On Thursday October 16th, USC will participate in the annual Statewide Great California ShakeOut. The goal is to have everyone in Southern California Drop, Cover, and Hold at 10:16am for 30-seconds.

In order for USC to fully participate, we are asking every office and school on every USC campus to appoint a ShakeOut Drill Ambassador to conduct the drill. He or she can be a manager, director, assistant, coach, or anyone that can rally the office together for a few minutes to ensure that we can execute the drill successfully. Faculty members should facilitate in classrooms.

ShakeOut Ambassador Instructions:

1. Advise everyone in your area about the drill. Encourage everyone to visit www.shakeout.org/california to learn more. In addition to staff, students and faculty participating, the Southern California Earthquake Center (SCEC) at USC is leading the planning effort for the exercise in many other states and countries. Encourage Facebook users to join the USC Emergency Preparedness Group (http://www.facebook.com/USCEmergencyPreparedness).

2. Go to http://adminopsnet.usc.edu/department/fire-safety-and-emergency-planning/building-emergency-information-sheets: Click on your building name for a complete building fact sheet that includes emergency supply locations, Evacuation Assembly Area location and other critical information about your building. Be prepared to share the information as part of the post drill discussion.

3. Approximately 1-hour prior to the drill, walk the floors of your building(s) and send out an e-mail to remind everyone about the drill. If you cannot get to all areas, appoint additional help.

4. Please take digital pictures and/or short video clips of people participating in your area. Upload the pictures/video to the USC Emergency Preparedness Facebook group (http://www.facebook.com/USCEmergencyPreparedness) or email them to sgoldfarb@caps.usc.edu or jfrater@caps.usc.edu.

5. At 10:16am on 10/16, announce the following:

   “This is a drill—EARTHQUAKE—Everyone Drop, Cover and Hold. Anyone who cannot get under a desk or table should kneel down in front of an interior wall and protect their head and neck”.

   In lecture halls, students should drop down between the seats and cover their head and neck. After 30-seconds have passed, tell everyone to get up carefully and meet in a common area such as a conference room, lobby, or entry way for a 5-minute follow up. 

   OPTION: Have everyone tune into KNX 1070 AM Radio at 10:16am. They will broadcast a drill announcement that can also be used to kick off the drill. The website is www.knx1070.com. You can also use the pre-recorded audio available at http://www.shakeout.org/california/resources/index.html

6. Following Drop, Cover, and Hold drill, use the Speaking Points on the second page of this document, read and review the information with everyone. We ask that you have a discussion rather than just making copies for everyone so participants can share their ideas as well as discuss any issues specific to your area.

7. Let everyone know that the drill is just the beginning. Everyone should take the time to get prepared at work, school, and at home. Also share the information and lessons learned today with their family and friends.
ShakeOut Speaking Points

During an Earthquake you should:

- When the quake starts quickly take cover. Do not wait to see how bad it might turn out to be. You have very little time to get to a safe place to avoid being hit by moving objects. Drop, Cover, and Hold-On under a sturdy table or desk.
- If there are no tables to get under, kneel down next to an interior wall and protect your head and neck. Avoid areas with windows or unsecure furnishings.
- If outside, try to get away from buildings and power lines. Debris can fall as much as 1 ½ times the height of the building.
- If indoors, avoid running outside. More people get hurt while running as debris falls.

Following the shaking you should:

- Check for injuries and people trapped. Check all offices, classrooms, and elevators.
- Report life threatening situations to the Department of Public Safety Emergency Line 213-740-4321 (UPC) or 323-442-1000 (HSC).
- Only evacuate if the fire alarm is activated, you see or smell smoke, fire, hazardous materials spills, gas leaks, or other safety hazards.
- If the quake was minor and there are no apparent problems in your building, you may resume normal operations. However, be prepared for possible aftershocks.

Secure your workspace:

- Anything over 4 feet tall or that is taller than it is wide should be secured with appropriate earthquake restraint materials. This may include straps, Velcro, earthquake putty or earthquake picture hooks. Facilities Management provides services for securing furnishings.

Be prepared at home:

- Have a family disaster survival kit at home, in the car, and for your office. USC staff, students, and faculty receive a 10% discount off kits from www.sosproducts.com or visit www.daretoprepare.org for a list of recommended supplies.
- Establish an out of state phone contact for your family and be prepared to use text messaging with your family and co-workers.

Building Specific Info and Communications:

- Share building specific information from the building fact sheet (see facilitator instructions #2). Discuss any specific issues related to your classroom or work area. This may include the need to stop any hazardous activities or securing chemicals following a quake.
- Finally, everyone should sign up for TrojansAlert for emergency communication from the university, visit www.trojansalert.usc.edu to sign up today. For information following an earthquake also visit the USC emergency web page at http://emergency.usc.edu/