



The **TrojansAlert** system is the most up-to-date source of reliable information during an emergency.

Please familiarize yourself with campus emergency and crisis response procedures; review emergency procedures and evacuation routes for your building.



ACTIVE SHOOTER/ASSAILANT EMERGENCY

Am I in the vicinity of immediate danger?

S.L.O.W. *can help you decide:* STOP • LISTEN for danger • OBSERVE where danger or risk is coming from • WATCH for TrojansAlert messages

NO



YES



Stay Informed with TrojansAlert

- **TrojansAlert updates:** follow prompts, for example, “Stay away from area” or “Shelter in Place”
- Continuously listen and observe your surroundings
- Be prepared to “**Shelter in Place**” or “**Run, Hide, Fight**” if your observations or TrojansAlert indicate that you are in the vicinity of immediate danger

See definitions of both “Shelter in Place” and “Run, Hide, Fight” in next column →

Follow “Run, Hide, Fight” Protocol

- **RUN:** escape the area of danger
- **HIDE:** (also known as “**Shelter in Place**”) if escape is not an option
 - lock/barricade doors
 - close blinds and windows
 - turn off the lights
 - silence phones, including vibrations/lights
 - take shelter
- **FIGHT:** if cornered, band together to attack and immobilize the shooter using physical aggression and improvised weapons

When law enforcement arrives...

Remain calm and follow instructions • Put down any items in your hands • Raise hands and spread fingers • Keep hands visible at all times • Avoid quick movements towards officers • Do not stop to ask officers for help or direction when evacuating.

Call DPS

To report any emergency, call the **USC Dept. of Public Safety**. Add these numbers to your mobile phone.

UPC (213) 740-4321

HSC (323) 442-1000



EARTHQUAKE

Drop, Cover, Hold On

- **DROP:** avoid falling objects and tall furnishings or windows and drop to the floor
- **COVER:** get under a sturdy table, and cover the back of your head and neck with your arms
- **HOLD ON:** to the table in case it moves



FIRE

- Sound the alarm or yell “Fire!”
- Call DPS: UPC (213) 740-4321, HSC (323) 442-1000
- Evacuate the building using stairs, not elevator



MEDICAL EMERGENCY

- Call DPS: UPC (213) 740-4321, HSC (323) 442-1000
- Do not move victim unless there is immediate danger of further injury



POWER OUTAGE

- Help others move to safety
- Do not use elevators, but check if anyone is trapped inside
- Shut down any lab equipment that could be hazardous

Campus Resources

Department of Public Safety (*24/7) UPC:(213) 740-4321 / HSC: (323) 442-1000

USC Student Health (*24/7)

Counseling, Medical, Sexual Assault Survivor Services (213) 740-9355 (WELL)

Campus Support and Intervention (213) 740-0411

Office of Equity and Diversity | Title IX..... (213) 740-5086

Online Bias or Hate Reporting..... bit.ly/uscbias

Chief Threat Assessment Officer.....(213) 740-0243

Center for Work and Family Life..... (213) 821-0800

Trojans Care for Trojans

(TC4T) Online reporting when concerned about someone bit.ly/tc4t

Student Judicial Affairs and Community Standards..... (213) 821-7373

**24-hour hotlines*



USC Mobile Safety app

Download for easy contact with emergency responders and crime reporting

See Something, Say Something, Do Something.

Supporting members of the university community and helping those who may be distressed or struggling in any way is a USC Trojan Family value. If you know of someone (student, colleague, or co-worker) who is expressing signs of distress, please contact:

Campus Support and Intervention: (213) 740-0411

Note with regard to applicable privacy laws: USC administrators, faculty, and staff may disclose information to an appropriate third party about a student that otherwise may be protected under FERPA when there is a significant and imminent threat to the student or other individuals. The information disclosed must be the “minimum necessary” and must be made to a person or department that may lessen the threat.

See Something

Say Something

Do Something

SIGNS OF DISTURBING BEHAVIOR

- explicit statements about harming someone
- disturbing messages by email, text, or another source
- potential domestic violence
- displays of paranoia
- suicidal thoughts or actions
- self-harm
- coursework content is alarming
- disruptive or abrasive behavior toward others
- making implied or direct threats toward others
- stalking

- Note your observations and interactions with the person.
- Contact DPS or the Office of Threat Assessment

Contact: Dept of Public Safety
(213) 740-4321 UPC
(323) 442-1000 HSC

Contact: Office of Threat Assessment
(213) 740-0243

SIGNS OF DISTRESS

- financial problems
- struggling academically
- recent personal tragedy
- mood changes: irritable, sad, anxious, withdrawn, disoriented, angry or hostile
- unexplained absenteeism

- Note your observations and interactions with the person.
- If you feel safe meeting privately, you may express your concerns calmly and refer the individual to campus support services, such as Counseling and Mental Health Services in USC Student Health or the Center for Work and Family Life.
- Whether or not you meet with the person directly, refer the incident to Campus Support and Intervention.

Contact:
Campus Support and Intervention
(213) 740-0411

Center for Work and Family Life
(213) 821-0800

Counseling and Mental Health Services,
USC Student Health
(213) 740-9355 (WELL)

See Something

Say Something

Do Something

A BIAS INCIDENT / HATE INCIDENT

- If you experience, witness, or become aware of a bias incident against a person/persons based on their race, gender, religion, disability, sexual orientation, ethnicity, national origin, or gender identity

Contact: OED | Office of Title IX
(213) 740-5086

SEXUAL ASSAULT / DOMESTIC VIOLENCE / GENDER-BASED HARM

- If you are made aware of a sexual assault, domestic violence, or gender-based harm incident as reported by a student or colleague

- Inform the person before they provide details of their account that you as an educator/employee are required by law to report the incident. Staff and faculty who do not hold a legal confidential privilege have a personal responsibility under all circumstances to notify OED | Title IX of any sexual assault / domestic violence / gender-based harm incident.
- If the individual prefers to speak confidentially, direct the person to **confidential resources***
- If the person prefers to speak with you, actively listen, be empathetic, make no promises or conclusions, take notes.

Contact:
OED | Office of Title IX
(213) 740-5086
Relationship and Sexual Violence Prevention and Services, USC Student Health (confidential resource*)
(213) 740-9355 (WELL)

**Confidential Resources*

Medical providers, counseling services, religious officials acting in that capacity are all examples of confidential resources. USC Student Health medical, counseling, and sexual assault survivor services at Engemann and Eric Cohen student health centers, and the Center for Work and Family Life, are all confidential resources at USC.

SERIOUS ILLNESS

- If you become aware of a student with a potentially communicable disease

- Support the student in following directions from health care providers for isolation. If you are concerned about the risk to yourself and others, contact USC Student Health for assistance.
- When communicable diseases are identified, health care providers take steps to ensure that they will not be spread in the community even if medical confidentiality does not allow specific information to be shared.

Contact: USC Student Health
(213) 740-9355 (WELL)