Training of the Student Administrative Services Building Emergency Response Team has been completed. This team of volunteers has been trained to help everyone in the building respond to any emergency, whether it be fire, earthquake, or evacuation. Each team member is equipped with a brightly colored emergency vest identifiable by building occupants and emergency services such as the Fire Department.

**STUDENT ADMINISTRATIVE SERVICES BUILDING EVACUATION ASSEMBLY AREA**

In the event of an evacuation, the building team will guide all occupants to the **grassy area next to Doheny Library**.

**EMERGENCY SUPPLIES**

The Team has been equipped with two large kits of emergency supplies, including flashlights, first aid supplies, water, hardhats, battery-operated radios, and useful emergency tools. The emergency kits are located: **JHH Basement**

- **Additional first aid supplies can be found in a red duffle bag under the desk in JHH 104**

**BASIC EMERGENCY PROCEDURES**

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

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

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

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

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

**BUSINESS CONTINUITY PROCEDURES**

- Following a major disaster such as a regional earthquake or other major incident that disrupts normal operations, activate department or school recovery and continuity plans.

- Notify the recovery/continuity team, and mobilize team members for recovery activities.

- Assess damage to facilities, systems, and operations, collaborating with university response teams.

- Initiate first priority recovery activities.