Business Continuity Plan

FACILITIES PLANNING & MANAGEMENT (FPM)

Rev. 07.28.2021
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USC FPM Business Continuity Plan
Distribution of the Business Continuity Plan should be restricted to personnel involved in the activities for the continued operations of business and system owners. Update this table to certify that key personnel have received and hold a copy of this plan, as well as plan updates when they are issued.

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>DATE</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Toomey</td>
<td>Interim Vice President &amp; Executive Director, FPM</td>
<td>7/31/21</td>
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<td>Wendy Kaszycki</td>
<td>Associate Vice President, Controls, Finance &amp; Administration, FPM</td>
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<tr>
<td>Laurie Stone</td>
<td>Associate Senior Vice President, REAM</td>
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<tr>
<td>John Welsh</td>
<td>Associate Vice President, FPM</td>
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<td>Executive Director, Facilities, Operations and Maintenance</td>
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<td>Mark Mosley</td>
<td>Director of Engineering and Asset Renewal</td>
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<td>Allyson Gipson</td>
<td>Program Director, FPM</td>
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<td>Hunter Gaines</td>
<td>Program Director, FPM</td>
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<tr>
<td>Rick Sendele</td>
<td>Sr. Capital Construction Project Manager</td>
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<td>Peniel Park</td>
<td>Director, Procurement Services</td>
<td>7/31/21</td>
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<td>Ana Zavaleta</td>
<td>Human Resources Director</td>
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<td>Florence Ner</td>
<td>SBO, REAM</td>
<td>7/31/21</td>
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<td>Kwok Ng</td>
<td>SBO, FPM</td>
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<td>Felix Roces</td>
<td>Network Services Manager</td>
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<tr>
<td>Reynaldo Boncato</td>
<td>PC Systems Analyst</td>
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<tr>
<td>Paul Flores</td>
<td>Systems Administrator III, MIS</td>
<td>7/31/21</td>
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<tr>
<td>Mark May</td>
<td>Associate Director, HSC-Facilities Operations</td>
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<tr>
<td>Debbie Aguilar</td>
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<tr>
<td>Ron Cote</td>
<td>Manager, Aramark Custodial Services</td>
<td>7/31/21</td>
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<tr>
<td>Irene Seatter</td>
<td>Director of Finance</td>
<td>7/31/21</td>
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<tr>
<td>Gary Pons</td>
<td>Chief Safety Officer</td>
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<td>Keri DeGraaf</td>
<td>Special Projects Manager</td>
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INTRODUCTION

FPM Department Overview

Facilities Planning and Management (FPM) oversees the development, design and construction for all tenant improvements, building renovations, and major capital construction projects at both the University Park (UPC) and Health Sciences (HSC) campuses for the University of Southern California (USC). A team of construction project managers manage projects from concept through design, permitting, construction and occupancy. FPM is a diverse group of innovative professionals who effectively utilize available funding, technology, and human resources to provide high quality facilities management in support of the research and education endeavors of the University of Southern California. The department provides facilities operations, management, and maintenance services on both the University Park and Health Sciences campus, as well as other satellite locations in Southern California.

The Real Estate & Asset Management Department at the University of Southern California is responsible for the acquisition and disposition of all university-owned property, the negotiation and management of all university leases and the management of all leased space. The Department also oversees real estate lending and subsidies to university faculty and staff, property tax payments, exemptions and appeals, and the management of title to donated automobiles and seafaring vessels.

The Department works closely with the offices of planned giving and restricted fund accounting to document the acceptance of gifts to the university and manage the disposition of all gifted real estate and gifts-in-kind to USC. The department also is responsible for the development and implementation of the USC Master Plan, HSC Master Plan, and USC/Expo Park Specific Plan. The Department is also the point of contact for third party developers interested in developing university-affiliated or university-serving projects.

The Department provides professional expertise and technical know-how that aid in the stewardship of the university’s strategic assets. Working closely with other departments and outside consultants, the Department’s role encompasses:

✓ On– & off–campus planning & land use
✓ Off–campus leasing, tenant improvements, build-out, and property management
✓ Acquisition & disposition of university–owned property
✓ Faculty & staff housing programs
✓ Administering cell sites on–campus
✓ Acceptance & disposition of donated real & personal property
✓ Administering the university’s mineral interests

Purpose

The purpose of this business continuity plan is to support both the university’s central mission of teaching, research, and service by preparing FPM to resume critical operations as quickly as feasible, as part of the university’s overall incident command (IC) system, following a disaster. All areas within FPM will work together in recovery efforts to verify all applicable university structures
are acceptable for occupancy and if not, to manage the process and construction work to assure that they are. Potential disaster incidents include fire, earthquake, civil disturbance, technology outage, pandemic, or any other incident that could disrupt campus operations. FPM services will be essential to protecting the university mission following a major emergency or disaster.

Plan Overview
The FPM business continuity plan consists of the following key phases:

1. **Preparation**
   Prepare in advance to prevent injury, mitigate damage and enhance response and recovery, including hazard mitigation, staff training, backup systems and plans, and pre-disaster agreements.

2. **Response**
   Take steps immediately following a disaster to protect the safety and well-being of people (staff, faculty, students, visitors, vendors, etc.), assess damage, and activate recovery and continuity plans as part of the university’s IC system.

3. **Recovery**
   - **Construction** -
     Restore existing buildings/structures for occupancy utilizing existing continuity plans and procedures while coordinating with facilities management. Prioritize any existing construction, renovation, tenant improvement and feasibility projects to allow for resumption once existing buildings/structures are safe for occupancy.
   - **Facilities Management** -
     Restore critical services and programs, utilizing existing continuity plans and procedures. A number of facilities management services must be continued immediately after a disaster because they are critical to the university mission, as identified in the table below.

4. **Resumption**
   When conditions allow, return to normal facilities operations and programs.
Plan Assumptions

1. Recovery Time Objective (RTO) is defined as the maximum amount of time that a process can be unavailable before a serious impact will occur.

2. The BC plan only covers those processes defined during the Business Impact Analysis (BIA) as required during the first 30 days following a disaster. Recovery of processes with an RTO greater than 30 days will be completed only as necessary, and as time permits following the onset of a disaster.

3. Normally available staff members may become unavailable as a result of the disaster. Therefore, recovery of critical functions may have to be initiated with a minimum number of personnel. Recovery Teams have developed strategies to deal with loss of key personnel.

4. Recovery team members have basic knowledge of how to perform critical processes.

5. An adequate supply of critical supplies are stored off-site, either at an alternate facility or off-site storage.

6. Off-site storage facilities and materials for critical backup files and information are intact and accessible.

7. Recovery is executed consistent with the procedures that have been set forth within this plan.

8. Information backup and rotation (including paper, and electronic media) are being implemented, and that any exposures identified have been rectified.

Recovery Strategies

FPM Staff members have developed recovery strategies to ensure continuity following a disaster, including:

- A phased approach to restoring most critical functions first, including:
  1. Building Inspections
  2. Customer Support (Customer Resource Center)
  3. Restore and Maintain University Infrastructure
  4. Emergency Building Stabilization

- A mobile outdoor department incident command center that will allow key services to be provided even if the current facilities are unavailable.

  *Reference Classic Tent Plan in Appendix – need to update (Barbara with Town & Country)*

- Backup strategies for facilities if the current facilities are unavailable.

- Sharing workloads following a disaster, or utilizing vendors to assist if applicable university personnel are unavailable.

- Backing up vital records and key information, and identifying manual work-arounds for technology systems.
Plan Maintenance and Testing
The business continuity plan will be reviewed and updated annually and following an incident requiring use of this plan. A record of test dates, results, and follow-up action items will be maintained as part of the plan. Paper copies of the plan will be distributed to key department or school members, and copies will be maintained at off-site locations.
**FPM Recovery and Continuity Team Roster**

The purpose of this section is to identify the team members who may be called upon at time of disaster to assist with the recovery and business continuity functions. The recovery and continuity team consists of members who are assigned to a primary area of responsibility during a recovery. Please refer to the appendix for detailed information about these roles and responsibilities. Listed below are the members of the team, including their contact information.

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Area of Responsibility</th>
<th>Work Phone</th>
<th>Home Phone</th>
<th>Mobile Phone</th>
<th>Remote Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Welsh</td>
<td>Executive/Recovery Leader</td>
<td>213.740.6249</td>
<td>310.312-6643</td>
<td>213.200.6014</td>
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<td>213.800.3781</td>
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<td>Irene O. Seatter</td>
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<tr>
<td>Eric Johnson</td>
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<td>714.974.6074</td>
<td>213.479.1721</td>
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<tr>
<td>Debbie Aguilar</td>
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<td>213.740.3357</td>
<td>N/A</td>
<td>213.700.0967</td>
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<tr>
<td>Allyson Gipson</td>
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<td>N/A</td>
<td>213.328.8901</td>
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<tr>
<td>Hunter Gaines</td>
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<td>N/A</td>
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<td>Paul Flores</td>
<td>Technology Systems 2 IT Recovery Leader</td>
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<tr>
<td>Peniel Park</td>
<td>Procurement Recovery Leader</td>
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<td>Mark May</td>
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<td>Ana Zavaleta</td>
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<td>Gary Pons</td>
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<td>714.519.4812</td>
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<tr>
<td>Laurie Stone</td>
<td>Associate Senior Vice President, REAM</td>
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<td>626-676-9195</td>
<td>626-676-9195</td>
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</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Phone 1</td>
<td>Phone 2</td>
<td>Email</td>
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<td>Project Manager, REAM</td>
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<td>Christine Yamaguchi</td>
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<tr>
<td>Florence Ner</td>
<td>SBO, REAM</td>
<td></td>
<td>310-487-3733</td>
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## Disaster Preparation / Mitigation

The following checklist documents the FPM actions to be taken prior to a disaster in order to mitigate risk.

<table>
<thead>
<tr>
<th>ACTION ITEM</th>
<th>STATUS</th>
</tr>
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<tbody>
<tr>
<td><strong>1. Nonstructural Seismic Mitigation</strong>&lt;br&gt;Mitigate hazards by bolting tall furnishings to walls and storing heavy items near the floor. Assessment completed by Barragan in July 2017. Results provided to IIPP Team for corrective action. <em>Request FPM Safety to be part of the Nonstructural Seismic Mitigation Team; see 2017 Barragan Assessment Report.</em></td>
<td>In Process</td>
</tr>
<tr>
<td><strong>2. Fire Prevention</strong>&lt;br&gt;Maintain all office and work areas with good housekeeping to support fire prevention. Assessment completed by Barragan in July 2017. Results provided to IIPP Team for corrective action. Another assessment completed in 2019/2020</td>
<td>In Process</td>
</tr>
<tr>
<td><strong>3. Communication</strong>&lt;br&gt;All plans kept current and distributed to staff to include FPM Leadership Line of Succession, FPM Disaster Communication Structure, and FPM Emergency Contact Information. Maintain a satellite phone at both the UPC and HSC offices in case of communication outage. Approved plan has been distributed and is also available via e-Builder. Approved updates will be handled in a similar manner. Annually updated.</td>
<td>Complete</td>
</tr>
<tr>
<td><strong>4. Outdoor Department Operations Center</strong>&lt;br&gt;FPM staff maintain a combination of vehicles, tents/awnings, and equipment to serve as a temporary outdoor department operations center if main facility is lost or unavailable.</td>
<td>Complete</td>
</tr>
<tr>
<td><strong>5. Emergency Preparedness Training</strong>&lt;br&gt;Ensure that all staff has emergency preparedness training and has been given written plans and procedures. Each office has been outfitted with emergency supplies to include food, water, flashlights, radio, and first aid for 3-days. Training will took place in Fall of 2019. Emergency supplies were updated and quantities were verified in 2020. <em>Revisit supplies and training in 2021/2022. Training scheduled for mid-Sept ’21.</em></td>
<td>In Process</td>
</tr>
<tr>
<td><strong>6. Business Impact Analysis &amp; Business Continuity Plan</strong>&lt;br&gt;The business continuity plan will be reviewed and updated annually.</td>
<td>In Process</td>
</tr>
<tr>
<td><strong>7. Vendor / Supplier Agreements/Arrangements</strong>&lt;br&gt;Coordinate with Purchasing to ensure structural engineers, architects and large general contractors are on the emergency vendor list. FPM and the university maintain a retainer agreement with Belfor, Inc. the world’s largest disaster remediation and recovery company Updated list contained within updated 2019 plan.</td>
<td>Complete</td>
</tr>
</tbody>
</table>
8. Information Technology Recovery

- FPM Information Technology administers the primary networks, equipment, database applications used by FPM, and has developed disaster recovery procedures for this infrastructure.
- FPM’s PMIS system, e-Builder, is hosted, support is available 24x7; company located in Florida.
- FAMIS is hosted and if Accruent’s services are affected, recovery within 72 hrs is promised.
- Vital Information stored on the L: Drive is replicated by SunGard in Arizona and recovery will be possible from that location within 24 hrs. This is detailed in the IT Disaster Recovery Plan.
- Electronic copies of vital information needed for critical functions during an emergency/business recovery are located in e-Builder, in employee emergency binders, flash drives.

Employee emergency binders and flash drives will be updated upon review/approval of plan. Uploaded to FPM Shared Drives.

