

Student Administrative Services – Hubbard Hall Emergency Information

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

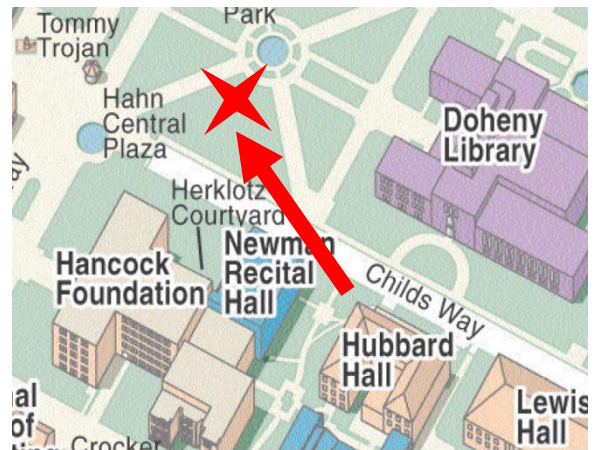
In the event of an evacuation, the building team will guide all occupants to the **grassy area next to Doheny Library**.

Address: 700 CHILDS WAY LOS ANGELES CA 90089

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 (fire, earthquake, medical, power outage), for assistance call Department of Public Safety (DPS) 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 (See Above).
- During an earthquake, Drop, Cover, and Hold on. Take shelter under a sturdy table, or near an interior wall away from windows and heavy objects. If outside, move away from structures and other hazards. Report any injuries to DPS at (213) 740-4321.
- In the event of an **Active Shooter** follow **Run, Hide, Fight**.
Run: Escape the area of danger
Hide: (also known as Shelter in Place) – silence phones, close blinds, turn off lights, block/barricade doors
Fight: If cornered band together to attack and immobilize shooter
- TrojansAlert is USC's Emergency Notification system. Update your cell phone in WorkDay to receive critical information
- For USC information in a major emergency, call (213) 740-9233 or go to <http://emergency.usc.edu>