**USC SHAKEOUT DRILL AMBASSADOR INSTRUCTIONS October 17, 2019 10:17am**

On Thursday October 17th, USC will participate in the 12th International ShakeOut Earthquake Drill. The goal is to have everyone in California practice Drop, Cover, and Hold-on at 10:17am for 30-seconds.

In order for USC to fully participate, we are asking every office and school on every USC campus to appoint a **ShakeOut Drill Ambassador** to conduct the drill. He or she can be a manager, director, assistant, coach, or anyone that can rally the office together for a few minutes to ensure that we can execute the drill successfully. This ear the ShakeOut takes place during the new fall break. While there may not be classes on this day, all other areas should participate.

**ShakeOut Ambassador Instructions:**

1. Advise everyone in your area about the drill. Encourage everyone to visit  [**https://fsep.usc.edu/shakeout/**](http://adminopsnet.usc.edu/shakeout) to learn more. In addition to staff, students and faculty participating, the Southern California Earthquake Center (SCEC) at USC is leading the planning effort for the exercise in many other states and countries. Encourage Facebook users to join the USC Emergency Preparedness Group (<http://www.facebook.com/USCEmergencyPreparedness>).
2. Approximately 1-hour prior to the drill, walk the floors of your building(s) and send out an e- mail to remind everyone about the drill. If you cannot get to all areas, appoint additional help.
3. Please take digital pictures and/or short video clips of people participating in your area.

Upload the pictures/video to the USC Emergency Preparedness Facebook group (<http://www.facebook.com/USCEmergencyPreparedness>) or email them to [sgoldfar@usc.edu.](mailto:sgoldfar@usc.edu)

1. At 10:17am on 10/17, announce the following:

*“This is a drill—EARTHQUAKE—Everyone Drop, Cover and Hold. Anyone who cannot get under a desk or table should kneel down in front of an interior wall and protect their head and neck”*.

In lecture halls, students should drop down between the seats and cover their head and neck. After 30-seconds have passed, tell everyone to get up carefully and meet in a common area such as a conference room, lobby, or entry way for a 5-minute follow up.

1. **Following Drop, Cover, and Hold drill, use the Speaking Points on the second page of this document, read and review the information with everyone.** We ask that you have a discussion rather than just making copies for everyone so participants can share their ideas as well as discuss any issues specific to your area.
2. Let everyone know that the drill is just the beginning. Everyone should take the time to get prepared at work, school, and at home. Also share the information and lessons learned today with their family and friends.

**ShakeOut Speaking Points**

**During an Earthquake you should:**

 When the quake starts quickly take cover. Do not wait to see how bad it might turn out to

be. You have very little time to get to a safe place to avoid being hit by moving objects. Drop, Cover, and Hold-On under a sturdy table or desk.

 If there are no tables to get under, kneel down next to an interior wall and protect your head and neck. Avoid areas with windows or unsecure furnishings.

 If outside, try to get away from buildings and power lines. Debris can fall as much as 1 ½

times the height of the building.

 If indoors, avoid running outside. More people get hurt while running as debris falls.

**Following the shaking you should:**

 Check for injuries and people trapped. Check all offices, classrooms, and elevators.

 Report life threatening situations to the Department of Public Safety Emergency Line 213-

740-4321 (UPC) or 323-442-1000 (HSC). You can also use the LiveSafe App.

 Only evacuate if the fire alarm is activated, you see or smell smoke, fire, hazardous materials spills, gas leaks, or other safety hazards.

 If the quake was minor and there are no apparent problems in your building, you may resume normal operations. However, be prepared for possible aftershocks.

**Secure your workspace:**

 Anything over 4 feet tall or that is taller than it is wide should be secured with appropriate earthquake restraint materials. This may include straps, Velcro, earthquake putty or earthquake picture hooks. Facilities Management provides services for securing furnishings.

**Be prepared at home:**

 Have a family disaster survival kit at home, in the car, and for your office. USC staff, students, and faculty receive a 10% discount off kits from [www.sosproducts.com](http://www.sosproducts.com/) or visit [www.Ready.gov](http://www.ready.gov/) for a list of recommended supplies.

 Establish an out of state phone contact for your family and be prepared to use text messaging with your family and co-workers.

**Building Specific Info and Communications:**

 Share building specific information such as the location of the evacuation assembly area and any special hazards. This may include the need to stop any hazardous activities or securing chemicals following a quake.

 For information following an earthquake visit the USC emergency web page at <http://emergency.usc.edu/>

 Finally, if you have any questions regarding emergency planning, training and drills, please contact Steve Goldfarb, Office of Fire Safety & Emergency Planning ([sgoldfar@usc.edu](mailto:sgoldfar@usc.edu) or 213-740-3962).