9. Vital Record Protection

- FPM has initiated a document management program utilizing Laser Fiche to protect those records or documents deemed vital.
- e-Builder is currently used as well to store, upload and access critical BCP and emergency documents.
- All vital paper documents that may be immediately needed after a disaster, such as key forms, protocols, or other immediately needed information, will be maintained in a disaster binders stored in an emergency response vehicle, outdoor storage container, employee issued emergency binders and offsite at Iron Mountain.

Employee emergency binders and flash drives will be updated upon review/approval of plan. Need to complete in 2021.

10. Cross Train on Critical Functions

- Cross-training of staff members in various roles is needed over time to maintain effective disaster recovery and business continuity execution including:
  - 2 times per year: Emergency Preparedness (DOC)
- Administrative support staff have been cross trained on critical functions, systems and procedures in the event of an emergency – Financial (Workday, eMarket, Cognos), Personnel (Workday), PMIS (eBuilder), Work Orders (FAMIS).

REAM Emergency Preparedness

**Action Item** | **Status**
--- | ---
1. NONSTRUCTURAL SEISMIC MITIGATION | Updated Annually
✓ Mitigate nonstructural seismic hazards by bolting tall furnishings to walls.
✓ Store heavy items near the floor rather than high shelves.
2. FIRE PREVENTION
 ✓ Maintain all office and work areas with good housekeeping to support fire prevention.
 ✓ Avoid use of any open flame in the workplace.
 ✓ Maintain emergency exits clear and unobstructed.
 ✓ Avoid use of overloaded extension cords, which create a fire hazard.

3. COMMUNICATION
 ✓ Maintain telephone tree disaster phone list.
 ✓ Maintain alternate non-USC emails as a backup.
 ✓ Maintain Blackboard Tree

4. BUSINESS CONTINUITY PLAN MAINTENANCE
 ✓ Maintain the plan as changes occur to keep information current.
 ✓ Conduct training sessions to ensure all team members are familiar with the plan and their roles and responsibilities during a recovery.
 ✓ Test the plan by walking through a simulated disaster scenario.

5. VENDOR / SUPPLIER AGREEMENTS
 ✓ Form agreements with any key vendors to ensure continuity of products and services during a recovery.
 ✓ Identify backup vendors in the event the primary is unavailable.

6. INFORMATION TECHNOLOGY
 ✓ Ensure critical data is backed up to prevent loss. Data backups should be stored in an off-site location. In addition, staff should back up local files on flash drives.

7. VITAL RECORDS PROTECTION
 ✓ Ensure that vital records are protected by creating backup copies scanned and stored off-site.

2. Emergency Response Phase

The following plan section documents emergency response procedure following a major incident, including immediate life safety procedures and continuity team activation procedures.

EMERGENCY PROCEDURES
 ✓ In any emergency, notify the Department of Public Safety at (213) 740-4321. In a major disaster such as a large earthquake, only notify Public Safety of urgent life-threatening emergencies.
 ✓ In the event of a fire, sound the alarm by pulling the nearest pull station, leave the building immediately, call for help (213-740-4321), and meet at outdoor assembly area.
 ✓ During an earthquake, take shelter under a sturdy table, or near an interior wall away from windows and heavy objects; then duck, cover, and hold until the shaking stops.
 ✓ For USC information in a major emergency, call (213) 740–9233 or go to
http://emergency.usc.edu. Sign up for TrojansAlert notification system at http://trojansalert.usc.edu

✓ In the event of a campus shooting warning, take shelter indoors, stay away from windows, and remain inside until the all clear notification is made by campus officials (incident, and follow directions of law enforcement when they arrive.

✓ CRC will notify FPM employees of any major emergency by utilizing Blackboard Connect.

**Reporting Injuries**

It is critical that all workplace injuries be reported in a timely manner. All work-related injuries/illnesses must immediately be reported to the university workers’ compensation insurance carrier, Broadspire, at (800) 495-2315.

Any USC employee can call Broadspire to make the initial report. The Workers Compensation Office will then be notified and follow-up accordingly.

*See appendix for more detail on FPM specific emergency procedures.*
Standard Emergency Response Procedures

TO REPORT ANY EMERGENCY (Police, Fire, and Ambulance):

(213) 740-4321 – University Park Campus
(323) 442-1000 – Health Sciences Campus

Emergencies may also be reported using the emergency phones at various locations on campus, identified by a blue light.

FOR INFORMATION DURING A MAJOR EMERGENCY:
■ http://emergency.usc.edu
■ (213) 740-9233

In a major emergency situation, the website and information line above will contain updates on the status of the University.

For specific inquiries about students, please call Student Affairs at (213) 740-2421.

IN THE EVENT OF A FIRE:
1. Sound the fire alarm.
2. Call for help – (213) 740-4321 or (323) 442-1000.
3. Leave the building, using the nearest safe stairwell, NOT the elevator. If the building has no fire alarm system, alert other people to the fire by shouting “Fire!” Help remove anyone needing assistance from the area of the fire. Close doors as you leave to confine the fire.

Only attempt to extinguish the fire if it is no larger than a small trash can using the PASS technique.

If You Hear a Fire Alarm:
• When a building fire alarm is activated, never assume it is a false alarm. Everyone must exit the building and proceed to the designated evacuation assembly area.
• If there is smoke in the hallway as you exit, stay low to the floor where the air may be cleaner.
If You Are Trapped Inside a Room by Fire:
If you hear a fire alarm and you are inside a room, feel the door before opening it. If it is hot, do not open it. Fire may be in the hallway. If you must remain inside the room:

- Call Public Safety, tell them your location and that you need Fire Department assistance to get out. Seal up the bottom of the door with a cloth or other means (e.g., clothing, rugs, etc.) to prevent smoke from entering.
- If you must have air and the windows are operable, open the window. Break windows only as a last resort.
- Signal from the window to show the Fire Department your location.

BUILDING EVACUATION
- Everyone must leave the building immediately if the fire alarm is activated, or if directed to do so by Public Safety officers or Building Emergency Response Team Members.
- To exit the building, use the nearest safe exit or exit stairwell. Never use elevators in an emergency evacuation.
- If the nearest exit or exit stairwell is obstructed by smoke, fire or other hazards, proceed to another one.
- During stairwell evacuation, hold the handrail, and stay to the right side of the stairwell. Allow enough room for others to enter the flow of traffic.
- Once outside the building, assemble away from the facility, and stand by for instructions from emergency personnel. Every department should have a pre-designated evacuation assembly location outside the building.
- Do not re-enter the building until given the “all clear” by emergency personnel.
- Take time now to identify alternate paths to exit the building, noting the location of all stairwells.
- Talk to emergency response team members in your building and identify an outdoor location(s) where everyone will assemble in an emergency. In an emergency, Building Emergency Response Team members can be identified by the bright green vests they wear.

CAMPUS SHOOTING
Because every shooting incident is different, there is not a single correct response to all situations. Instead, each individual should be aware of the various options that may exist in each type of situation.

If you receive notification of a shooting on campus from TrojansAlert:
- Stay away from the affected area or building.
- Be alert to the environment and prepared to take any protective actions needed.
- Follow directions of law enforcement personnel.

If you hear shots fired outside your building:
- Lock all doors and windows and turn off the lights.
- Have one person in the room call (213) 740-4321 and be prepared to tell the dispatcher the building and room number you are in, your name, and any information you have about the shooter or incident.
- Remain in the room until advised by law enforcement personnel to exit the building.
**Active Shooter Guideline for FPM**

**Purpose:** The purpose of active shooter procedure is to provide a guideline for FPM during an Active Shooter Incident

**Scope:** Applies to all FPM Staff UPC & HSC Campuses

**Definitions:** How FPM prepares and coordinates with the university Department of Public Safety (DPS) and the various stakeholders on either campus

**CRC Role:**
- Receives Trojans Alert or message 2-way radio from DPS
- CRC notifies all FPM personnel via radio & Blackboard Connect
- CRC reports to FPM Trailer (Lot 1) or CDF dependent on situation
- CRC accounts for personnel (master list from KRONOS)
- CRC notifies EOC/DOC establish DOC
- CRC notifies Jose Delgado/LK shop representative of situation and to report to command post
- Briefing conducted with DPS
- CRC switches to the DPS channel to identify self

**Lockshop:**
- Confirm communication with CR switches channel to DPS (all emergency)
- Access issues in building
- Determine with DPS/DOC key plan
- Coordinate floor plans review with access to buildings based on Assist DPS
- Location of emergency
- Access Controlled Buildings that are designated as Closed
- When notified that an access controlled building is closed, Locksmith will check perimeter
- If the access system is still connected to power, whether battery backup of E-power the
- Locksmith will report findings to DOC via radio. Upon direction, the locksmith will disconnect
  power to locking devices on all docs except the main entry.
- This will cause the electrified hardware to lock
- Emergency response teams can still access the building through the main entry
- Locking out alternate entries will prevent unauthorized personnel from entering the building
  through those entries
- Entry to doors with disconnected hardware will still be available using DPS or LK override key
- When the building has reopened, Locksmith will reconnect the electrified hardware. Status will
  be communicated to the DOC via radio.

**CAD:**
- Have floor plans/building plans readily available (thumb drive) or Link
- The building floorplans and maps can currently be access in at least 3 ways:
  - The building list here: [http://fmsmaps4.usc.edu/usc/php/bl_list_no.php](http://fmsmaps4.usc.edu/usc/php/bl_list_no.php) This is open to USC Employees and requires a login of uscguest and a password of fightontrojan
  - The FMS Campus map here: [http://fmsmaps4.usc.edu/buildingmap/index.html](http://fmsmaps4.usc.edu/buildingmap/index.html) If you click on a building you will be able to access the same floorplans as in number 1 above. The same login and password.
  - The meridian archive documents database here: [http://meridian3.usc.edu/bcenterprise/Due](http://meridian3.usc.edu/bcenterprise/Due) to the security of the documents here, this site is more secure and requires that we enable your FPM computer login so that you can access this site.

**Incident Command Post Leaders:**
• Report to DOC (assist DPS if needed)
• Assist with logistical support for staging areas
• Assig staff with areas to clear, if needed.

Last active shooter training: August 7, 2017. Need to schedule next training.

EARTHQUAKE PROCEDURES
A major earthquake may cause damage and injuries throughout Southern California, and many emergencies on campus. Although university buildings have been constructed to resist earthquake shaking, falling objects may create a significant hazard. As soon as the shaking begins:

• Duck or drop to the floor.
• Take Cover under a desk, table, or other sturdy piece of furniture. If not possible, seek cover against an interior wall and protect your head and neck with your arms. Stay away from windows, hanging objects, mirrors, and unsecured furniture.
• Hold on until the shaking stops and it is safe to move around. If taking cover under a desk, be prepared to move with it during the shaking.
• During the shaking, do not run for exits, stand in a doorway, or attempt to leave the building.
• If outside, move away from structures, power lines, or other potential hazards.
• When the shaking stops, check for injuries and call for medical assistance or render first aid.
• Check the area for hazards, such as building damage, fires, water leaks, or gas leaks.
• If the building appears to be unsafe, leave and report any issues.
• It is not necessary to evacuate if the shaking was minor and did not create any damage or hazards.

BOMB THREAT PROCEDURES
University personnel receiving telephoned threats should get as much information as possible from the caller and report it immediately to the Public Safety Department at (213) 740-4321. Bomb threats received through the mail or by other means are also to be reported immediately. Please refer to the Bomb Threat Checklist below for guidance on the information to be gathered.

The Department of Public Safety will assess the threat and advise building occupants if it is necessary to evacuate the building. If it is necessary to evacuate, assemble in the parking lot and remain 300 feet away from the building until advised to return.

Bomb Threat Information Sheet

Date and time of call: __________________ Phone Number call received at: _________________

| Exact words of caller | __________________________________________________________________________________ |

**QUESTIONS TO ASK:**

1. When is the bomb going to explode? __________________________

2. Where is the bomb? ________________________________________

   3. What does it look like? __________________________

   4. What kind of bomb is it? __________________________

5. What will cause it to explode? __________________________
CHEMICAL SPILL OR RELEASE

SMALL/NON-HAZARDOUS SPILL (less than 55 gallons)

Spills that do not endanger workers in the immediate area may be cleaned up by laboratory personnel who have been trained by their PI or lab supervisor and are properly equipped to handle the situation. Chemical spill response guidelines are established by the university’s Chemical Hygiene Plan (CHP) in conjunction with the Principal Investigator (PI) or the lab supervisor and should take into consideration the following:

✓ The hazards of the chemical(s) involved.
✓ The amount of the chemical(s) spilled.
✓ The possible spill locations.
✓ Availability of spill cleanup materials or kits.

LARGE/HAZARDOUS SPILL (equal to or in excess of 55 gallons)

If the spill is large, if the chemical is not easily identified, or if the chemical is hazardous, then:

1. Alert/notify personnel from affected and adjacent areas.
2. If possible, use a sign(s) and/or barricade(s) to isolate the area.
3. Evacuate the area and close the door.
4. If the release cannot be contained in the area, activate the nearest fire alarm pull station.
5. Call (213) 740-4321 on a campus phone. Public Safety will dispatch officers, and will also summon a hazardous materials response team from the Environmental Health & Safety Office.
6. Stay upwind of the building.  *Note: Use your Department Emergency Assembly Point only if it’s in an upwind location.*

7. When responders arrive, provide detailed information on the spill or release.

8. Do not re-enter the building until authorized to do so by emergency response personnel.
**POWER OUTAGE**

- Response to a power outage will depend on the circumstances. If possible, information should be obtained from Facilities Management Services: UPC (213) 740-6833 / HSC (323) 224-7001 on the extent and likely duration of the outage. However, in many cases, the likely duration cannot be determined.

