

## **SCHOOL OF SOCIAL WORK DEPARTMENTAL EMERGENCY PLAN**

### **I - Purpose**

To protect life and property in the event of a major emergency.

### **II - Emergency Duties Policy**

In the event of a major emergency, employees are asked not to leave without notifying their supervisor or the designated emergency coordinator first. Employees who have critical emergency duties are asked to remain on campus to address the immediate response before departing. Note that it may be hazardous to leave for home due to road conditions.

### **III - General Earthquake Survival Procedures for All Employees**

The School of Social Work Emergency Kit is currently located in the front office of the Dean's suite closet.

The University has provided a general Emergency Operations Plan which is located in MRF 203A.

**PLEASE REFER TO THE CAMPUS EMERGENCY PROCEDURES  
BROCHURE FOR ADDITIONAL INFORMATION**

### **IV - Specific Emergency Assignments**

1. Chief Emergency Coordinator & Alternates
2. Emergency Team Coordinator
3. Team Leaders

## V - Checklist for Coordinators

All staff should be broadly familiar with the checklists so that they can assume the duties of any individual not available for duty.

### **Chief Emergency Coordinator – Dean Marilyn Flynn (alternate –Executive Vice Dean R. Paul Maiden)**

- activate emergency plan
- give assignments
- request information on current problems
- make critical decisions
- report major problems to University Emergency Operation Center (x09233)

### **Emergency Team Coordinator -- Vice Dean, Administration Carmen Frierson (alternate – Chief IT Officer – Terry Wolff)**

- direct team to assess problems, control hazards (if feasible) conduct search and rescue, and provide first aid
- report problems to Chief Coordinator
- maintain roster and take roll
- provide logistics support
- communicate with staff family members if necessary
- help evacuate the building, noting problem areas, injured victims, etc.
- report to Emergency Team Coordinator and/or Chief Emergency Coordinator

## VI - Emergency Information Form

All employees are required to complete an **Employee Personal and Emergency Information Contact Form** which will be maintained by the Human Resource Manager (HRM). HRM will take the binder to the safe assembly area and take roll call.

## **VII - Location of Safe Assembly Area – LOT B**

In the event of a major earthquake after the shaking stops, proceed to the parking areas **Lot B** adjacent to the MRF building if evacuation of the building is necessary. This will be our safe assembly area.

**In a disaster, the Emergency Team Coordinator will do the following: Carmen Frierson**

1. **If the disaster occurs during non-working hours**, be in contact with the Chief Emergency Coordinator (Marilyn Flynn) at **x02711 and select item #2** to assist in defining the appropriate strategy and to take the necessary actions to follow through.
2. **Supervise and direct efforts** to ascertain staff/client casualty and the amount of facility structural damage sustained.
3. If applicable **coordinate the mobilization and dispatching of staff to shelters.**
4. **Maintain records and reporting** on disaster related activities, i.e. injury reports, damage assessment, staff assignment to shelters, etc.
5. Assist in the identification of available resources.
6. **Coordinate the evacuation of the building if applicable.**
7. **Account for all staff, clients or visitors.**
8. **Report damage assessment and operational status to the Chief Emergency Coordinator.**
9. **Monitor commercial radio broadcasts and relay pertinent information to the Chief Emergency Coordinator and concerned personnel.**
10. **Delegate responsibilities to the Assistant Emergency Team Coordinator (Terry Wolff ) to coordinate special assignments.**

**In a Disaster, the Chief Emergency Coordinator will do the following: Dean Marilyn Flynn**

1. Enlist the assistance of the Emergency Team Coordinator to assess the situation.

If applicable, order evacuation of the facility.

- **Identify and get treatment for the injured.**
- **Contact the USC Emergency Operations Center (USC EOC) to give a status report and receive instructions, ext. 09233.**

2. **If contact cannot be established with the USC Emergency Operations Center, the office head should turn immediately to the Emergency Broadcast Network for information on the disaster. Many A.M. radio stations will be broadcasting disaster-related information, i.e. KFWB, News 98 or KNX, 1070. KUSC (FM 91.5) will provide hourly update for the University of Southern California.**

Based upon the available information and after conferring with Emergency Coordinator, **make the appropriate decision to either send staff home or to maintain office operations.**

At this point, **make certain that the USC EOC is informed of the facility's operational status.**

**If the disaster occurs during non-working hours,** be in contact with administrative personnel to map out an appropriate strategy specifically suited to the magnitude of the disaster and take the necessary actions to follow through.

