Each building has a team of volunteers that have 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.

**Reporting Emergencies**

To report an emergency:
Call 213-740-4321
Address: 3660 TROUSDALE PARKWAY, LOS ANGELES, CA 90089.

**EMERGENCY SUPPLIES**

The emergency kits are located in ACC 121 C.

**ELAINE & KENNETH LEVENTHAL SCHOOL OF ACCOUNTING BUILDING EVACUATION ASSEMBLY AREA**

In the event of an evacuation, the building team will guide all occupants to the grass area on Trousdale at Bloom Walk.

**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

Fire Safety & Emergency Planning Office – CAL 120