In most campus buildings, emergency power is provided only for emergency systems, and does not provide power for equipment or normal electrical outlets.

1. Assess the extent of the outage in your area.

2. Report the outage to DPS at 740-4321 DPS will notify FPM.

3. Help persons in darkened work areas move to safety.

4. Check elevators to determine if anyone is trapped inside. If so, immediately call DPS for help at 213.740.4321; do not attempt to force open doors and rescue them. Wait for a qualified elevator mechanic.

5. Unplug desktop computers, equipment, and appliances during the outage, especially if not connected to a surge protector.

6. Shutdown any equipment or process that could be hazardous if the power suddenly returns.

7. If practical, secure current experimental work, then move it to an appropriate alternate location. Get assistance – as hazardous materials spills are a significant risk during transport of chemicals on mobile carts.

8. Keep lab refrigerators and ultra-low freezers closed during the outage. Take any steps possible to protect materials dependent on power.

9. Check to verify that appropriate personnel have been notified if there are critical areas that need power, such as animal areas or other special needs.

10. Request direction from emergency response teams regarding whether to evacuate or stay in place.
General Evacuation Procedures

The following are general evacuation procedures. Additional information about specific types of emergencies is available in later sections of this plan.

1. Building occupants will be notified of the evacuation by the sound of the building fire alarm, by verbal instruction from building emergency staff, or by self-evident hazardous conditions.

2. All staff, faculty, and visitors must leave the building immediately if the fire alarm is activated, or if directed to do so by building emergency response staff.

3. Building emergency response staff will guide and assist the evacuation to the extent possible.

4. All occupants must exit the building through the nearest safe exit or exit stairwell. Elevators should never be used in an emergency evacuation.

5. If the nearest exit or exit stairwell is obstructed by smoke, fire or other hazards, proceed to an alternate exit or exit stairwell.

6. During stairwell evacuation, remove high heels, and hold on to the handrail. Allow enough room for others to enter the flow of traffic in the stairwell.

7. Once outdoors all occupants should move to a safe evacuation assembly area well away from the building (i.e., upwind if possible) and out of the way of emergency responders.

8. Staff members should verify that proper assistance has been summoned if necessary by calling the Department of Public Safety at (213) 740-4321.

9. Once assembled, building emergency response staff will account for all occupants, in order to inform arriving emergency services if anyone is missing or possibly still inside the building.

10. Building emergency response staff will also inform arriving emergency personnel of information about the emergency in the building, including the location of hazards and any problems known.

11. Building occupants should not re-enter the building until cleared by emergency response personnel.
Emergency Evacuation for People with Disabilities

This section provides general guidance for evacuating persons with disabilities during fire and other emergencies. Individuals with disabilities must identify their primary and secondary evacuation routes & seek colleagues who are able to serve as evacuation assistants. Building emergency response staff should assess the needs of any building occupants with special needs within their zone prior to an emergency.

MOBILITY IMPAIRED – WHEELCHAIR
In most buildings, people will need to use stairways to reach building exits. Elevators cannot be used because they have been shown to be unsafe in an emergency. For persons in wheelchairs located on the first floor, they may use building exits to the outside ground level. For disabled individuals on upper floors, it is not safe to attempt to move a wheelchair down a stairwell. One effective approach is the following:

Stay In Place:
• Working with an evacuation assistant, select a room with an exterior window, a telephone, and a solid or fire-resistant door. Remain with the disabled person in this room and send someone to the evacuation assembly area to notify emergency personnel of the location of the person in need of assistance. If possible, place the disabled person near a stairway landing to await assistance if safe to do so.
• Fire Department personnel, who are trained in emergency rescue, can then enter the building and assist the person to exit the building either down the stairs or using the emergency elevator recall.
• While staying in place, the wheelchair user should keep in contact with DPS and reporting their location.

Stairway evacuation of wheelchair users should be conducted only by trained professionals from the fire department. Only in life threatening situations should untrained people attempt to evacuate wheelchair users. If this must be attempted, the following options may be utilized:

2 Person Cradle Carry
1. Wait until other evacuees have moved down the stairwell.
2. The two helpers stand on either side of the individual.
3. They reach under the individual and lift them out in a cradle.
4. Helpers control the descent by walking slowly and cautiously.
5. NEVER LEAVE A WHEELCHAIR IN A STAIRWELL.

Office Chair Evacuation
1. Transfer the physically challenged individual to a sturdy office chair
2. One helper gently leans the chair backwards
3. The other helper faces the chair & holds onto the front legs of the chair. Both lift the chair simultaneously.
4. The helpers control the descent down the stairwell by bending their legs slowly and keeping their back straight.

MOBILITY IMPAIRED - NON-WHEELCHAIR
Persons with mobility impairments who are able to walk independently should be able to use stairs in an emergency with minor assistance. However, the individual should wait until the heavy traffic has cleared in the stairwell before evacuating themselves and if necessary ask for assistance from a building emergency response team member.

HEARING IMPAIRED
Some buildings on campus are equipped with fire alarm strobe lights; however, many are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted to emergency situations by other building occupants.

VISUALLY IMPAIRED
Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route may be different from the commonly traveled route, persons who are visually impaired may need assistance. The assistant should offer his/her elbow to the individual with a visual impairment and guide him or her through the evacuation route.
Building Emergency Response Teams (BERT)

All USC buildings have Building Emergency Response Teams (BERT's). Designated staff members have volunteered to serve on the FPM Building Emergency Response Team (BERT). Their role is to assist in coordinating response to an emergency, verifying that the appropriate initial incident response action has been taken, including activation of the alarm system if necessary, and summoning internal/external emergency response personnel assistance.

Response team responsibilities during an emergency evacuation include:
1. Making a visual check of your floor/office space to verify that everyone has been notified of the need to evacuate the building. Strongly advise all building occupants that they must leave the building immediately. *This should be done quickly and in a manner that does not endanger your safety.*
2. Directing all building occupants not to use the elevator, but to proceed to the nearest stairwell. Direct them to exit the building and proceed to the designated assembly point.
3. If the nearest stairwell is obstructed by smoke, fire, or other hazards, directing occupants to the alternate exit.
4. If any occupant requires assistance in moving down the stairwell due to a disability, make sure that appropriate assistance is provided. See “Emergency Evacuation for Persons with Disabilities” in this plan.
5. Proceeding to the evacuation assembly area and assess the personnel headcount for your floor/office space.
6. Provide a status report to emergency responders on any problems, including individuals who are missing and may still be in the building, any problems requiring immediate assistance by emergency services, and any disabled individuals who require evacuation assistance.
7. Helping to make sure that building occupants do not re-enter the building until cleared to do so by emergency services.
8. Assisting disseminating emergency response instructions or information to non-emergency response personnel.
9. Visually checking elevators to verify no one is trapped.
10. Assisting in providing information to emergency response services personnel as they arrive.

Below are the FPM Building Emergency Response Team (BERT) members:

<table>
<thead>
<tr>
<th>Name</th>
<th>Building</th>
<th>Area Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adler Romero</td>
<td>CDF</td>
<td>UPC</td>
</tr>
<tr>
<td>Denise Conine</td>
<td>VIL</td>
<td>UPC</td>
</tr>
<tr>
<td>Antonio Atilano</td>
<td>CDF</td>
<td>UPC</td>
</tr>
<tr>
<td>Bill Bybee</td>
<td>VIL</td>
<td>UPC</td>
</tr>
<tr>
<td>Keri DeGraaf</td>
<td>CDF</td>
<td>UPC</td>
</tr>
<tr>
<td>Kimari Belisle</td>
<td>CDF</td>
<td>UPC</td>
</tr>
<tr>
<td>Brian Spencer</td>
<td>CDF</td>
<td>UPC</td>
</tr>
<tr>
<td>Iann Williams</td>
<td>CDF</td>
<td>UPC</td>
</tr>
<tr>
<td>Matthew Troyer</td>
<td>VIL</td>
<td>UPC</td>
</tr>
<tr>
<td>Chris Schultz</td>
<td>CDF</td>
<td>UPC</td>
</tr>
<tr>
<td>Mia Matutina</td>
<td>CDF</td>
<td>UPC</td>
</tr>
<tr>
<td>Raelynn Fell</td>
<td>VIL</td>
<td>UPC</td>
</tr>
<tr>
<td>William Brooks</td>
<td>CDF</td>
<td>UPC</td>
</tr>
<tr>
<td>Richard Torres</td>
<td>CDF</td>
<td>UPC</td>
</tr>
<tr>
<td>Ruben Legaspi</td>
<td>CDF</td>
<td>UPC</td>
</tr>
<tr>
<td>Sidney Rivas</td>
<td>CDF</td>
<td>UPC</td>
</tr>
<tr>
<td>Travis Tyler</td>
<td>CDF</td>
<td>UPC</td>
</tr>
<tr>
<td>Gary Pons</td>
<td>CDF</td>
<td>HSC</td>
</tr>
<tr>
<td>Marina Torres</td>
<td>SBA</td>
<td>HSC</td>
</tr>
<tr>
<td>Cyntia Rodas</td>
<td>SBA</td>
<td>HSC</td>
</tr>
</tbody>
</table>
Building Emergency Response Team training should be conducted annually, following an emergency response incident, or as needed due to turnover by staff from the Office of Fire Safety and Emergency Planning. To request this training, please contact sgoldfar@usc.edu. Training material is available online at [http://adminopsnet.usc.edu/department/fire-safety-and-emergency-planning/building-emergency-information](http://adminopsnet.usc.edu/department/fire-safety-and-emergency-planning/building-emergency-information).

Date of last BERT team training: **October 09, 2019. Gary Pons to work with FPM Leadership to determine next BERT training date.**
MEDICAL EMERGENCIES

1. Call DPS at 213-740-4321 to request assistance. Provide the following information:

- Building name
- Floor or room number
- Nature of injury
- Location of injured person
- Age of injured person
- Sex of injured person
- Current condition
- Any known medical history

Remain with the person with the medical emergency. Do not move them unless they are in immediate danger of further injury.

NOTE: If the injured person is a university employee, it is critical that the injury be reported in a timely manner. All accidents and injuries must immediately be reported to the university insurance carrier, Broadspire, at (800) 495-2315. Any USC employee can call Broadspire to make the initial report. The Workers then the university Workers’ Compensation Office will then be notified and follow-up accordingly.
Emergency Supplies

Each building has been equipped with a disaster supply kit and a disaster first aid kit. The red/black or yellow/black duffle bags are for an entire building.

For the specific locations of building kits, please visit http://adminopsnet.usc.edu/department/fire-safety-and-emergency-planning/building-emergency-information. Departments and Schools are encouraged to obtain additional disaster supply kits. For supplies visit www.sosproducts.com. All USC staff and faculty members qualify for a discount on products through SOS Survival Products.

In addition, it is recommended that all staff and faculty members maintain a personal emergency kit in their work area. This kit should include:

- Water and non-perishable food
- Emergency space blanket
- First aid supplies
- Personal medication and extra eye glasses
- Portable AM/FM Radio (spare batteries)
- Flashlight (spare batteries)
- Money (small amount)
- Work gloves (optional)
- List of essential phone numbers, including an out-of-state family contact number

ADDITIONAL DEPARTMENTAL EMERGENCY SUPPLIES CAN BE LOCATED AT:

(A) THE FPM STORAGE FACILITY AT LOT 1
(B) CDF 118I CLOSET
(C) SBA 148A STORAGE ROOM
(D) CHP LOT STORAGE FACILITY (northeast corner of Jefferson Blvd & Grand Ave)
USC EMERGENCY OPERATIONS ORGANIZATION

In the event of a major emergency or disaster, pre-designated university emergency teams will activate to address the incident and to protect the safety and well-being of the campus community.

The Emergency Executive Group consists of senior administration and provides overall direction, major decisions, and primary communications during an emergency situation.

The Emergency Management Group is comprised of the heads of the primary operating and service departments on campus, and carries out all emergency response actions necessary utilizing staff emergency teams.

The Emergency Operations Group is comprised of key individuals from response organizations across the university. They collect information from field response teams and relay key information to the Management Group.

Emergency Executive Group
(Bovard Administration 110)
- President
- SVP/Provost
- SVP Administration**
- SVP University Relations
- SVP Finance
- SVP Advancement

UPC Emergency Management Group
(EOC – Campus Center 232)
☎ 213-740-4248
- SVP Administration**
- ASVP – Career & Protective Services
- Chief, Public Safety
- ASVP, Auxiliary Services
- VP, Student Affairs
- ASVP, Facilities Planning & Management
- VP, Facilities Management
- ASVP, Public Relations
- Executive Director, Campus Health Center
- Chief Information Officer

HSC Emergency Management Group
(EOC – HSC Keck Hospital Troy Room)
☎ 213-740-4248
- SVP Administration**
- ASVP – Career & Protective Services
- Chief, Public Safety
- ASVP, Auxiliary Services
- VP, Student Affairs
- ASVP, Facilities Planning & Management
- VP, Facilities Management
- ASVP, Public Relations
- Executive Director, Campus Health Center
- Chief Information Officer

Emergency Operations Group
(Campus Center 227)
☎ 213-740-0438
- Public Safety
- Fire Safety/Emergency Planning
- Facilities Management
- Public Relations
- Housing
- Transportation
- Hospitality Services
- Student Affairs
- Campus Health Center
- Information Technology Services
- Environmental Health & Safety
- Volunteer Teams

USC Credit Union EOC
(CUB 4th floor Boardroom)
EMERGENCY RESPONSE PLAN ACTIVATION

The campus emergency response plan may be activated by the President or a Senior Vice President if a major emergency occurs that affects large areas of the campus, or in any situation that may overwhelm normal emergency procedures and resources. The plan may also be activated by the Emergency Operations Group or the Department of Public Safety if the situation requires urgent action and time does not permit normal consultation with senior administration. When this occurs, notification will be made to senior administration as soon as possible.

