

911

Medical Emergency Procedure

- If serious, call 911. This is a recent change from the past number used.
- Be ready to provide the number of the closest outside door. Send someone, if possible, outside to direct emergency personnel.
- If necessary, begin hands only CPR or if their heart has stopped beating use an AED.
- Once EMTs/paramedics arrive follow their instructions.
- First Aid kits are located throughout the building for minor injuries.

Once the emergency has passed complete an incident report and send it to Jo Forrest.

Aggressive Intruder Procedure

DO NOT pull the fire alarm

- Evacuate/run, once safe call 911. (Get outside and keep on going.)
- Hide/shelter in place if you can't evacuate safely, turn off the lights, lock and barricade the door, stay away from windows, remain very quiet, silence your cell phone, text 911, do not leave until emergency responders give you the OK. (Don't be tricked.)
- Fight if you have no other option. Throw heavy objects, improvise weapons, act with physical aggression, scream.
- Listen to police when they arrive. Comply with all requests quickly and quietly. Keep your hands where they can see them. If you are armed put your gun on the ground and your hands in the air.

Once the emergency has passed complete an incident report and send it to Jo Forrest.

- If a tornado warning has been issued move away from the windows and to the first floor of the building. If possible, move to an interior room with no windows.
- Do not use the elevator.
- Assist disabled people in your area.
- Wait until an "all clear" announcement is made.

Fire/Explosion Emergency Procedure

- Verify that there is a fire and not a false alarm.
- Evacuate, don't run, don't use the elevator.
- Once safe, call 911 for the USC Fire Department. If the alarm has not been pulled, pull the fire alarm.
- Use a fire extinguisher for very small fires. Still call the USC Fire Department once the fire is out. Fire Extinguishers are located throughout the building.
- Go to one of the two designated gathering points, the north & south parking lots. If you must leave tell someone at the gathering point that you are departing.

Once the emergency has passed complete an incident report and send it to Jo Forrest.

Bomb Threat Procedure

- Keep the caller on the phone. Use talking points provided at the office landline phones.
- Flag someone to call 911.
- Move away from any suspicious packages.

Once the emergency has passed complete an incident report and send it to Jo Forrest.

Severe Weather Procedure