TO: All Faculty, Staff and Students
                USC School of Medicine

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

DATE: October 30, 2012

SUBJECT: **FIRE DRILLS AND OTHER EMERGENCY
                EVACUATIONS**

Please follow the following guidelines for emergency evacuation:

1.   Please advise employees in your department *not to call* Facilities
      Management and Support Services regarding whether or not a fire drill is
      "real" or whether to exit the building. Facilities Management and Support
      Services will be evacuating the building the same as all other personnel
      when a signal is sounded. When you hear the signal to evacuate, please do
      so promptly.

2.   Please pay special attention to "2a" and "2b" on the attached page.

3.   Keep your monitor/co-monitor list up-to-date. Please review the attached
      list of monitor/co-monitor names for your department and revise them if
      necessary. (Please send a copy to the School of Medicine Custodial and
      Safety Services.)

The following is being reprinted to refresh your memory. Please inform departmental
employees of the subsequent procedures:

1.   Monitors/co-monitors should:

      (a)   **<u>INFORM ALL PERSONNEL NOT TO USE THE EVATORS.</u>**

      (b)   Inform all employees of the location of the designated assembly
            point. (Location should be 200'-300' away from the building.)

Any close exit may be used to exit the building, but make sure everyone in your group gathers at the same point or can be accounted for by another department monitor. (Please give a copy of the attached map to all employees in your department.)

(c)   Make sure all restrooms, darkrooms, and other enclosed rooms are checked.

(d)   Make sure all <u>handicapped</u> employees are assisted in exiting the building.

(e)   Make sure all <u>visitors</u> to your department are accounted for.

(f)   **Once assembled** at the pre-arranged meeting site, take an accurate roll call so that all employees are accounted for. Monitors/co-monitors should use the attached "Emergency Evacuation Log Sheet" for this purpose.

        (It may be helpful to have a list of the names of your departmental employees accessible in order that they can quickly be reviewed.)

(g)   <u>**After**</u> the drill or emergency evacuation, send a copy of this log to the Custodial & Safety Services so that we might make a post-evaluation of the results. Also, please notify the Custodial and Safety Services of any substitutions of monitors/co-monitors.

2.   (a)   When the **Fire Department** responds to a call, <u>only their personnel</u> will call an "all clear" to return to the building.

        (b)   During a **"test drill",** <u>designated School of Medicine personnel</u> will call an "all clear" to return to building.

3.   DURING AN ACTUAL FIRE:

(a)   Use the nearest Fire Call Box to notify the Columbia Fire Department.

(b)   If the fire is large or uncontrollable, close off the area and leave immediately.

(c)   From a safe area, call (<u>9-911</u> - if call is made on the School of Medicine campus or <u>911</u> - if the call is made outside of the School of Medicine campus).

(d)   Give emergency personnel all necessary information:

        (1)   Location of fire (building, room, etc.)
        (2)   Telephone number from which you are calling.

(3)	Any other pertinent information that is requested.
(4)	Have someone stay near the telephone in case additional information is needed.

4. BEFORE YOU BEGIN TO FIGHT A FIRE:

(a) Make sure everyone has left, or is leaving, the building.

(b) Make sure the fire is confined to a small area and that it is not spreading beyond the immediate area.

(c) Make sure you have an unobstructed escape route to which the fire will not spread.

(d) Make sure that you know the nearest device location, have read the instructions and that you know how to use the extinguisher.

It is reckless to fight a fire under any other circumstances. Instead, leave immediately and close off the area.

NOTE: All faculty, staff, and students should follow the same guidelines in cases of emergency.

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PLEASE DISTRIBUTE TO DEPARTMENTAL PERSONNEL