Each building has a 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.

**Reporting Emergencies**  
**To report an emergency:**  
**Call 213-740-4321**  
**Address:** 2025 ZONAL AVE. LOS ANGELES, CA 90033.

**EMERGENCY SUPPLIES**

The emergency kits are located in RMR 214 An additional key to this room is located in RMR 506.

**STEVENS HALL NEUROIMAGING BUILDING EVACUATION ASSEMBLY AREA**

In the event of an evacuation, the building team will guide all occupants to the quad.

**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](http://emergency.usc.edu)