# **Bovard Administration Emergency Information**

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: 3551 TROUSDALE PARKWAY LOS ANGELES CA 90089

## EMERGENCY SUPPLIES

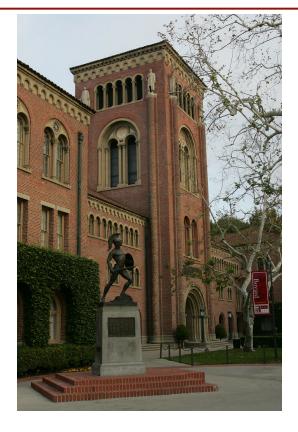
The emergency kits are located in ADM 304J

#### BOVARD EVACUATION ASSEMBLY AREA

In the event of an evacuation, the emergency team will guide all building occupants to **Alumni Park**.

## 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