When a fire alarm sounds, everyone must exit the alarmed area immediately. Equipment or processes that may be hazardous if left unattended should be shut down. Verify that everyone leaves and that all the doors are closed. Closed doors significantly reduce fire and smoke damage.

7. EARTHQUAKES - Most of the injuries that occur during earthquakes are caused by interior items falling on the building occupants, such as books, shelves, light fixtures, ceiling tiles and office equipment. Consequently, the first thing to do during an earthquake is to have everyone take shelter if possible under a desk or table. If this is not possible, shelter near an interior wall away from window, and protect your head and neck. After the shaking stops and if there is building damage, tell the class to collect their possessions calmly and evacuate the building to the Emergency Assembly Area. Caution them to watch for brick and other exterior building materials that may have been knocked loose by the earthquake. Procedures that may be hazardous if left unattended should be shut down.

8. HOW TO REPORT AN EMERGENCY - Be familiar with the location of nearby telephones, and call (323) 442-1000 to report any emergency.

9. What emergency preparedness materials should I have with me at class?
   - Roster
   - Important telephone numbers (in addition to emergency numbers)
     Department Administrator/Manager __________________
     Other - as appropriate __________________

9. EVACUATION FOR PERSONS WITH DISABILITIES

If there is a person with a disability in the class, the instructor should be knowledgeable of their response and who may be assisting them.

MOBILITY-IMPAIRED –WHEELCHAIR

In most buildings people will need to use stairways to reach building exits. Elevators cannot be used because they have been shown to be unsafe in an emergency.

If the class session is on the first floor, disabled students may use building exits to the outside ground level. For disabled individuals on upper floors, it is not safe to attempt to move a wheelchair down a stairwell. The recommended procedure is:

Stay in Place
   - Working with an evacuation assistant, select a room with an exterior window, a telephone, and a solid or fire-resistant door. While the disabled person remains in this room, the
assistant reports to the evacuation assembly area and notifies the on-site emergency personnel of the location of the person with a disability.

- Fire Department personnel, who are trained in emergency rescue, can then enter the building and assist the person in exiting the building, either down the stairs or using the emergency elevator recall.

- By staying in place, the wheelchair user may keep in contact with emergency services by dialing 911 and reporting his or her location directly.

Stairway evacuation of wheelchair users should be conducted by trained professionals from the fire department. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. If this absolutely must be attempted, two assistants should lift the person from the wheelchair by slipping their arms underneath the person from each side, using a “cradle carry” to carefully bring them down the stairs. Never carry a disabled person slung over your back, as this may injure them.

**Mobility Impaired - Non-Wheelchair**
Persons with mobility impairments who are able to walk independently should be able to negotiate stairs in an emergency with minor assistance. The individual should wait until the heavy traffic has cleared on the stairwell before attempting to exit.

**Hearing Impaired**
Some buildings on campus are equipped with fire alarm strobe lights; however, many are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted to emergency situations by other building occupants.

**Visually Impaired**
Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route may be different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to ensure safe evacuation.
CLASSROOM EMERGENCY PROCEDURES

1. When you hear the fire alarm sounding continuously:
   - Everyone should calmly collect their coats and books and exit the classroom, lecture hall, or laboratory. Please turn off the gas supplies in laboratories.
   - Leave the room/lab and go the nearest building exit. Know the location of alternate exits.
   - Always exit by the stairs, never the elevator.
   - Go to the emergency assembly area. For building specific information go to http://emergencyplan.usc.edu

2. When there is a power outage...
   - Everyone should stay in their seat to see if the outage is temporary and to let their eyes adjust to the lower light level.
   - If the outage appears to be long term, everyone should calmly collect their materials and carefully exit the building.

3. If there is an earthquake...
   - Drop, cover, and hold under a sturdy table or next to an interior wall. In lecture halls duck down between the row of seats and protect the back of your head and neck. Protect yourself from material that might fall from the ceiling or walls.
   - After the shaking stops, if the building has any hazards such as smoke, fire, fire alarms activated, hazardous materials spills or structural damage- evacuate the building. For minor earthquakes with no evidence of hazards, you can remain indoors. Be alert for aftershocks.
   - Use stairways to exit the building after an earthquake, not elevators.
   - Go to the emergency assembly area.
(BUILDING NAME) EMERGENCY INFORMATION

Building information that may be needed in an emergency should be inserted in this section, including general information about the building, emergency systems, and floor plans. Assistance in compiling this information may be obtained from the Office of Fire Safety & Emergency Planning and http://emergencyplan.usc.edu

Information should include:

BUILDING ADDRESS

NUMBER OF FLOORS

FIRE ALARM PANEL LOCATION

AUTOMATIC FIRE SPRINKLER.(YES OR NO?)

FIRE ALARM PULL STATIONS

AUDIBLE ALARM DEVICES

SMOKE DETECTORS

FIRE EXTINGUISHER LOCATIONS

EMERGENCY EXIT LOCATIONS

ELEVATOR INFORMATION

FIRE DEPARTMENT LOCKBOX (LOCATION?)
(SCHOOL/DEPARTMENT NAME) EMPLOYEE ROSTER
DEPT/ SCHOOL EMERGENCY PLAN

Date of Last Revision:________________________________________________________

Revised by
(Name/Title):_____________________________________________________________

Approved by (Dean/Dept. Director):___________________________________________

Copy Sent to Fire Safety & Emergency Planning:_______________________________

Date Distributed To Staff:_____________________________________________________