DECLARATION OF A STATE OF EMERGENCY

The university President/designee may issue a proclamation of a university state of emergency in the event of a situation with severe impacts. Only the President/designee may declare a state of emergency on campus.

The emergency declaration will have the following effects:

- Formally notify key department heads to initiate emergency response actions and mobilize resources, if they have not already begun to do so.
- Initiate disaster recovery and business continuity actions across the university.
- Facilitate participation in mutual aid from other organizations or government agencies.
- Facilitate eligibility for state and federal disaster relief funds, where applicable.
- Establish a state of emergency under the Emergency Services Act, which provides legal conditions facilitating emergency response.

The state of emergency declaration will be transmitted to all university Deans and Vice Presidents, and to appropriate public authorities such as the City of Los Angeles and the Emergency Operational Area. This emergency declaration process will take place within the context of declarations by public authorities such as the Mayor of Los Angeles, Governor of California, and President of the United States.

BUSINESS CONTINUITY PLAN ACTIVATION GUIDELINES

1. Upon Declaration of a University State of Emergency, or the occurrence of an emergency obviously causing severe disruption or damage, department leadership may direct that the disaster recovery/business continuity plan be activated.

2. Assess the situation to determine the impact on people, facilities, systems, and operations. Determine the magnitude and estimated duration of the disruption.

3. If the event is serious enough to warrant activation of the business continuity plan, notify recovery team members.

4. Establish an operations center or emergency headquarters. The designated location of the operations center is **UPC – FPM Conference Room, Lot 1, FPM Tents, HSC – CHP Lot.**

5. Initiate first priority recovery activities.
3. **Recovery Phase**

**FPM Critical Functions**

The FPM functions most critical to the University mission are defined in the following table.

<table>
<thead>
<tr>
<th>Name of Critical Function/Process</th>
<th>Description</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Restore and Maintain University Infrastructure</strong></td>
<td>Restoration of basic facility infrastructure resources, including power, generators, water, sanitation, trash, and obstruction clearance.</td>
<td>The university community would not be able to use facilities until they are inspected and cleared.</td>
</tr>
<tr>
<td><strong>Customer Support (Customer Resource Center)</strong></td>
<td>Three incoming call centers answers phone 24x7 (HSC, Lot 1, and Valley blvd. bldg.) which provide facility-related services to the university community. CAL is staffed M-F 8am-5pm, with after-hours calls going to Erie, PA.</td>
<td>The university community will need a method of communication to FPM for request assistance.</td>
</tr>
<tr>
<td><strong>FPM Building Analogs</strong></td>
<td>The 6 analog phone numbers are:</td>
<td></td>
</tr>
<tr>
<td>Phone #1</td>
<td>213 740-7189</td>
<td></td>
</tr>
<tr>
<td>Phone #3</td>
<td>213 740-7207</td>
<td></td>
</tr>
<tr>
<td>Phone #5</td>
<td>213 740-7108</td>
<td></td>
</tr>
<tr>
<td>Phone #2</td>
<td>213 740-7195</td>
<td></td>
</tr>
<tr>
<td>Phone #4</td>
<td>213 740-7227</td>
<td></td>
</tr>
<tr>
<td>Phone #6</td>
<td>213 740-7086</td>
<td></td>
</tr>
<tr>
<td><strong>CDF Analogs</strong></td>
<td>REFERENCE ONLY</td>
<td></td>
</tr>
<tr>
<td>Phone #1</td>
<td>213 740-7189</td>
<td></td>
</tr>
<tr>
<td>Phone #3</td>
<td>213 740-7207</td>
<td></td>
</tr>
<tr>
<td>Phone #5</td>
<td>213 740-7108</td>
<td></td>
</tr>
<tr>
<td><strong>Inspect new construction projects in progress</strong></td>
<td>Verify new building construction is stabilized and poses no safety risk to students, faculty, staff, visitors, emergency personnel or property.</td>
<td>The university community would not be able to use facilities until they are inspected and cleared.</td>
</tr>
<tr>
<td><strong>Emergency Building Inspections</strong></td>
<td>The assessment and determination of the ability to enter buildings based on their condition. Coordinate with approved vendors.</td>
<td>The university would not be able to use facilities until they are inspected and cleared.</td>
</tr>
<tr>
<td><strong>Emergency Building Stabilizations</strong></td>
<td>Emergency repairs and utility service adjustments of buildings by engineers (i.e. shutting off gas, power, etc.). Coordinate and manage work with approved vendors to stabilize impacted buildings.</td>
<td>If facilities are not stabilized in a timely manner, life safety would be jeopardized.</td>
</tr>
<tr>
<td><strong>Emergency Building Repairs and Restoration</strong></td>
<td>Once a building has been “red tagged,” provide further assessment to determine scope of work, budget, and schedule for building emergency repair and restoration. Coordinate and manage work with key FPM staff and approved vendors, and conduct periodic inspections.</td>
<td>If facilities are not repaired and restored in a timely manner, critical university operations would be impacted.</td>
</tr>
<tr>
<td>Building Restorations and Replacements</td>
<td>Lead and coordinate planning efforts in developing long-term plan for building restoration and replacement.</td>
<td>Building restorations and replacements must be made in a timely manner to restore university operations.</td>
</tr>
<tr>
<td>Resume Normal Construction Activities</td>
<td>Resumption of normal operations pertaining to construction, renovation, tenant improvements and feasibility projects post emergency.</td>
<td>Resuming normal construction activities are critical to enable University programs to recover and resume operations.</td>
</tr>
<tr>
<td>Building Maintenance and Repair</td>
<td>Normal maintenance of buildings which provide a safe and clean environment. Common maintenance operations include cleaning, air quality and condition, repairs, and power supplies.</td>
<td>Resuming normal building maintenance and repairs are critical to enable University programs to recover and resume operations.</td>
</tr>
<tr>
<td>Labor tracking, approvals and employee payroll</td>
<td>The tracking and approval of hours worked, for both exempt and non-exempt staff based on timesheet and/or work orders.</td>
<td>Accurate accounting of hours worked is essential for FEMA reimbursement and payroll purposes.</td>
</tr>
<tr>
<td>Purchasing and Vendor Invoice Processing and Payments</td>
<td>The procurement of necessary supplies, goods and services via purchase order, procurement card, internal requisition or cash. Belfor will supply long term needs.</td>
<td>Purchases are necessary so that facilities can be used. Functional and safe facilities are essential to university operations.</td>
</tr>
<tr>
<td>Financial Tracking and FEMA Administration</td>
<td>Tracking of financial commitments and expenditures via e-Builder and FAMIS. FEMA and self-insurance cost tracking in order to gain reimbursement. These include labor, equipment, materials and vendor participation during an official disaster declaration.</td>
<td>Must record and track information following a disaster to get FEMA aid and reimbursements.</td>
</tr>
<tr>
<td>Communication with Employees, Customers, service providers and contractors</td>
<td>Internal communication with FPM staff and external communication with departments, vendors, and other key stakeholders. Use TrojanAlerts and Blackboard.</td>
<td>Communication is essential to support emergency response and recovery operations.</td>
</tr>
<tr>
<td>Building Access Coordination</td>
<td>Ensure that staff is available to assist FPM staff with building access in the event of a closure by having authorized personnel to request access via USCard and/or Lockshop</td>
<td>Providing building access as needed is critical to building maintenance and construction to progress and aide in response and recovery efforts.</td>
</tr>
<tr>
<td>IT Support for Remote Staff</td>
<td>IT will need to ensure additional remote resources to assist remote employees with IT related matters.</td>
<td>With many employees working remotely, it will be critical to have online support to assist.</td>
</tr>
<tr>
<td>Provide Support Services for essential employees reporting to campus during the crisis</td>
<td>Ensure that HR, payroll and mental health resources are available for essential staff reporting to campus during the pandemic or emergency.</td>
<td>These items will provide crucial support to employees who are reporting to campuses and office to support the university’s efforts.</td>
</tr>
<tr>
<td>Provide support as needed to assist in university restart efforts</td>
<td>Assist the university and various schools and units with restart efforts including planning, installation and/or building re-commissioning.</td>
<td>Additional support may be needed in order for the university to return to normal business such as in the areas of space planning, signage, PPE or additional cleaning efforts.</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Management and processing of incoming mail at CDF Office</td>
<td>Ensure that all incoming mail is processed in an appropriate amount of time despite most office staff working remotely.</td>
<td>During a period of time where a significant number of staff is working remotely, it will be necessary to ensure that important documents are received, uploaded, processed as needed.</td>
</tr>
</tbody>
</table>
### REAM Critical Functions
The office of Real Estate and Asset Management provides the following critical functions in support of the university mission that must be resumed within 30 days:

<table>
<thead>
<tr>
<th>Name of Critical Function</th>
<th>Description</th>
<th>External Vendor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Acquisitions / Sales</td>
<td>Oversight of contractual obligations involving the acquisition and sale of all university real property.</td>
<td></td>
</tr>
<tr>
<td>2. Administration, Management, &amp; Acquisition of USC’s Leased Properties</td>
<td>Enforcement of lease rights with building owners for leased space occupied by USC employees. In an emergency, also includes securing alternate leased space for the university.</td>
<td>CBRE / JLL</td>
</tr>
<tr>
<td>3. Communication</td>
<td>Internal communication with staff members and external communication with key stakeholders, including donors, landlords, and tenants.</td>
<td></td>
</tr>
<tr>
<td>4. Construction Project Administration</td>
<td>For construction projects in progress in leased space the goal is to keep these projects moving forward to the extent possible</td>
<td>General Contractors/ Architects/ Project Managers</td>
</tr>
<tr>
<td>5. Entitlements &amp; Master Planning</td>
<td>The coordination of inspections and issuance of building permits and entitlements with the City departments for all USC construction projects.</td>
<td>City of Los Angeles</td>
</tr>
<tr>
<td>6. Faculty/Staff Lending Administration</td>
<td>The processing of all faculty &amp; staff loans and subsidies for the purchase/rental of real property. Including the recordation &amp; safekeeping of loan documents and deeds of trust.</td>
<td></td>
</tr>
<tr>
<td>7. Manage McCulloch Townhomes</td>
<td>Operations management of the McCulloch Townhomes (faculty/staff housing).</td>
<td>CAM Services</td>
</tr>
<tr>
<td>8. Manage the USC Village</td>
<td>Operations management of the USC Village (retail/service leased space)</td>
<td>Athena Property Management</td>
</tr>
<tr>
<td>9. Manage HSC Student Housing</td>
<td>Operations management of HSC Student Housing (student housing)</td>
<td>American Campus Communities (ACC)</td>
</tr>
<tr>
<td>10. Management of Gift Properties</td>
<td>The preservation, management, and disposal of real and personal gift properties.</td>
<td></td>
</tr>
<tr>
<td>11. Coordination with Hyatt House at HSC</td>
<td>Alternative housing for first responders or displaced faculty/staff/students.</td>
<td>Mayer Corp</td>
</tr>
</tbody>
</table>

### Critical Functions Summary
Following a disaster, the office of Real Estate and Asset Management will focus on initially restoring the most critical functions, temporarily deferring lower priority functions if necessary.

**Recovery Time Objective** | Critical Function | Rationale / Impact if unable to continue
---|---|---|
<table>
<thead>
<tr>
<th>Immediate</th>
<th>Communication</th>
<th>Confusion, negative PR, and an overall delay in the resumption of operations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Day</td>
<td>Administration, Management, &amp; Acquisition of USC's Leased Properties</td>
<td>The inability to make/collect payments in a timely manner may delay the resumption of operations and cause further liability to the university. In addition, the university may need additional leased space in which to operate, which would be an immediate priority.</td>
</tr>
<tr>
<td></td>
<td>Coordination with Hyatt House HSC</td>
<td>Secure and coordinate room availability with Hyatt House at HSC to house first responders or displaced employees/students.</td>
</tr>
<tr>
<td>3 Days</td>
<td>Manage McCulloch Townhomes</td>
<td>Damage to the McCulloch Townhomes should be immediately investigated/repaired to prevent liability to the university and to prevent the potential loss of rental income. Should the property be severely damaged, we would need to locate alternative housing accommodations for the faculty/staff residents while it is repaired.</td>
</tr>
<tr>
<td></td>
<td>Manage of the USC Village</td>
<td>Coordinate with Athena to assess damage to the USC Village should be immediately investigated/repaired to prevent liability to the university and to prevent the potential loss of rental income. Should the property be severely damaged, we would need to locate alternative retail space for tenants while it is repaired. Securing the property from vandals should also be a top priority after a disaster.</td>
</tr>
<tr>
<td></td>
<td>Manage HSC Student Housing</td>
<td>Coordinate with ACC to assess damage to the HSC Student Housing should be immediately investigated/repaired to prevent liability to the university and to prevent the potential loss of rental income. Should the property be severely damaged, we would need to locate alternative housing accommodations for the student and some faculty and staff residents while it is repaired.</td>
</tr>
<tr>
<td></td>
<td>Purchasing</td>
<td>The inability to make purchases in a timely manner may delay the resumption of operations or repairs to university property.</td>
</tr>
<tr>
<td>7 Days</td>
<td>Acquisitions / Sales</td>
<td>Potential legal and financial implications if unable to comply with contractual obligations.</td>
</tr>
<tr>
<td></td>
<td>Entitlements and Master Planning</td>
<td>Following a disaster, it is important that we be able to process the applicable permits/inspections necessary for any emergency repairs to university properties. This will require access to project files, documents, computers and printers. For construction projects in permitting or under construction, it is imperative that we be able to process the requisite permits or costs will rise and we will face delays in schedule.</td>
</tr>
<tr>
<td>14 Days</td>
<td>Payroll &amp; Budget Administration</td>
<td>Potential pay inaccuracies and budget inaccuracies may occur.</td>
</tr>
<tr>
<td></td>
<td>Faculty / Staff Lending Administration</td>
<td>The inability to draft &amp; process new loan and subsidy documents/files will delay the purchase of a faculty/staff member's home.</td>
</tr>
<tr>
<td></td>
<td>Management of Gift Properties</td>
<td>Properties, especially those in escrow or about to be sold, must be in good condition or the university may not be able to dispose of them.</td>
</tr>
</tbody>
</table>
The inability to resume construction activities due to damage or lack of available workforce, or the inability to make timely payments to contractors can delay projects and increase their cost.