**If the disaster occurs during working hours,** evaluate all aspects of the situation, contact the EOC, if applicable.

If applicable, **mobilize staff and dispatch them to shelters.**

**Maintain records and reporting** on disaster related activities.

## **Responsibilities of Building Coordinator Pre-Disaster: Kathy Logan**

Develop, update, distribute to staff, and maintain Building Emergency plans and emergency procedures for the building, including evacuation plans, annually (July)

- Establish reporting assembly areas away from the building and away from immediate danger to personnel.
- Develop a method of accounting for all personnel, clients and visitors in the facility during the disaster.
- Gain approval of the Building Emergency Plan from the USC Safety office.

Schedule periodic meetings with the emergency coordinators and conduct annual fire drills and evaluation drills.

Act as liaison between the Fire Department and your building occupants to implement and maintain the emergency programs.

Maintain, update and distribute, as applicable, a master list of all response team members designated, which includes telephone numbers, in August, via email and the USPS.

Maintain a central file of floor diagrams, emergency equipment, and handicapped employees in the building. (identify room location)

A facility inspection to identify and eliminate as many potentially hazardous situations as possible, quarterly.

The annual update of a listing of employees with emergency skills and/or emergency equipment, in July.

Keep the issue of "Earthquake Preparedness" before the department via staff training, periodic meetings and the dissemination of preparedness materials, flyers, and newspaper articles.

Maintain an updated confidential listing of the home addresses and telephone numbers of all departmental personnel.

Arrange training sessions of selected staff in First Aid and CPR training sessions.

Maintain an updated account of staff who have had First Aid, and CPR. Monitor the office stock of disaster supplies, in July.

## **Responsibilities of Employees Pre-Disaster**

- A. Learn as much about disaster preparedness as soon as possible through attendance at training session, perusal of the Red Cross Handbook, “Safety and Survival in and Earthquake” and other related materials.
- B. Read and be familiar with both the USC Disaster Plan and your building’s emergency plan. Know your responsibilities and the appropriate disaster response. Keep these plans available for reference.
- C. Update your “Emergency Information Contact Form as changes occur.
- D. If you have a special personal need, keep provisions at your desk. For example:
  - Extra pair of sunglasses
  - A supply of medication if you must take it.
  - A pair of sturdy shoes.

### **IN A DISASTER, THE EMPLOYEE WILL DO AS FOLLOWS:**

1. **REMAIN CALM.**
2. **ASSIST co-workers if possible.**
3. **Listen for instructions and/or information relative to the disaster.**
4. **Follow instructions quickly and quietly.**

## **Responsibilities of Assistant Building Coordinator Pre-Disaster: Hanna Cenicerros**

The Assistant Building Coordinator will render assistance to the Building Emergency Coordinator in the performance of the following tasks:

- A. Plan, schedule, and coordinate disaster preparedness drills and evacuations.
- B. Maintain updated listing of emergency response team members.

### **IN A DISASTER, THE ASSISTANT BUILDING COORDINATOR WILL DO AS FOLLOWS:**

- 1. Assist the Building Coordinator to evacuate the facility if applicable.
- 2. Direct teams to identify and treat the wounded.
- 3. Help to account for all staff, clients and visitors.
- 4. Monitor radio broadcast and relay information to the Building Coordinator.

## EMERGENCY INFORMATION SHEET

In the event of an emergency or critical incident affecting the school, Dean Flynn will place a recorded message on the school's auto attendant.

- **To hear** recorded information, call the main number **(213) 740-2711**,
- Then **press option 2**: *“For recorded announcements, events, emergency communications or critical incident information.”*

**SOWK Emergency Phone #:** **(213) 740-8311**

**University Emergency Phone#:** **(213) 740-9233**

**USC Emergency Operation Center:**

*Tune to:*

<b>KFNB News</b>	<b>98</b>	<b>FM</b>
<b>KNX</b>	<b>1070</b>	<b>AM</b>
<b>KUSC</b>	<b>91.5</b>	<b>FM</b>

