

Subject: <b>EMERGENCY PLAN</b>		Issued By: <b>HUMAN RESOURCES</b>	
		Approved By: Kathleen R. Hurtado President & CEO	
Policy #: 904	Issue Date: August 1, 2005	Revised Date: October 4, 2006	Effective Date: October 15, 2006

Reference: <http://www.usc.edu/emergencyprep/>

**PURPOSE**

To ensure the safety of employees during the occurrence of a local emergency. Such emergency occurrences could include terrorist attacks, civil disturbances, natural disasters, and/or other events that would significantly impact everyone at HRA.

**POLICY**

1. **HRA EMERGENCY PLAN IS THE USC EMERGENCY PLAN:** As a subsidiary of the University of Southern California, HRA now follows the same Emergency Procedures as all units of the University of Southern California;
2. **USC EMERGENCY PREPAREDNESS:** USC has developed an emergency communications plan to provide students, parents, faculty, staff and others with timely information in the event of a major emergency affecting USC's two campuses. A Crisis Management Team convened by the Office of the Provost meets regularly during the academic year to address safety and emergency preparedness issues. During a crisis, the team is mobilized to institute emergency procedures;
3. **IN THE EVENT OF AN EMERGENCY LOG ON TO HTTP://EMERGENCY.USC.EDU OR CALL (213) 740-9233.** In the event of an emergency, information regarding conditions on the campus will be posted at <http://emergency.usc.edu>. Or call the Emergency Information Line at (213) 740-9233. Backup web servers and telephone systems established outside of the area will continue to function if local USC servers or telephone systems are incapacitated;
4. **TO REPORT AN EMERGENCY CALL THE USC DEPARTMENT OF SAFETY (323) 442-1000:** This will connect you with the USC Department of Safety on the Health Sciences Campus. In a Medical Emergency call 911.



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**POLICY & PROCEDURE**

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**Be Prepared: Information You Need in an Emergency:**

USC's Department of Career and Protective Services has developed a detailed publication offering advice on how to prepare for fire, earthquake, or other emergencies. To download a PDF go to [http://www.usc.edu/emergencyprep/private/pdfs/USC\\_Emerg2.pdf](http://www.usc.edu/emergencyprep/private/pdfs/USC_Emerg2.pdf)

**RESPONSIBILITY**

Human Resources / Supervisors / All Staff-Members