*Maximum allowable downtime. Assumes emergency occurs during a critical timeframe.*

**FPM RECOVERY STRATEGIES**

**A. Phased Functional Recovery**

**University Strategy**
Following a disaster, the university will resume key functions in phases:
- Emergency services will be recovered immediately (within 0-4 hours)
- Critical services such as food, water, and shelter will be recovered within one day
- Critical financial & business services will be recovered within two days
- Teaching will be recovered within one week.
- Research will be recovered as soon as possible, depending upon deadlines.

To enable successful recovery, the university has made a number of advance arrangements, including:
- Storing emergency food supplies on campus, and making a disaster agreement with primary food suppliers
- Maintaining a well-equipped hazardous materials response and fire suppression team, including a mini fire engine.
- Purchasing a water filtration system to provide fresh water in case supplies are disrupted.

**FPM Departmental Strategy**
Critical operations will be restored in a phased approach, restoring the most critical services first and deferring lower priority functions if necessary.

<table>
<thead>
<tr>
<th>Task</th>
<th>0-4 Hours</th>
<th>1 Day</th>
<th>3 Days</th>
<th>5 Days</th>
<th>7-14 Days</th>
<th>30 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Building Inspections</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer Support (CRC)</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restore and maintain university infrastructure</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Building Stabilizations</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Building Repairs and Restorations</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor Tracking and Approvals</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspect New Construction Projects in Progress</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchasing</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Tracking &amp; FEMA Administration</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Restorations and Replacements</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USC FPM Business Continuity Plan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Resume Building Maintenance and Repairs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Resume Normal Construction Activities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FPM Function-Specific Recovery Strategies

Below are the function-specific recovery strategies that may be utilized to continue operations in the event of a loss of facility, loss of technology, or a shortage of personnel sorted by Recovery Time Objective (RTO).

<table>
<thead>
<tr>
<th>Function</th>
<th>Recovery Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>0 – 4 Hours</strong></td>
<td></td>
</tr>
</tbody>
</table>
| Emergency Building Inspections                | - This can be conducted manually from outdoor operation centers if normal facilities and systems are unavailable.  
- Most staff members assigned to building inspection teams would need to be present in order to complete the inspections rapidly, and if some staff members are not available the inspection process will be slowed significantly.  
- *Please see Emergency Operations Plan for inspection details.*  |
| Customer Support (Customer Resource Center)   | - If normal systems are down, customer support will be provided manually, communicating with runners and paper message forms, and tracking work manually with paper logs. If normal facility is unavailable, customer support will be organized at an alternate FMS facility, or at the outdoor department operations center. If reduced staff are available at the beginning of recovery, basic customer support can still be provided. CRC will utilize the new VEOCI system. |
| Restore and Maintain University Infrastructure | - This process can be conducted manually from outdoor operation centers if normal facilities and systems are unavailable. In a disaster it will be necessary to augment staff resources with external vendors such as Belfor to assist with this process and restore infrastructure in a timely manner.  
- *Please see the Belfor Disaster Service Agreement in the appendix of this plan.*  |
| Emergency Building Stabilizations            | - This process can be conducted manually from outdoor operation centers if normal facilities and systems are unavailable. If some staff members are unavailable, it will be necessary to share workloads among available staff in order to complete this process in a timely manner. |
| Emergency Building Repairs and Restorations   | - This process can be conducted manually from outdoor operation centers if normal facilities and systems are unavailable. If some staff members are unavailable  
- It will be necessary to share workloads among available staff in order to complete this process in a timely manner.  |
| Labor Tracking, Approvals                    | - If the time system is operational, approvals can be completed from any alternate location. If system is down, payroll can be completed manually using paper timesheets if necessary.  
- Alternate staff members can complete this process if necessary.  
- *Please see paper timesheets in the appendix of this plan.*  |
| Communications                                | - If email is down, use alternate email addresses to communicate. If cell phones are working, use cell phones and text messaging.  
*Explanation of new radio system needed.*  
- *Post updates on FPM website, if available, eBuilder and Blackboard Connect.*  |
| **1 Day**                                     |                                                                                                                                                                                                                                                                                                                                                       |
### Inspect New Construction Projects in Progress
- This process can be conducted manually from outdoor operation centers if normal facilities and systems are unavailable.
- Most staff members assigned to building inspection teams would need to be present in order to complete the inspections rapidly, and if some staff members are not available the inspection process will be slowed significantly.
- *Please see Emergency Operations Plan for inspection details.*

### Purchasing
- Make purchases or pay for repairs using manual/paper methods if normal technology system is not available.
- Use P-Cards for emergency purchases and/or utilize FPM Purchasing mega p-card. *Please note that current P-Card Limit is $ 5,000.*
- Cash may be available if necessary from university reserves.

### Financial Tracking & FEMA Administration
- Tracking of costs can be completed manually if normal systems are not available; a variety of administrative staff will be able to assist with this process if normal staff members are unavailable.
- Loss of equipment or items with replacement cost >$5,000 should be documented for potential FEMA reimbursement if the disaster receives a federal declaration.

<table>
<thead>
<tr>
<th>7-14 Days</th>
<th>Function</th>
<th>Recovery Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Building Maintenance &amp; Repairs</strong></td>
<td>- Resume this process over time as operating facilities, staff, and systems become available.</td>
<td></td>
</tr>
<tr>
<td><strong>Building Restorations &amp; Replacements</strong></td>
<td>- Work with university senior leadership and stakeholders to assess and determine long-term plan for building restoration and replacement.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>30 Days</th>
<th>Function</th>
<th>Recovery Strategy</th>
</tr>
</thead>
</table>
| **Resume Normal Construction Activities** | - Resume this process over time as operating facilities, staff, and systems become available.  
- This also includes paying contractors and seismic engineers. |
FPM Facility Recovery

The primary FPM operating facilities are CDF and Lot 1 (FPM) at the University Park Campus (UPC) and SBA and VBB at the Health Sciences Campus (HSC).

University Responsibilities
If facilities are damaged in a disaster, central university units will provide facility recovery services for buildings, building systems, and infrastructure. Facilities teams will complete a rapid damage assessment, and will restore or repair buildings quickly where possible. Seriously damaged buildings will be closed for repair and re-building, a process that will require many months to complete.

In order to enable rapid facilities recovery and resumption of university operations, the university has made contingency plans and arrangements. A retainer has been put in place with Belfor, Inc, the world’s largest disaster remediation vendor, which provides personnel and equipment to clean up or repair facilities. Advance agreements have also been completed with structural engineers to assist the university’s recovery efforts.

For all departments displaced from their facilities, the university will provide alternate working locations, potentially including temporary structures, alternate university-owned buildings, or facilities that are leased for university use during recovery.

Facility Recovery Steps:
FPM provides facility recovery services for buildings, building systems, and infrastructure university-wide. FPM will also be responsible for recovery of its department-owned equipment, supplies, and furnishings.

<table>
<thead>
<tr>
<th>University Responsibilities</th>
<th>FPM Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assess damage to facility</td>
<td>Assess damage to FPM equipment, supplies and furnishings</td>
</tr>
<tr>
<td>Clean up and removal of debris</td>
<td>Monitor cleanup process, identify FPM materials to salvage.</td>
</tr>
<tr>
<td>Remediation of hazardous materials, water damage, smoke damage, and other hazards.</td>
<td>Monitor and help guide remediation crews.</td>
</tr>
<tr>
<td>Repair of structural and non-structural damage.</td>
<td>Communicate with project managers, convey information to FPM staff.</td>
</tr>
<tr>
<td>Process purchase orders;</td>
<td>Replace damaged or destroyed department equipment or furnishings.</td>
</tr>
<tr>
<td>Collect/collate FEMA reimbursement claims.</td>
<td>Document equipment losses over $5,000 for potential FEMA reimbursement.</td>
</tr>
</tbody>
</table>
Facility Continuity Strategies:

- If normal facility is unavailable, establish a temporary outdoor department operation center. Alternate sites could also be established in other FPM areas, Lot 1 and McAllister Field @ UPC, Soto Street building @ HSC.

- Be prepared to relocate to alternate space if necessary; maintain a relocation checklist of primary items involved in relocation to an alternate space.

- FPM staff that has the capability to work from home should do so, provided they have access to a computer, internet and email, and phone service (cell phone and/or telephone landline).

- Move critical functions into the main campus to temporarily share space.

- Seek alternate space from the university and coordinate a move to a new facility, if necessary.
  - Other university-owned buildings
  - Temporary structures (trailer, tent)
  - University leased facilities

If it is necessary to move operations to a new facility, the relocation checklist in the appendix will serve as a guide for the relocation.
FPM Information Technology Recovery

University Responsibilities
In the event of an outage of the USC network and centrally managed USC information systems, Information Technology Services (ITS), will be responsible for system recovery. ITS maintains a backup site (hot site) in Arizona that can be activated to resume key central financial and business systems if the CAL data center is unavailable after a disaster. ITS will strive to have key systems operational within 24 hours. ITS also maintains several other key systems such as Student Information Systems (SIS) at the backup site, and will coordinate restoration of key systems to ensure the most critical university needs are met.

Departmental Responsibilities
In the event of an outage of USC information systems and applications operated by ITS and AIS, those central divisions will be responsible for system recovery. In the event of an outage of FPM Information technology systems, FPM IT will be responsible for recovering systems and department applications so that FPM can resume key functions in a timely manner. FPM vital data and information is backed up and stored off-site to protect it from loss. If FPM servers are lost, full recovery may take several weeks if lost servers must be replaced and rebuilt. Refer to IT Disaster Recovery Plan for more details. The critical technology systems that are necessary for operation of FPM include:

<table>
<thead>
<tr>
<th>IT System or Database</th>
<th>System Ownership</th>
<th>Production Server Location</th>
<th>Is data backed up?</th>
<th>Data backup location &amp; frequency</th>
<th>Backup Server?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workday, eMarket</td>
<td>ITS</td>
<td>CAL</td>
<td>Yes</td>
<td>Continuous data replication to SunGard (Arizona)</td>
<td>Yes</td>
</tr>
<tr>
<td>FAMIS</td>
<td>FPM (vendor hosted)</td>
<td>Texas</td>
<td>Yes</td>
<td>Daily data backup (Texas)</td>
<td>Yes</td>
</tr>
<tr>
<td>eBuilder</td>
<td>FPM (vendor hosted)</td>
<td>Florida</td>
<td>Yes</td>
<td>Daily data backup (Florida)</td>
<td>Yes</td>
</tr>
<tr>
<td>Workday</td>
<td>ITS</td>
<td>Oregon</td>
<td>Yes</td>
<td>Continuous data replication (Ashburn, VA)</td>
<td>Yes</td>
</tr>
<tr>
<td>Meridian</td>
<td>FPM</td>
<td>CAL</td>
<td>Yes</td>
<td>Continuous data replication to SunGard (Arizona)</td>
<td>Yes</td>
</tr>
<tr>
<td>Office 365</td>
<td>ITS</td>
<td>Washington</td>
<td>Yes</td>
<td>Continuous data replication to SunGard (Arizona)</td>
<td>Yes</td>
</tr>
<tr>
<td>Kronos</td>
<td>FPM (vendor hosted)</td>
<td>Massachusetts</td>
<td>Yes</td>
<td>Daily data backup (Massachusetts)</td>
<td>No</td>
</tr>
<tr>
<td>Honeywell System</td>
<td>FPM</td>
<td>CAL</td>
<td>Yes</td>
<td>Contracted to Honeywell; mirrored in (2) locations</td>
<td>Yes</td>
</tr>
<tr>
<td>Shared Drives</td>
<td>FPM</td>
<td>CDF</td>
<td>Yes</td>
<td>Continuous data replication to SunGard (Arizona)</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Technology recovery will include:
- Assessment of damage to technology hardware, software, and data.
- Retrieval of backup data and information if necessary.
- Resumption of technology functions with interim backup equipment if necessary, focusing first on the highest priority technology systems.
- Restoration of normal technology functions.

