



# USC

## Emergency Response



The **TrojansAlert** system is the most up-to-date source of reliable information during an emergency.

*Please familiarize yourself with campus emergency and crisis response procedures and review emergency procedures and evacuation routes for your building.*



### ACTIVE SHOOTER/ASSAILANT EMERGENCY

**Am I in the vicinity of immediate danger?**

S.L.O.W. can help you decide: **STOP** • **LISTEN** for danger • **OBSERVE** where danger or risk is coming from • **WATCH** for TrojansAlert messages

**NO**



#### Stay Informed with TrojansAlert

- **TrojansAlert updates:** follow prompts, including, “Stay away from area” or “Shelter in Place”
- Continuously listen and observe your surroundings
- Be prepared to “**Shelter in Place**” or “**Run, Hide, Fight**” if your observations or TrojansAlert indicate that you are in the vicinity of immediate danger

See definitions of both “Shelter in Place” and “Run, Hide, Fight” in next column →

**YES**



#### Follow “Run, Hide, Fight” Protocol

- **RUN:** escape the area of danger
- **HIDE:** (also known as “**Shelter in Place**”) if escape is not an option
  - lock/barricade doors
  - close blinds and windows
  - turn off the lights
  - silence phones, including vibrations/lights
  - take shelter
- **FIGHT:** if cornered, band together to attack and immobilize the shooter using physical aggression and improvised weapons

### Call DPS

To report any emergency, call the **USC Dept. of Public Safety**. Add these numbers to your mobile phone.

**UPC (213) 740-4321**

**HSC (323) 442-1000**



### EARTHQUAKE

**Drop, Cover, Hold On**

- **DROP:** avoid falling objects and tall furnishings or windows and drop to the floor
- **COVER:** get under a sturdy table and cover the back of your head and neck with your arms
- **HOLD ON:** to the table in case it moves



### FIRE

- Sound the alarm or yell “Fire!”
- Call DPS: UPC (213) 740-4321, HSC (323) 442 1000
- Evacuate the building using stairs, not elevator



### MEDICAL EMERGENCY

- Call DPS: UPC (213) 740-4321, HSC (323) 442 1000
- Do not move victim unless there is immediate danger of further injury



### POWER OUTAGE

- Help others move to safety
- Do not use elevators but check if anyone is trapped inside
- Shut down any lab equipment that could be hazardous

### When law enforcement arrives...

Remain calm and follow instructions • Put down any items in your hands • Raise hands and spread fingers • Keep hands visible at all times • Avoid quick movements towards officers • Do not stop to ask officers for help or direction when evacuating

## See Something, Say Something, Do Something.

Supporting members of the university community and helping those who may be distressed or struggling in any way is a USC Trojan Family value. If you know of someone (student, colleague, or co-worker) who is expressing signs of distress, please contact:

**Campus Support and Intervention: (213) 740-0411**

Note with regard to applicable privacy laws: USC administrators, faculty and staff may disclose information to an appropriate third party about a student that otherwise may be protected under FERPA when there is a significant and imminent threat to the student or other individuals. The information disclosed must be the “minimum necessary” and must be made to a person or department that may lessen the threat.

### See Something

### Say Something

### Do Something

#### SIGNS OF DISTURBING BEHAVIOR

- explicit statements about harming someone
- disturbing messages by email, text, or another source
- potential domestic violence
- displays of paranoia
- suicidal thoughts or actions
- self-harm
- alarming coursework content
- disruptive or abrasive behavior toward others
- making implied or direct threats toward others
- stalking

- Note your observations and interactions with the person.
- Contact CSI, DPS or the Office of Threat Assessment

**Contact:**  
**Campus Support and Intervention**  
**(213) 740-0411**  
**Office of Threat Assessment**  
**(213) 740-0243**  
**Dept of Public Safety**  
**(213) 740-4321 UPC**  
**(323) 442-1000 HSC**

#### SIGNS OF DISTRESS

- financial problems
- struggling academically
- recent personal tragedy
- mood changes: irritable, sad, anxious, withdrawn, disoriented, angry or hostile
- unexplained absenteeism

- Note your observations and interactions with the person.
- If you feel safe meeting privately, you may express your concerns calmly and refer the individual to campus support services, such as Counseling or Mental Health Services in USC Student Health or the Center for Work and Family Life.
- Whether or not you meet with the person directly, refer the incident to Campus Support and Intervention.

**Contact:**  
**Campus Support and Intervention**  
**(213) 740-0411**  
**Center for Work and Family Life**  
**(213) 821-0800**  
**Counseling and Mental Health Services,**  
**USC Student Health**  
**UPC (213) 740-9355 / WELL**

## See Something

## Say Something

## Do Something

### A BIAS INCIDENT / HATE INCIDENT

- If you experience, witness or become aware of a bias incident against a person/persons based on their race, gender, religion, disability, sexual orientation, ethnicity, national origin or gender identity

**Contact: OED | Office of Title IX**  
**(213) 740-5086**

### SEXUAL ASSAULT / DOMESTIC VIOLENCE / GENDER-BASED HARM

- If you are made aware of a sexual assault, domestic violence or gender-based harm incident as reported by a student or colleague

- Inform the person before they provide details of their account that you as an educator/employee are required by law to report the incident. Staff and faculty who do not hold a legal confidential privilege have a personal responsibility under all circumstances to notify OED | Title IX of any sexual assault, domestic violence or gender-based harm incident.
- If the individual prefers to speak confidentially, direct the person to **confidential resources\***
- If the person prefers to speak with you, actively listen, be empathetic, make no promises or conclusions and take notes.

**Contact: OED | Office of Title IX**  
**(213) 740-5086**  
**Relationship and Sexual Violence Prevention and Services, USC Student Health (confidential resource\*)**  
**(213) 740-9355 / WELL**

*\*Medical providers, counseling services or religious officials acting in that capacity are all examples of confidential resources. USC Student Health medical, counseling and sexual assault survivor services at Engemann and Eric Cohen Student Health Centers, and the Center for Work and Family Life, are all confidential resources at USC.*

### SERIOUS ILLNESS

- If you become aware of a student with a potentially communicable disease

- Support the student in following directions from health care providers for isolation. If you are concerned about the risk to yourself and others, contact USC Student Health for assistance.
- When communicable diseases are identified, health care providers take steps to ensure that they will not be spread in the community even if medical confidentiality does not allow specific information to be shared.

**Contact: USC Student Health**  
**(213) 740-9355 / WELL**

## Campus Resources

**Department of Public Safety (\*24/7)** .....UPC (213) 740-4321 / HSC (323) 442 1000

**Campus Support and Intervention** ..... (213) 740-0411

**USC Student Health (\*24/7)** ..... (213) 740-9355/WELL

Counseling, Medical, Sexual Assault, Survivor Support (UPC & HSC).. (213) 740-9355/WELL

**Office of Equity and Diversity | Title IX**..... (213) 740-5086

**Online Bias or Hate Reporting**..... [bit.ly/uscbias](https://bit.ly/uscbias)

**Chief Threat Assessment Officer**.....(213) 740-0243

**Center for Work and Family Life** ..... (213) 821-0800

### Trojans Care for Trojans

(TC4T) Online reporting when concerned about someone ..... [bit.ly/tc4t](https://bit.ly/tc4t)

**Student Judicial Affairs and Community Standards** ..... (213) 821 7373

*\*24 hour hotlines*



## USC Mobile Safety app

Download for easy contact with emergency responders and crime reporting