**Location(s) of the following emergency equipment:**

<u><b>Equipment</b></u>	<u><b>Location</b></u>
<b>Gathering Area</b>	<b>Lot B</b>
<b>Bottled Water</b>	<b>MRF:</b> 102, 202, 218 <b>SWC:</b> 102, 202
<b>Emergency Supplies</b>	<b>In each office</b>
<b>Emergency Contact Binder</b>	<b>MRF 203 with Human Resource Manager</b>
<b>Emergency Exits</b>	<b>MRF:</b> Northeast & Northwest Southwest stairwell bldg entrance  <b>SWC:</b> Student Lounge Northwest stairwell Northwest exit (Lot B)
<b>Fire Extinguishers</b>	<b>See Attachment A</b>
<b>First-Aid Kit</b>	<b>MRF</b> 203 <b>SWC</b> 201



In the event there is a medical emergency at University Park Campus during the time our front office is open, the Receptionist is available to assist by calling for help or securing referral information. In general, student's medical emergencies and faculty/staff accidents are handled at the Student Health Center.

Please note that at University Park Campus, the USC Department of Public Safety responds to any emergency situation, and will respond to medical emergencies when the Student Health Center is not open. Faculty teaching classes which end after 7:00 p.m. should especially take note. Public Safety's telephone numbers are:

<b>Urgent emergencies:</b>	<b>740-4321</b>
<b>Non-urgent emergencies</b>	<b>740-6000</b>

An urgent emergency would include a serious injury or medical problem.

Non-urgent emergencies might include being locked out of one's office, or a need for a Band-Aid. A First-Aid Kit is available in the front office.

Faculty and staff in Orange County, Skirball, City Center, San Diego and Center for Child Welfare should call 911 in case of an urgent emergency. This option is also available at University Park if there is difficulty getting through to Public Safety.

In the event of a work-related injury at either location, please remember to make a report to the Home Department Coordinator, Nataly Manzo, and to follow-up with a notice to the Dean's Office if there is an emergency of any kind. You must go to the Student Health Center immediately.

Emergency Plan/103105/ph/Emergency

**USC EMPLOYEE EMERGENCY SKILLS SURVEY**

NAME \_\_\_\_\_ WORK PHONE \_\_\_\_\_

WORK LOCATION \_\_\_\_\_ HOME PHONE \_\_\_\_\_

PLEASE CHECK THE BOXES WHICH INDICATE THE SKILLS OR EQUIPMENT YOU POSSESS:

CPR Certificate:  Ham Radio Availability:

Four-Wheel Drive Vehicle  Ham Radio License:

\*First Aid Training Certificate  Pilot License:

PLEASE DESCRIBE LEVEL OR TYPE OF EXPERIENCE IF ANY:

Nursing Experience: \_\_\_\_\_

Medical Experience: \_\_\_\_\_

Mountain Training: \_\_\_\_\_

Rescue Training: \_\_\_\_\_

Operate Heavy Equipment: \_\_\_\_\_

Language Other than English: \_\_\_\_\_

Other Skills or Experience: \_\_\_\_\_

\*Received within the last two years.

**UPON COMPLETION, PLEASE RETURN TO HANNA CENICEROS, MRF 203.**

**EMERGENCY PROCEDURES MANUAL**

**FIRE DRILL REPORT**

Building: \_\_\_\_\_

Floor: \_\_\_\_\_

Date: \_\_\_\_\_

Time of Drill: \_\_\_\_\_

Time Drill Completed: \_\_\_\_\_

Elapsed Time \_\_\_\_ (Minutes)

Place yes or no answers on the spaces provided for those items which are applicable to your floor or unit.

**COMMUNICATIONS**

- \_\_\_ Was the fire alarm clearly heard in all areas?
- \_\_\_ Was the public address system clearly heard in all areas?
- \_\_\_ Was Fire Department notified? Time: \_\_\_\_\_
- \_\_\_ Was security notified?

**EVACUATION TEAM PERSONNEL**

- \_\_\_ Did team members report to respective stations?
- \_\_\_ Did team members carry out all assigned duties?
- \_\_\_ Were elevators brought to the main floor and held?

**AWARENESS**

- \_\_\_ were employees aware of the location of the fire extinguishers

**CONTAINMENT OF FIRE**

- \_\_\_ Were all doors closed but not locked?
- \_\_\_ Was a fire extinguisher taken to the location of the fire?

**EVACUATION**

- \_\_\_ Were corridors and exits kept clear?
- \_\_\_ Did the evacuation proceed in a smooth and orderly manner?
- \_\_\_ Did visitors to the building take part in the drill?

**UTILITIES**

- \_\_\_ Were electric and gas appliances turned off?
- \_\_\_ Were lights left on?
- \_\_\_ Was the ventilating system shut down?