Technology Continuity Strategies:
- FPM staff will utilize manual work-arounds to accomplish key tasks when technology systems are unavailable; staff will be prepared to use manual methods and paper for key processes temporarily where possible.

- FPM staff will be responsible for backing up local databases, spreadsheets, documents, forms, and information stored on local computer hard drives to flash drives or other local media that the staff member can maintain as a backup. This is especially important for information or data that will be needed in a disaster situation. Key project files should be kept electronically in eBuilder.

- All vital paper information, records, data, and forms that may be needed immediately in a disaster situation will be maintained in a disaster binder stored in an emergency response vehicle, outdoor storage container, employee emergency binders and in eBuilder. Forms contained in the appendix of this plan include:
  - Emergency Checklists in English and Spanish
  - Paper material logs to track material usage from the stockroom
  - Paper timesheets
  - Paper Check Requests
  - Paper Requisitions
  - Emergency Vendor Contact List
  - Procurement Card-Holder List
  - Vehicle Log
  - Quick Grabs
FPM Staff (Human Resources) Recovery

In the event of staff shortage due to a disaster, or if service demands temporarily exceed the capacity of current staff resources, recovery strategies include:

**University Responsibilities**
✓ Administrative Operations will take steps to ensure continuity of key HR services, including:
  • Benefits
  • Employee assistance, including psychological recovery assistance programs for those in need, including any special programs available through the Center for Work & Family Life.
  • Employee/management consultations
  • Policy interpretation
  • Employment (recruitment, background screens, temp staffing)
  • Employee disability leaves and workers’ compensation
  • Employee training & development
✓ Comptroller will ensure continuity of payroll services, utilizing the backup payroll system established at the university’s hotsite.

**Departmental Responsibilities**

In the event of staff shortage due to a disaster, or if service demands temporarily exceed the capacity of current staff resources, recovery strategies include:

a. Prioritize and share workloads among available staff, covering work process gaps by temporarily assisting with critical tasks.

b. Staff will be cross-trained so that for each staff member, at least two others can perform critical duties.

c. Secure temporary staffing to assist if necessary.

d. Utilize vendors, partners and student staff to assist with critical tasks if necessary (Belfor, contractors).

**Psychological Recovery:**
Adverse psychological conditions and stress are considered by experts to be a normal reaction to disaster. Adjustment and recovery to normal psychological functioning may require a significant amount of time. If necessary FPM management will ensure that employee assistance resources helpful to psychological recovery are made available to employees impacted by a disaster. The USC Center for Work & Family Life and the campus Disaster Mental Health Team will be a resource in this area.
Vital records and paper materials that must be retained for legal or operational reasons are protected in order to ensure they are not lost. This includes paper or electronic records that may be required immediately after a disaster to restore a department’s operations, and records that would be costly and time-consuming to recreate.

The following records have been identified as critical and may be needed during a recovery or cannot be lost.

<table>
<thead>
<tr>
<th>Name of Record(s)</th>
<th>Media Type</th>
<th>Primary Storage Location</th>
<th>Backed up?</th>
<th>Back-up location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus and Building Maps</td>
<td>Paper</td>
<td>CDF – 135B (Building Archives)</td>
<td>Yes</td>
<td>Meridian system</td>
</tr>
<tr>
<td>Business Continuity Plan</td>
<td>Paper, Electr</td>
<td>With all BCP Team Members described in this plan – Page 4.</td>
<td>Yes</td>
<td>e-Builder</td>
</tr>
<tr>
<td>Emergency Operation Plan</td>
<td>Paper, Electr</td>
<td>With all BCP Team Members described in this plan – Page 4.</td>
<td>Yes</td>
<td>e-Builder</td>
</tr>
<tr>
<td>Employee Rosters</td>
<td>Paper, Electr</td>
<td>With all BCP Team Members described in this plan – Page 4.</td>
<td>Yes</td>
<td>e-Builder</td>
</tr>
<tr>
<td>Building Floor Maps</td>
<td>Paper</td>
<td>CDF- 135B (Building Archives)</td>
<td>Yes</td>
<td>Meridian</td>
</tr>
<tr>
<td>Paper Timesheets and Attendance Logs</td>
<td>Paper</td>
<td>With all BCP Team Members described in this plan – Page 4.</td>
<td>Yes</td>
<td>e-Builder</td>
</tr>
<tr>
<td>Construction Project Files</td>
<td>Electr</td>
<td>Active project files located in e-Builder. Closed project files located at Iron Mountain</td>
<td>Yes</td>
<td>Shared Drive (L Drive); e-Builder</td>
</tr>
<tr>
<td>Employee Files (secondary files)</td>
<td>Paper</td>
<td>Workday; FPMHR CDF room 152</td>
<td>Yes</td>
<td>VA, WV</td>
</tr>
<tr>
<td>Drawings of new buildings</td>
<td>Paper, CD, DVD</td>
<td>UPC - CDF, HSC – SBA</td>
<td>Yes</td>
<td>Meridian, eBuilder</td>
</tr>
<tr>
<td>Work Order Log</td>
<td>Paper</td>
<td>With all BCP Team Members described in this plan – Page 4.</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Vehicle Log</td>
<td>Paper, Elect</td>
<td>With all BCP Team Members described in this plan – Page 4.</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>
**REAM Vital Records**

Vital records and paper materials that must be retained for legal or operational reasons are protected in order to ensure they are not lost. This includes paper or electronic records that may be required within 24 hours after a disaster to restore a department’s operations, and records that would be costly and time-consuming to re-create.

The following records have been identified as critical:

<table>
<thead>
<tr>
<th>Name of Record</th>
<th>Media Type</th>
<th>Primary Storage Location</th>
<th>Backed up?</th>
<th>Back-up location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lease Documents</td>
<td>Hard copy</td>
<td>UGW</td>
<td>Current Leases</td>
<td>Soft copies reside on the shared file server and lease administration software server.</td>
</tr>
<tr>
<td>Title/Ownership</td>
<td>Hard copy</td>
<td>UGW (in a fireproof file cabinet)</td>
<td>Yes</td>
<td>Soft copies reside on the shared file server and the county recorder &amp; assessor's office has originals.</td>
</tr>
<tr>
<td>Loan Documents</td>
<td>Hard copy</td>
<td>UGW (in a fireproof file cabinet)</td>
<td>Yes</td>
<td>Soft copies reside on the shared file server and the county recorder &amp; assessor's office has originals.</td>
</tr>
</tbody>
</table>

Vital paper information, records, data, and forms that may be needed immediately in a disaster situation will be maintained in a **disaster binder** stored at an off-site location, in order to ensure that critical functions will be able to resume in a timely manner following a disaster.

**The Office of Real Estate and Asset Management Responsibilities**

In the event of staffing shortage, recovery strategies include:

- Workload will be prioritized and shared among available staff.
- Staff may be required to work overtime for a period if some staff are temporarily unavailable due to the disaster.
- If necessary, staff members can provide core services temporarily from home, if university information systems and network capabilities are available.
- Staff members are sufficiently cross-trained to ensure that for each key business process, backup staff members are available.
- Utilize vendors/partners to assist with critical tasks if necessary.

**REAM Recovery Strategies**

**REAM Process-Specific Recovery Strategies**

Detailed below are the process-specific recovery strategies that may be utilized to continue operations in the event of a loss of facility, loss of technology, or a shortage of staff.

<table>
<thead>
<tr>
<th>Function/Process</th>
<th>Loss of Facility</th>
<th>Loss of Technology</th>
<th>Reduced staff/faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisitions / Sales</td>
<td>Staff could work from home with system access.</td>
<td>Staff would remote access files that are backed up on server</td>
<td>Cross training is in place to ensure no single point of dependency.</td>
</tr>
</tbody>
</table>
REAM Facility Recovery Strategy

University Facility Recovery
If facilities are damaged in a disaster, central university units will provide facility recovery services for buildings, building systems, and infrastructure. Facilities teams will complete a damage assessment, and will restore or repair buildings quickly where possible. Seriously damaged buildings will be closed for repair and re-building, a process that will require many months to complete.

In order to enable rapid facilities recovery and resumption of university operations, the university has made contingency plans and arrangements. A retainer contract has been put in place with Belfor, Inc., the world’s largest disaster remediation vendor, which can provide personnel and equipment to clean up or repair facilities.

For all departments displaced from their facilities, the university will provide alternate working locations, potentially including temporary structures, alternate university-owned buildings, or facilities that are leased for university use during recovery.

Real Estate and Asset Management Office Facility Recovery
If the University Gateway building facilities is inaccessible following a disaster, personnel can conduct operations from any location with system access. Potential recovery strategies include:

1. Working from home
2. Temporarily sharing facility space at University Gateway.
3. Use space provided by the university, potentially including:
   - Space in other university-owned buildings
   - Temporary structures (trailer, tent)
   - Leased space

Responsibility will be assumed for:
- Recovery/replacement of department-owned equipment, supplies, and furnishings
- Coordinating a move to a new facility if required.

### REAM OVERALL SPACE NEEDS

<table>
<thead>
<tr>
<th>Resource</th>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference/Meeting space</td>
<td>1</td>
<td>We could functionally recover from a major event though working from home; however if available, 1 conference room, 3-4 PC's or laptops and space for 3-4 people would be preferable in or near our current offices, for the first responders that will be able to come to campus.</td>
</tr>
</tbody>
</table>

If it is necessary to move operations to a new facility, the relocation checklist in the appendix will serve as a guide for the relocation.
**REAM Critical Systems**

Listed below are the systems that the Real Estate and Asset Management Office identified as critical and depend upon for operations:

<table>
<thead>
<tr>
<th>IT System or Database</th>
<th>System Ownership</th>
<th>Production Server Location</th>
<th>Data backup frequency</th>
<th>Is there a backup server / hotsite?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outlook email (usc.edu)</td>
<td>ITS</td>
<td>Cloud</td>
<td>Not Sure</td>
<td>Yes</td>
</tr>
<tr>
<td>Shared File Server</td>
<td>S Drive</td>
<td>CAL</td>
<td>Local daily data backups, storage at Iron Mountain and synchronization to AZ SunGard</td>
<td>Yes</td>
</tr>
<tr>
<td>Visual Lease</td>
<td>CBRE</td>
<td>Chicago, IL</td>
<td>Full database once daily, incremental backups hourly, software system backup once daily</td>
<td>Yes, Oak Brook, IL</td>
</tr>
<tr>
<td>Oracle JD Edwards Enterprise One ERP system Running on IBM iSeries DB2 Database server</td>
<td>Farmers National Company</td>
<td>Omaha, Nebraska USA</td>
<td>Nightly Backups are performed with 2 weeks of Tape retention stored off-site nightly at secure location.</td>
<td>Yes, Tulsa, Oklahoma</td>
</tr>
<tr>
<td>DocuSign (USC)</td>
<td>USC/ITS</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Procore</td>
<td>Procore</td>
<td>Santa Barbara, CA</td>
<td>Daily, kept for 90 days</td>
<td>Yes</td>
</tr>
</tbody>
</table>
## Recovery Resource Requirements

<table>
<thead>
<tr>
<th>Resource</th>
<th>Minimum Immediate Needs</th>
<th>Full Operations / Resumptions</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>People</td>
<td>3 to 4</td>
<td>10 to 14</td>
<td>first responders have been identified who will coordinate work among employees</td>
</tr>
<tr>
<td>Computers</td>
<td>Laptops/PC’s</td>
<td>10 to 14</td>
<td>minimum needs: internet connectivity, shared server access, outlook exchange functionality</td>
</tr>
<tr>
<td>Fax Machines</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Printers</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Copiers</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Cell Phones</td>
<td>n/a</td>
<td></td>
<td>Each employee already has a mobile phone</td>
</tr>
<tr>
<td>Desk Phones</td>
<td>3 to 4</td>
<td>10 to 14</td>
<td></td>
</tr>
<tr>
<td>Vehicles</td>
<td>1</td>
<td>1</td>
<td>Company vehicle – GEM car</td>
</tr>
</tbody>
</table>

## 4. Resumption Phase

### Resumption Checklist for Return to Normal Operations

<table>
<thead>
<tr>
<th>Action</th>
<th>Responses/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Use the documentation from the response and recovery phases to verify a successful restoration. Restore the least critical processes back to normal first, followed by those which are more critical.</td>
<td></td>
</tr>
<tr>
<td>☐ Coordinate the move back to primary location, or new facility, if applicable.</td>
<td></td>
</tr>
<tr>
<td>☐ Notify personnel of the timing of return and location of workspace.</td>
<td></td>
</tr>
<tr>
<td>☐ Notify third parties/external contacts, as applicable, of the return to normal operations and inform them of any changes to contact information.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Coordinate with the business continuity team to ensure all vital records are properly packed, labeled, and returned to their primary storage location.</td>
</tr>
<tr>
<td>---</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Determine if any additional resources are needed to return to the primary/new facility where business will resume full operations.</td>
</tr>
<tr>
<td></td>
<td>Coordinate with IT to confirm systems connectivity at the restoration site.</td>
</tr>
<tr>
<td></td>
<td>Coordinate with the USC Mailing Services so that all mail is properly re-routed.</td>
</tr>
</tbody>
</table>
Appendices
# Internal and External Contacts

The following table lists critical internal (USC) and external (other than vendors) contact information.

