

EMERGENCY INFORMATION CHECKLIST

If you are home when an emergency occurs:

- Refer to the 'Emergency Phone Tree,' contact immediate supervisor
 - _____
 - **Name (supervisor)** _____ **Telephone** _____
- **To leave a message, call the Dean's Office at (213) 740-8311.**
- **To receive information, call the main number (213) 740-2711, press #2.** "For recorded announcements, events, emergency communications or critical incident information"
- For **additional information**, you can call University Emergency Information at **(213) 740-9233.**

If you are at work when an emergency occurs:

- Evacuate the building using the staircases in the event of a fire alarm or significant earthquake.
- Proceed directly to LOT B, west of the Social Work Center building.
- Please wait in this area until you are told that it is safe to be dismissed – do not proceed to your car. If you leave the campus, please advise your supervisor.
- Each office should have an 'Emergency Kit'; if you do not, please contact Kathy Logan immediately at ext. 06662 or klogan@usc.edu.

Location of emergency equipment and supplies:

Bottled Water	MRF: 202, 218 and 300
Emergency Contact Binder	MRF 203
First-Aid Kit	MRF 214 SWC 201
Crank radios & heavy duty flashlight	MRF 102J, 203A, 214 and 307 SWC 113, 201

Location of Fire Extinguishers:

University Park Campus

MRF Building:

1st Floor

- Between elevator and fountain
- Between NE (North East) emergency exit and **MRF 102N**.
- Between the NW (North West) emergency exit and **MRF 102F**.

2nd Floor

- Between the elevator and fountain.
- Between room **MRF 206** and the Bridge
- **MRF 201A**
- **MRF 228**

3rd Floor

- Between the elevator and fountain.
- Between the NW emergency exit and room **MRF 311**
- Between the NE emergency exit and room **MRF 323** (*Telecom room*).
- **MRF 340** (Behind the media station)
- NE emergency exit (near MRF 340)

SWC Building:

1st Floor

- **SWC 102** (Kitchen)
- Between **SWC 110 and SWC 114**

2nd Floor

- Between **SWC 216 and SWC 218**

This option is also available for University Park campus if there is difficulty getting through to the Department of Public Safety

Urgent emergencies:	740-4321
Non-urgent emergencies:	740-6000

Faculty and staff in Orange County, Skirball, City Center, San Diego and Center for Child Welfare should call 911 in case of an emergency. All residents of City Center will receive online emergency response training and alerts from the landlord. The Universal Protection Service contact number is (213) 741-7469.