In this document, the Institute for Creative Technologies presents an emergency information guide. Each building has a team of volunteers trained to respond to emergencies, whether it be fire, earthquake, or evacuation. Team members are identifiable by brightly colored emergency vests. For reporting emergencies, one can call 213-740-4321. Emergency supplies are located inICT 6/F. During an evacuation, the building team will guide occupants to the north parking lot. Basic emergency procedures include: 

1. **Fire**: Sound the alarm by pulling the nearest pull station, leave the building immediately, call for help (213-740-4321), and meet at the assembly area. 
2. **Earthquake**: Drop, Cover, and Hold on. Take shelter under a sturdy table or near an interior wall away from windows and heavy objects. Report any injuries to DPS at (213) 740-4321. 
3. **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

The Institute also provides TrojansAlert, USC’s Emergency Notification system, and information on how to stay updated through WorkDay and the USC website. For USC information in a major emergency, call (213) 740–9233 or visit the official website.