<table>
<thead>
<tr>
<th>Department</th>
<th>Description</th>
<th>Key Contact</th>
<th>Office Phone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Office of Budget &amp; Planning</strong></td>
<td>VP Finance</td>
<td>Greg Condell</td>
<td>213-740-2561</td>
<td><a href="mailto:condell@usc.edu">condell@usc.edu</a></td>
</tr>
<tr>
<td></td>
<td>AVP Executive Director of Budget</td>
<td>Shally Kwon</td>
<td>213-740-2561</td>
<td><a href="mailto:kalen@usc.edu">kalen@usc.edu</a></td>
</tr>
<tr>
<td><strong>Comptroller's Office</strong></td>
<td>ASVP, University Controller</td>
<td>Erik Brink</td>
<td>213-821-1900</td>
<td><a href="mailto:ebrink@usc.edu">ebrink@usc.edu</a></td>
</tr>
<tr>
<td></td>
<td>AVP, Associate Controller</td>
<td>Dennis Foster</td>
<td>213-821-1900</td>
<td><a href="mailto:dfoster@usc.edu">dfoster@usc.edu</a></td>
</tr>
<tr>
<td><strong>Financial Business Services</strong></td>
<td>AVP, Business Services</td>
<td>Stacy Luckett</td>
<td>213-740-8575</td>
<td><a href="mailto:Lmauro@usc.edu">Lmauro@usc.edu</a></td>
</tr>
<tr>
<td></td>
<td>Interim Director, Procurement &amp; Payment Services</td>
<td>Jesse Sloan</td>
<td><a href="mailto:Js_267@usc.edu">Js_267@usc.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Director, Procurement Services</td>
<td>Peniel Park</td>
<td>213-821-9563</td>
<td><a href="mailto:penielpa@usc.edu">penielpa@usc.edu</a></td>
</tr>
<tr>
<td></td>
<td>Disbursement Control</td>
<td>Donald Burnett</td>
<td>213-740-2709</td>
<td><a href="mailto:burnett@usc.edu">burnett@usc.edu</a></td>
</tr>
<tr>
<td></td>
<td>Corporate Card Services</td>
<td>Mary Wilson</td>
<td>213-740-9793</td>
<td><a href="mailto:corpcard@usc.edu">corpcard@usc.edu</a></td>
</tr>
<tr>
<td><strong>USCard Services</strong></td>
<td>Building Access</td>
<td>Paula Salinas</td>
<td>213-821-1636</td>
<td><a href="mailto:eaccess@usc.edu">eaccess@usc.edu</a></td>
</tr>
<tr>
<td><strong>ITS</strong></td>
<td>Information Technology Services</td>
<td>Customer Support Center</td>
<td>213-740-5555</td>
<td><a href="mailto:consult@usc.edu">consult@usc.edu</a></td>
</tr>
</tbody>
</table>
Satellite Phone Numbers

Iridium SAT Phones

<table>
<thead>
<tr>
<th>Unit</th>
<th>International Phone Number</th>
<th>PIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>President Folt - Car</td>
<td>00-881-6-414-81448</td>
<td>1111</td>
</tr>
<tr>
<td>President Folt- Office</td>
<td>00-881-6-224-90468</td>
<td>1111</td>
</tr>
<tr>
<td>David Wright</td>
<td>00-881-6-414-74753</td>
<td>1111</td>
</tr>
<tr>
<td>Provost Zukoski</td>
<td>00-881-6-414-74754</td>
<td>1111</td>
</tr>
<tr>
<td>Tracey Vranich</td>
<td>00-881-6-414-74751</td>
<td>1111</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit</th>
<th>International Phone Number</th>
<th>PIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winston Crisp</td>
<td>00-881-6-414-81454</td>
<td>1111</td>
</tr>
<tr>
<td>Sam Garrison</td>
<td>00-881-6-414-81450</td>
<td>1111</td>
</tr>
<tr>
<td>James Staten</td>
<td>00-881-6-414-81445</td>
<td>1111</td>
</tr>
<tr>
<td>GC</td>
<td>00-881-6-414-81453</td>
<td>1111</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>00-881-6-414-74752</td>
<td>1111</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit</th>
<th>International Phone Number</th>
<th>PIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Univ. Communications</td>
<td>00-881-6-414-81447</td>
<td>1111</td>
</tr>
<tr>
<td>UPC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glenn Osaki</td>
<td>00-881-6-234-66062</td>
<td>1111</td>
</tr>
<tr>
<td>Debbie Aguilar</td>
<td>00-881-6-414-81451</td>
<td>1111</td>
</tr>
<tr>
<td>UPC EOC</td>
<td>00-881-6-414-81446</td>
<td>1111</td>
</tr>
<tr>
<td>DPS UPC</td>
<td>00-881-6-224-19428</td>
<td>1111</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit</th>
<th>International Phone Number</th>
<th>PIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPS HSC</td>
<td>00-881-6-0414-74750</td>
<td>1111</td>
</tr>
<tr>
<td>HSC EOC/EHS</td>
<td>00-881-6-414-81449</td>
<td>1111</td>
</tr>
<tr>
<td>Univ. Communications</td>
<td>00-881-6-414-81452</td>
<td>1111</td>
</tr>
<tr>
<td>HSC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rodney Hanners</td>
<td>00-881-6-234-65927</td>
<td>1111</td>
</tr>
</tbody>
</table>

FPM Additional Lines

<table>
<thead>
<tr>
<th>Name</th>
<th>International Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Toomey</td>
<td>00-881-6-414-94285</td>
</tr>
<tr>
<td>Mark Mosley</td>
<td>00-881-6-414-97506</td>
</tr>
<tr>
<td>Joe Back</td>
<td>00-881-6-414-57435</td>
</tr>
<tr>
<td>John Welsh</td>
<td>00-881-6-214-49548</td>
</tr>
</tbody>
</table>

Revised 7/2021
## EMERGENCY SUPPLIERS & VENDORS – FPM

**LIST OF EMERGENCY VENDORS - PARTS:**

<table>
<thead>
<tr>
<th>Supplier Name</th>
<th>Service Type / Disciplines</th>
<th>Supplier No.</th>
<th>Primary Contact Name</th>
<th>Primary Contact Phone</th>
<th>Primary Contact Email</th>
<th>Secondary Contact Name</th>
<th>Secondary Contact Phone</th>
<th>Secondary Contact Email</th>
<th>Emergenty Contact Name</th>
<th>Emergenty Contact Phone</th>
<th>Emergenty Contact Email</th>
<th>USC Account # (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refrigeration Supplies Dist</td>
<td>A/C</td>
<td>SUP-00019277</td>
<td>Danny</td>
<td>(323) 264-2800</td>
<td>Joe Ransford (323)264-2800</td>
<td><a href="mailto:jransford@rsd.net">jransford@rsd.net</a></td>
<td>925-955264</td>
<td></td>
<td>Customer Service (213)383-5500</td>
<td></td>
<td></td>
<td>925-955264</td>
</tr>
<tr>
<td>Johnston Group Supply (JJJ)</td>
<td>A/C</td>
<td>SUP-00018941</td>
<td>Melissa Melkonian</td>
<td>(619) 886-8900</td>
<td>MELISSA <a href="mailto:MELKONIAN@JOHNSTONESUPPLY.COM">MELKONIAN@JOHNSTONESUPPLY.COM</a></td>
<td></td>
<td></td>
<td></td>
<td>HEATHER <a href="mailto:RANTNER@CARRIER.COM">RANTNER@CARRIER.COM</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carrier Sales and Dist</td>
<td>A/C</td>
<td>SUP-00016653</td>
<td>David Obeso</td>
<td>(310) 885-0368</td>
<td>Heathert Gantner 714-985-5264</td>
<td></td>
<td></td>
<td></td>
<td>(818)662-5096</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trane USA</td>
<td>A/C</td>
<td>SUP-00019121</td>
<td>Brad Donnelly</td>
<td>(818) 913-7913</td>
<td>BRADD <a href="mailto:DONNELL@TRAINE.COM">DONNELL@TRAINE.COM</a></td>
<td></td>
<td></td>
<td></td>
<td>(818)662-5096</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allied Refrigeration</td>
<td>A/C</td>
<td>SUP-00019524</td>
<td>Anthony Chacon</td>
<td>(213) 745-7044</td>
<td><a href="mailto:louise.valdez@alliedrefrigeration.com">louise.valdez@alliedrefrigeration.com</a></td>
<td></td>
<td></td>
<td></td>
<td>(323)550-0010</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AAA Motors</td>
<td>A/C and motors &amp; belts</td>
<td>SUP-00020079</td>
<td>Zachary Maloney</td>
<td>(213) 749-2367</td>
<td><a href="mailto:zach@aa-electric.net">zach@aa-electric.net</a></td>
<td></td>
<td></td>
<td></td>
<td>(213)749-2367</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemtreat (Trident Technologies)</td>
<td>Chemicals</td>
<td>SUP-00018264</td>
<td>john Emerson</td>
<td>(213) 276-2446</td>
<td><a href="mailto:jemerson@tridenttech.com">jemerson@tridenttech.com</a></td>
<td></td>
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<td>aaron Reynolds</td>
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<td>Belfor USA Group</td>
<td>Disaster/Restoration Services</td>
<td>SUP-00017925</td>
<td>Mark Chenclo</td>
<td>(213) 421-4112</td>
<td><a href="mailto:mark.chenclo@belfor.com">mark.chenclo@belfor.com</a></td>
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<td>Louisopez</td>
<td>(213)763-1328</td>
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<td>Graybar</td>
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<td>SUP-00020216</td>
<td>Gabriel Murillo</td>
<td>(909)451-4616</td>
<td><a href="mailto:gabriel.murillo@graybar.com">gabriel.murillo@graybar.com</a></td>
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<td>Regency Lighting</td>
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<td>SUP-00017809</td>
<td>Michael Zeccaardi</td>
<td>(661) 312-9233</td>
<td><a href="mailto:michael.zeccardi@regencylighting.com">michael.zeccardi@regencylighting.com</a></td>
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<td>Sierra Pacific Gen Contractors Corp</td>
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<td>SUP-00019131</td>
<td>leerie Rothrock</td>
<td>(818) 846-0695</td>
<td><a href="mailto:Lee@spgcc.com">Lee@spgcc.com</a></td>
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**USC FPM Business Continuity Plan**
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<th>Category</th>
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<td>Research</td>
<td>John Schirra</td>
<td>(818) 400-6429</td>
<td><a href="http://www.ksqeng.com">www.ksqeng.com</a></td>
<td>Daniel</td>
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<td>Distributors</td>
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<td></td>
<td></td>
<td><a href="mailto:BRYON@MAG-TROLLA.COM">BRYON@MAG-TROLLA.COM</a></td>
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<td>Elevator Research and Mfg</td>
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<td>(916) 463-9296</td>
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<td>EVAN SCHUBERT@CED Elevator OR.COM</td>
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<td>Consolidated Electrical Dist</td>
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<td>Events</td>
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<td><a href="mailto:Don.Cook@BRITISH.COM">Don.Cook@BRITISH.COM</a></td>
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<td>General Contractors</td>
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<td>Scott</td>
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<td>HVAC</td>
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<td>Craig</td>
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<tr>
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<td>(800) 540-5823</td>
<td><a href="mailto:INCO@GWLINC.COM">INCO@GWLINC.COM</a></td>
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<td>KST Data</td>
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<td>Dean Baroni</td>
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<td>213-740-9801</td>
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<td>Robert Fast</td>
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<td>Opus (Vernon)</td>
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<td>Paul Roberts</td>
<td>(323)855-3292</td>
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<td>Anixter (Clark Security)</td>
<td>Locks</td>
<td>SUP-00016643</td>
<td>Tony Isaacson</td>
<td>(858)503-7309</td>
<td><a href="mailto:tony.isaacson@anixter.com">tony.isaacson@anixter.com</a></td>
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<td>Brian Dionne</td>
<td>(714) 619-5328</td>
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<td>Montgomery Hardware</td>
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<td>SUP-00018225</td>
<td>Rick Myers</td>
<td>(714) 292-4197</td>
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<td>Intermountain Lock and Security</td>
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<td>SUP-00017841</td>
<td>Adam Katz</td>
<td>(818) 781-9999</td>
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<td>Ron Jungkeit</td>
<td>(310) 670-1598</td>
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<td>Xcel Mechanical</td>
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<td>Scott Harrell</td>
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<td>Kevin Michel</td>
<td>(310) 650-6434</td>
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<td>Andy Anderson</td>
<td>(562) 665-6749</td>
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<td>Ralph Castaned a</td>
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<td>Shamrock Supply</td>
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<td>Phil Lynch</td>
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<td>Wendy Divita</td>
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<td>Affirmed Medical Supplies</td>
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<td>Executive Moving Systems</td>
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<td>Hirsch Pipe</td>
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<td>Becky</td>
<td>Rob</td>
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<td>00018346</td>
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<tr>
<td>Independent Roofing</td>
<td>Roofing and waterpro</td>
<td>00019063</td>
<td>Richard Castrello</td>
<td>(714) 984-4727</td>
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<tr>
<td>Nabih Yousef &amp; Associates</td>
<td>Structural Engineer</td>
<td>00018841</td>
<td>Custome Service</td>
<td>(213) 362-0707</td>
<td>Owen Hata</td>
<td>(310) 626-5469</td>
<td>Nabih Yousef (310) 413-7775</td>
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<tr>
<td>Aggreko</td>
<td>Temp Power Solution</td>
<td>00019000</td>
<td>Randy Baker</td>
<td>(562) 244-5089</td>
<td></td>
<td>John Sarkies</td>
<td>JOHN SA <a href="mailto:RKIES@AGGREKO.COM">RKIES@AGGREKO.COM</a></td>
</tr>
<tr>
<td>Kelly Services Inc</td>
<td>Temporar y Staffing</td>
<td>00019903</td>
<td>Tracey Dulay</td>
<td>(213) 516-6741</td>
<td></td>
<td>Carol Yeager</td>
<td>24 Hr Support (800) 244-7356</td>
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<tr>
<td>Backflow Apparatu s (Bavco)</td>
<td>Valves</td>
<td>00016397</td>
<td>Anthony Pettitt</td>
<td>(800) 458-3492</td>
<td></td>
<td>Phil Purzycki</td>
<td>Jim Purzych (310) 639-5231</td>
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<tr>
<td>Jones Lumber</td>
<td>Wood</td>
<td>00019903</td>
<td>Greg Robson</td>
<td>(323) 564-6656</td>
<td></td>
<td>John Donahue</td>
<td>JOHN <a href="mailto:DONAHUE@JONESLUMBER.NET">DONAHUE@JONESLUMBER.NET</a></td>
</tr>
</tbody>
</table>

Acct# USCCAC35
FPM PROCUREMENT CARD HOLDERS

The following staff has procurement cards that can be used during an emergency to procure goods and services for project management staff at either campus.

