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 Ceniceros

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:**

| KFNB News | 98 | FM |
| KNX       | 1070 | AM |
| KUSC      | 91.5 | FM |

Location(s) of the following emergency equipment:

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

<table>
<thead>
<tr>
<th>Urgent emergencies:</th>
<th>740-4321</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-urgent emergencies</td>
<td>740-6000</td>
</tr>
</tbody>
</table>

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.

Revised: 04/20/07
USC SCHOOL OF SOCIAL WORK

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.

________________________________________________________________________

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

Signature: _____________________________

(Team Leader)

Revised: 04/20/07
ATTACHMENT A

Fire Extinguisher and Extinguisher with Hose

MRF Building:

1st 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.

2nd 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.

3rd 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:

1st Floor
• Kitchen room SWC 102
• Fire Extinguisher between rooms SWC 110 and SWC 114

2nd Floor
• Fire Extinguisher between rooms SWC 216 and SWC 218
EMERGENCY TEAMS

Montgomery Ross Fisher Building (MRF)

1st Floor team –
Terry Wolff
Eddie Vinyaratn

2nd Floor team –
Carmen Frierson
Hanna Ceniceros
Lynn Tamayo
Rona Smith

3rd Floor team –
Jason Chan
James Kelly

Social Work Center Building (SWC)

1st Floor team –
Janine Luzano
Alexi Waul

2nd 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
EMERGENCY INFORMATION CHECKLIST

If you home during when an emergency occurs:

• Refer to the ‘Emergency Phone Tree’ -contact immediate supervisor
  
  o ________________________________     __________________
  
  o Name (supervisor)                     Telephone

  ▪ If you cannot reach your immediate supervisor call
    o 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.

Location of emergency equipment and supplies:

| Bottled Water | MRF: 102, 202, and 218 |
|              | SWC: 102, 202          |
| Emergency Contact Binder | MRF 203 |
| First-Aid Kit      | MRF 203 |
|                    | SWC 201               |

Location of Fire Extinguishers:

UPC Campus

MRF Building:

1st Floor
• Between elevator and fountain
• Between NE (North Eastern) emergency exit and **MRF 102N**.
• Between the NW (North Western) emergency exit and **MRF 102F**.

2nd Floor
• Between the elevator and fountain.
• Between room **MRF 206** and the Bridge
• **MRF 201A**
• **MRF 228**

3rd 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:

1st Floor
• SWC 102 (Kitchen)
• Between SWC 110 and SWC 114

2nd 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

Urgent emergencies: 740-4321
Non-urgent emergencies: 740-6000