



HEALTH AND SAFETY OFFICE
SCHOOL OF MEDICINE

TO: Directors/Coordinators/Administrative Assistants
USC School of Medicine

FROM: Tony Johnson
Custodial & Safety Services
USC School of Medicine

DATE: October 30, 2012

SUBJECT: FIRE DRILLS

Please update your Fire Evacuation Monitor/Co-Monitor list. This list is comprised of two individuals from each department to serve as “Monitor” and “Co-Monitor” to facilitate the complete evacuation of all areas in case of a building fire or fire drill. They will backup each other in being responsible for assuring that all departmental personnel are evacuated and accounted for at a designated assembly point outside of the building.

After you have designated two individuals for this task, please send their names to Custodial and Safety Services Office by November 2, 2012.

Custodial & Safety Services
USC School of Medicine
Building 3, Room 230
VAMC Campus

Thank you.