**RECORDS**

- \_\_\_ Were important documents and cash secured or prepared for removal?

Remarks and recommendations: Explain all "no" answers. Use reverse side for additional comments or problems encountered.

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**A copy of this report is to be completed immediately after each fire drill.**

Signature: \_\_\_\_\_  
(Team Leader)

**Fire Extinguisher and Extinguisher with Hose**

**MRF Building:**

1<sup>st</sup> Floor

- Extinguisher (with hose) between the elevator and fountain
- Extinguisher (with hose) between the NE (North Eastern) emergency exit and room MRF 102N.
- Extinguisher (with hose) between the NW (North Western) emergency exit and room MRF 102F.

2<sup>nd</sup> Floor

- Extinguisher (with hose) next to NW emergency exit  
(Between room MRF 206 and the Bridge)
- Fire Extinguisher (in room MRF 201) on the left hand-side of MRF 201A
- Extinguisher (with hose) between the elevator and fountain.
- Extinguisher (with hose) between the NE emergency exit and room MRF 228.

3<sup>rd</sup> Floor

- Extinguisher (with hose) between the NW emergency exit and room MRF 311.
- Extinguisher (with hose) between the NE emergency exit and room MRF 323 (Telecom room).
- Fire Extinguisher in room 340 (Behind the media station)
- Fire Extinguisher in room 340 by the NE emergence exit
- Fire Extinguisher (with hose) between the elevator and fountain.

**SWC Building:**

1<sup>st</sup> Floor

- Kitchen room SWC 102
- Fire Extinguisher between rooms SWC 110 and SWC 114

2<sup>nd</sup> Floor

- Fire Extinguisher between rooms SWC 216 and SWC 218

## **EMERGENCY TEAMS**

### **Montgomery Ross Fisher Building (MRF)**

1<sup>st</sup> Floor team –

Terry Wolff  
Eddie Vinyaratn

2<sup>nd</sup> Floor team –

Carmen Frierson  
Hanna Cenicerros  
Lynn Tamayo  
Rona Smith

Carolina Perralta

3<sup>rd</sup> Floor team –

Jason Chan  
James Kelly

### **Social Work Center Building (SWC)**

1<sup>st</sup> Floor team –

Janine Luzano  
Alexi Waul

2<sup>nd</sup> Floor team –

Kathy Logan  
Maryalice Jordan-Marsh  
Sandra Parra

### **Orange County Campus (OCC)**

Elizabeth Pringle-Hornsby

### **Skirball Campus (SKC)**

Judith Axonovitz

### **Center for Child Welfare**

Paul Carlo  
Sarah Novak

City Center

Diana Dimapindan  
Emma Onagaro  
Lois Rosby  
Carrie Lew

San Diego

Michael Rank  
Meryl Livingston

**EMERGENCY INFORMATION CHECKLIST**

**If you home during when an emergency occurs:**

- Refer to the ‘Emergency Phone Tree’ -contact immediate supervisor

○ \_\_\_\_\_  
○ **Name (supervisor)** \_\_\_\_\_ **Telephone** \_\_\_\_\_

- If you cannot reach your immediate supervisor call
  - *Carmen Frierson (310) 679-4524*

- To **receive information, call 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 **(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, adjacent to 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 Phyllis Holdman immediately ext 06662 or [holdman@usc.edu](mailto:holdman@usc.edu).

### Location of emergency equipment and supplies:

<b>Bottled Water</b>	<b>MRF:</b> 102, 202, and 218
	<b>SWC:</b> 102, 202
<b>Emergency Contact Binder</b>	<b>MRF</b> 203
<b>First-Aid Kit</b>	<b>MRF</b> 203
	<b>SWC</b> 201

### Location of Fire Extinguishers:

#### UPC Campus

#### MRF Building:

##### 1<sup>st</sup> Floor

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

##### 2<sup>nd</sup> Floor

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

##### 3<sup>rd</sup> 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 emergence exit (near MRF 340)

#### SWC Building:

##### 1<sup>st</sup> Floor

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

2<sup>nd</sup> Floor

- Between *SWC 216 and SWC 218*

**Faculty and staff at Orange County Campus, Skirball and CCW should call 911 in case of an urgent emergency.**

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

<b>Urgent emergencies:</b>	<b>740-4321</b>
<b>Non-urgent emergencies:</b>	<b>740-6000</b>