

Emergency Procedures and Recommendations at the Center for Health Professions (CHP)

Emergency Information

- In the event of an emergency, information regarding conditions on campus will be posted at <http://emergency.usc.edu>.
- Students can also call the Emergency Information Line at **(213) 740-9233**.

Blackboard Connect

- Blackboard Connect is a mass notification system that allows the Division to send updates and emergency alerts to everyone in our community through emails, phone calls, text messages, or social media channels.
- Any message regarding the safety or welfare of our community would be disseminated using Blackboard Connect.

MAJOR EMERGENCY PROCEDURES

- Emergencies such as earthquakes, civil disturbances, fires, and other major incidents can strike without warning.
- All students should be aware of procedures to be followed and sources of information in the event of a major campus emergency.
- Please visit <http://emergencyprep.usc.edu/> to familiarize yourself with university procedures.
- All students are urged to register with TrojansAlert (<https://trojansalert.usc.edu>).

UNIVERSITY EMERGENCY OPERATIONS

- In a major emergency, the University will establish an Emergency Center in the CHP Building, in the Risk Management and Safety Office (Location: East Lake Parking Lot just outside of the CHP building)
- USC emergency teams will be dispatched to all areas of the campus to assist with urgent problems should the emergency warrant.

To Report an Emergency

- Call the USC Department of Public Safety at:
- **(323) 442-1000** on the Health Sciences Campus
or
- **(213) 740-4321** on the University Park Campus
or
- call **911**.
- The Department of Public Safety (DSP) prefers that they are contacted first, and then they can lead emergency responders to the exact location.

EVACUATION

- If the building appears to be unsafe and must be evacuated, the outdoor evacuation assembly point for the Chan Division of Occupational Science and Occupational Therapy will be near the Rose Garden on the Alcazar side of the building.
- Evacuation will be facilitated by safety team members, who will direct building occupants to stairways, assist in ensuring that all building occupants evacuate safely, and account for personnel at the assembly area.
- If evacuation is necessary, the emergency coordinator, safety team, and available volunteers shall assist individuals with various needs, abilities, and/or disabilities.
- When evacuating, students should use the closest exit and assemble near the rose garden.
- [Video for Evacuation Plan - Where Should I Go?](#)

EMERGENCY IN THE CLASSROOMS

- In the event of an emergency during a class, the faculty member present shall provide guidance to students in safe emergency procedures.

Emergencies on the Weekends, Evenings, and Holidays

- Call the University's emergency information line (**213-740-9233**) and/or the Chan Division of Occupational Science and Occupational Therapy (**323-442-2850**) for updates.

Emergency Kits

- Prepare an emergency kit for your home and vehicle.
- If you take medication on a regular basis, you should carry extra medication with you at all times.
- The Division has purchased small emergency kits that have a nutrition bar and water in them.

Emergency Supply Considerations

- Fire extinguisher
- Adequate supplies of medications that you or family members are taking
- Crescent and pipe wrenches to turn off gas and water supplies
- First-aid kit and handbook
- Flashlights with extra bulbs and batteries
- Portable radio with extra batteries
- Water for each family member for at least two weeks (allow at least 1 gallon per person per day) and purification tablets or chlorine bleach to purify drinking water from other sources
- Canned and package foods, enough for several days and *mechanical* can opener. Extra food for pets if necessary
- Camp stove or barbecue to cook on outdoors (store fuel out of the reach of children)
- Waterproof, heavy-duty plastic bags for waste disposal.

Emergency Recommendations

- Consider mapping out an alternative route home that does not involve freeways in case the freeway you typically travel is damaged or closed (consider the WAZE app).
- Download the American Red Cross Emergency App which is available in the Apple Store and on Google Play (or text “GETEMERGENCY” to 90999).
 - With the “I’m Safe” feature in the app, you can let people know you are safe following an emergency even if electrical power is down.

Another Red Cross Resource

- The Red Cross also offers the Safe and Well website which is a secure and more private option than the “I’m Safe” feature on the Emergency App.
- It allows people to list their own status and allows friends and family to search for messages from their loved ones.
- The Safe and Well website is a free public reunification tool.
- www.redcross.org/safeandwell

EMERGENCY DURING FIELDWORK

- All students engaging in level I or level II fieldwork are under the supervision of a fieldwork educator at the fieldwork site.
- Each student should provide and maintain an active emergency contact number (friend or family member) in EXXAT which will be provided to the fieldwork educator.
- Should an emergency occur while on fieldwork, the student will follow the emergency procedure at the site.
- If a student is injured while at fieldwork, the student or fieldwork educator should notify the fieldwork office of the incident and its ramifications immediately.
- The student should follow the incident reporting procedure at the site and also file an incident report with the USC Risk Management and Insurance office: <http://risk.usc.edu> .

EARTHQUAKE

- During an earthquake, duck and cover under a desk or table, or near an interior wall, and hold on until the shaking stops.
- When the shaking stops, assist others in the area, report any serious problems, and evacuate if the area appears unsafe, using stairways, not elevators.
- Assemble at the outside evacuation assembly area (Rose Garden at CHP building).

CIVIL DISTURBANCE

- In the event of civil disturbance, all personnel will be informed of developments by Trojan Alert text message, voicemail broadcast, and other means.
- Depending on the situation, members of the campus community may be advised to remain temporarily on campus and/or inside a building.
- Emergency teams will inform everyone in the campus community of recommended safety measures and alerts.