**SHAKEOUT DATE & TIME: October 19, 2023 10:19 am**

On Thursday October 19th, USC will participate in the 16th Annual International ShakeOut Earthquake Drill. The goal is to have everyone practice Drop, Cover, and Hold-On at 10:19am for 30 seconds.

**ShakeOut Ambassador Instructions:**

1. Advise everyone in your areas about the drill. Encourage everyone to visit  [**https://fsep.usc.edu/emergency-planning/shakeout/**](%20https%3A//fsep.usc.edu/emergency-planning/shakeout/%20) to learn more.
2. Approximately one (1) hour prior to the drill, walk the floors of your building(s) and send out an email to remind everyone about the drill. If you cannot get to all areas, appoint additional help. Encourage people working remotely to participate while on Zooms.
3. Have staff & faculty take photos and/or short video clips of people participating in your area & email them to businesscontinuity@usc.edu
4. At 10:19am on 10/19, leaders in each area should announce the following:

*“This is a drill—EARTHQUAKE—Everyone Drop, Cover and Hold on. 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.

* Earthquake procedures for mobility disabilities: <https://www.youtube.com/watch?v=PZtDYlOfwrQ&list=PLs1gMujRSBY2t7JB4VS-AymFwN-6Lvg20&index=1>
1. **Following Drop, Cover, and Hold On drill, use the Speaking Points on the second page of this document, read and review the information with everyone.**
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 2023 Speaking Points**

**During an Earthquake you should:**

* + When the quake starts quickly Drop, Cover, and Hold On under a sturdy table or desk. You have very little time to get to safety to avoid being hit by moving objects.
* 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.
* Earthquake procedures for mobility disabilities: <https://www.youtube.com/watch?v=PZtDYlOfwrQ&list=PLs1gMujRSBY2t7JB4VS-AymFwN-6Lvg20&index=1>
* If outside, get away from buildings and power lines. If indoors, avoid running outside. More people get hurt from falling debris as they go outside.

**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, or you see/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 taller than it is wide should be secured with earthquake restraint materials (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 or visit [www.Ready.gov](http://www.ready.gov/) for a list of recommended supplies.
* Establish an out of state phone contact and use text messaging with your family and co-workers.

**Building Specific Info and Communications:**

* Share building information (evacuation assembly area, special hazards, etc.). This may include stopping hazardous activities or securing chemicals.
* Following an earthquake visit the USC emergency web page for critical information at <https://emergency.usc.edu>
* If you have any questions regarding emergency planning and drills, please contact sgoldfar@usc.edu, or emmelina@usc.edu