**Names:**
- Arredondo, Santiago
- Belisle, Kimari
- Breneman, James
- Caceres, David
- Camiling Myrna
- Cardenas, Margarita
- Conine, Denise
- Delgado, Jose
- Diaz, Erik
- Dugas, Steven
- Duran, Eric
- Froom, Joseph
- Ganser, Kevin
- Glynn, Thomas
- Johnson, Eric
- Martinez, Raul
- Matutina, Margarita
- Montanez, Albert
- Mosley, Mark
- Ng, Kwok
- Nichols, Joseph
- Orozco, Omero
- Parra, Edward
- Perassolo, Angie
- Purcell, Marian
- Roces, Felix
- Torres, Marina
- Torres, SR
- Sussoev, Barbara
- Spencer, Brian
- Verendia, Walfrido (Pix)
- Williams, Iann
- Wright Russell
- Zavaleta, Ana

**EXT:**
- 01938
- 03057
- (323) 547-5183
- 02474
- 02384
- 20003
- 05922
- 03370
- (213) 821-5924
- 08930
- (323) 442-0161
- 20031
- 03414
- 17953
- 15654
- 17952
- 08597
- 01651
- 03076
- 03178
- 07248
- 01648
- 17988
- 03356
- 20012
- 05084
- (323) 442-3834
- 28005
- 01939
- 01638
- 03071
- 07248
- 07908

REAM PROCUREMENT CARD HOLDERS

**PCard:**
- Aline Mora Diaz
- Claudia Macieira
- Christine Yamaguchi
- Dee Jackson
Joseph Ramirez
Felicia Green
Martha Padilla
Chrisitaan Siaron

**Travel Card:**
Laurie Stone
Brian Wilson
Christine Yamaguchi
Hector Puga
Peter Songster
EMERGENCY JUSTIFICATION FORM

Disaster Purchasing System

Justification Form for Emergency Sole Source or No-Bid Purchase

Upon the proclamation of a local disaster, the Disaster Purchasing Process shall be activated for the purchase and acquisition of equipment, supplies, and services that are directly related to the responses to the immediate threats to health, safety, or improved property. A disaster proclamation or declaration by the city, county, state or Federal government will satisfy this requirement when USC is within the defined disaster area.

Individual disaster purchases or equipment rentals under $10,000 do not have to be bid nor do they require the completion of this form. They do need to specify the location and type of work done and have all other necessary documentation required to need FEMA regulations, including damage documentation before work is begun.

Individual disaster purchases over $10,000 and less than $500,000 required the completion of this form to demonstrate the immediate and emergency nature of the purchase or rental of disaster response resources and to demonstrate the reasonableness of the cost of the goods or services rendered. Any individual purchase over $500,000 requires the use of this form AND the signature of the Assistant Vice President, Business Services or his or her designee. All “routine” disaster purchases must be made following USC’s normal purchasing process. “Routine” disaster purchases are those made during a disaster when there is not an immediate threat to life, safety or property.

Item: ___________________________________________ Amount: $_________________________

Vendor: ___________________________ Estimated Delivery: ________________

Rational: Cor disaster purchase orders over $10,000 check the appropriate space.

A. Emergency Protective Measures: This classification is for extraordinary measures that may be needed when life and property are in imminent danger. Cor instance, during the rainy season, the purchase of sand and sand bags would not constitute an extraordinary measure. Purchases of sand and sandbags should be a normal purchase and anticipated before the rainy season arrives. An extraordinary protective measure could be the rental of temporary fencing to cordon off structures in imminent danger of collapse.

B. Scarce Commodity: To procure a commodity that is in critical short supply, such as fuel, potable water, MRE’s, port-a-potties., and the vendor will be out of inventory in the bid timetable is followed. (This option is not permitted once inventories begin to normalize).

C. Emergency Consulting Services: The procurement is for a technical consulting service of an immediate nature, such as inspection of a heavily damaged structure to determine if a collapse is imminent or inspection of a slope to determine the nature and extent of landslide potential.
D. **Emergency Road Clearance**: Services needed to clear roads to provide access for emergency services. This is not to be used for general debris removal.

E. **Other Emergency Requirement**: Purchase necessary for the preservation of life or property due to imminent danger. Provide a brief explanation of the immediate problem and include the potential consequences if left unaddressed.

C. **Non-Responsive Bids**: Bids were solicited, but no responsive bid has been received from requested bidders. A copy of all bids and a list of solicited vendors must be attached.

G. **Pre-Existing Contract**: The purchase was made under terms of a pre-existing competitively bid contract or MOU.

**Justification Narrative**: Explain the following. Be very precise when filling in this section:

- Describe what is being purchased or rented
- Describe where the equipment, material, or services will be used
- Specify the hazard or threat that poses imminent danger. The phase “earthquake damage” is insufficient. Provide detail: A three story unreinforced masonry building is severely damaged and appears to be in imminent danger of collapse onto the public right of way.
- Describe the minimum acceptable actions that can be taken to reduce or eliminate the hazard, i.e., install temporary chain link fencing around the structure at a distance of 20 feet from the building.
- State that there are no acceptable substitutes. Closing the street to avoid the hazard is not practical because the street is a disaster route.
- Describe the consequences if left unaddressed. The building may collapse injuring bystanders.

**Product of service to be purchased:**

**Location of product or service use:**

**Specific hazard or threat:**

**Minimum action to reduce threat:**

**Alternate action possible:**

**Consequences if unaddressed:**
Cost Reasonableness: The costs of the equipment, supplies, or services procured are deemed to be reasonable by virtue of the following circumstances. Check the appropriate space below.

A. The prices charged are in line with the prices paid for similar goods or services within the last twelve months
B. Because of the scarcity of the goods or services, the prices are within reason because of demand and the prices do not exceed 10% of the prices paid for similar goods or services within the last 12 months
C. Using readily available catalogs or price lists, a determination is made that the costs are reasonable within the exigent circumstances at hand
D. The prices paid for the goods or services exceed normative pricing, but the exigent circumstances required their purchase, and only enough of the goods or services were purchased to deal with the specific emergency at hand. All additional purchases of the same goods or services will be made through normal procedures.

Cost Reasonableness Documentation: Attach any documentation such as copies of catalog pages or other cost date that supports the reasons provided above when a sole source purchase is made under emergency or disaster conditions.

Requesting Department: ___________________________________________________________

Print Requestor’s Name: __________________________________________________________

Requestor’s Signature: ____________________________________________________________

Date: ____________________________ Time: ______________________________

Account Number: ________________________________________________________________

Expenditure Card Number: _______________________________________________________

Name and Signature of approver if purchase is over $10,000: ___________________________

Printed Name: __________________________ Signature: _____________________________

Buyer Name: __________________________

Purchase Order Number: __________________ Date and Time Order Placed: _____________

Vendor Name: ______________________ Vendor Phone Number: ________________

Vendor Cell Number: ________________ Vendor Fax Number: __________________
EMERGENCY REQUISITION FORM

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description/Services</th>
<th>Catalog #</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
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</table>

TOTAL:  

USC University of Southern California

USC BUSINESS SERVICES

Suggested Vendor: ____________________________

Date: ____________________________

Department: ____________________________

Campus Delivery: ____________________________

Date Needed: ____________________________

Account Number: ____________________________

Object code: ____________________________

Requested By: ____________________________
EMERGENCY MOU FORM

MEMORANDUM OF UNDERSTANDING (MOU)

Between (insert contractor or supplier name) and the University of Southern California (USC)

This MOU shall become effective in the event of a major emergency or disaster affecting USC. A major emergency or disaster is considered to be, but not limited to, an earthquake, fire, flood, high winds, storm, hazardous materials release, loss of utility service, terrorist activity, pandemic or any other acts of God wherein a stated emergency has been declared by USC.

(Insert vendor name) acknowledges that in the event of a declared emergency or disaster, USC may urgently require (insert general goods and services description) from (insert vendor name). In support of USC’s efforts to resume or maintain normal operations, (insert vendor name) shall consider USC as a customer of first priority and shall put forth its best efforts to provide USC with the goods, services and equipment requested by USC in a timely manner and at fair market or agreed upon prices. USC cannot guarantee a specific amount of, or any, business with (insert vendor name) either under this MOU or otherwise.

In the event (insert vendor name) cannot provide the requested goods and services when required by USC due to circumstances beyond its reasonable control, (insert vendor name) will make delivery to USC as soon as practical, unless otherwise requested by USC. If (insert vendor name) is unable to deliver the requested goods and services, then (insert vendor name) shall assist USC in whatever manner requested by USC that is reasonable to gain access to the goods, services and equipment. (Insert vendor name) will notify USC immediately of any issues or potential issues regarding the supply and delivery of the requested goods, services and equipment. The provisions of this MOU may be canceled by either party upon thirty (30) days written notice.

To the maximum extent permitted by law, in no event will either party be responsible for any incidental damages, consequential damages, exemplary damages of any kind, lost goodwill, lost profits, lost business and/or any indirect economic damages whatsoever regardless of whether such damages arise from claims based upon contract, negligence, tort (including strict liability or other legal theory), a breach of any warranty or term of this MOU, and regardless of whether a party was advised or had reason to know of the possibility of incurring such damages in advance.
Supplier 24/7 Emergency Contact(s) Information

Contact Name: ___________________________ Cell: ___________________________

Contact Name: ___________________________ Cell: ___________________________

The parties understand and agree to the provisions stated above.

University of Southern California (USC) (Insert Supplier Name)

Signature: ___________________________ Signature: ___________________________

Name: ___________________________ Name: ___________________________

Title: ___________________________ Title: ___________________________

Date: ___________________________ Date: ___________________________
# EMERGENCY CHECK REQUEST FORM

**UNIVERSITY OF SOUTHERN CALIFORNIA**

<table>
<thead>
<tr>
<th>1. DATE PREPARED</th>
<th>2. DEPARTMENT/COST CENTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. PERSON TO CONTACT</td>
<td></td>
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<tr>
<td>4. PHONE</td>
<td>5. MAIL CODE</td>
</tr>
</tbody>
</table>

**ROUTING INSTRUCTIONS (CHECK ONE)**

- [ ] HOLD FOR PICKUP UPC EXT.
- [ ] DELIVER TO HSC CASHIER EXT.
- [ ] SPECIAL INSTRUCTIONS
- [ ] MAIL TO THE ADDRESS INDICATED
- [ ] MAIL TO: 

<table>
<thead>
<tr>
<th>ISSUE CHECK TO:</th>
<th>ADDRESS LINE ONE:</th>
<th>ADDRESS LINE TWO:</th>
<th>CITY, STATE, ZIP:</th>
</tr>
</thead>
</table>

SOCIAL SECURITY OR FEDERAL I.D. NO: (IF NEW PAYEE)

| 7. | 8. |

**FILLING OUT THE FORM**

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14. TOTAL AMT

16. INTERDEPARTMENTAL APPROVAL (OPTIONAL)

17. Explanation/Business Purpo
### Emergency Labor Time Sheet

**UNIVERSITY OF SOUTHERN CALIFORNIA**

**Emergency Timesheet**

#### Week Of: _______________________

<table>
<thead>
<tr>
<th>Employee name:</th>
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<tbody>
<tr>
<td>Employee number:</td>
<td></td>
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<tr>
<td>Department:</td>
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<table>
<thead>
<tr>
<th>DATE</th>
<th>TASK (Use code from below)</th>
<th>LOCATION</th>
<th>START TIME</th>
<th>END TIME</th>
<th>TOTAL HOURS</th>
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**TOTALS**
## CODE  TASK
A  Debris Removal  
B  Sandbagging  
C  Tree Removal  
D  Fire Suppression  
E  Hazardous Spill Mitigation  
F  Emergency Shelter Worker  
G  Emergency Food Worker  
H  Medical Aid  
I  Search & Rescue  
J  Earthquake Mitigation  
K  Damage Assessment  
L  Security (from hazards)  
M  Plumbing, Electrical, Other Trades Response  
N  Equipment Operator
**EMERGENCY DONATED RESOURCES TRACKING FORM**

**Purpose:** The purpose of this form is to track labor provided by disaster volunteers, such as CERT teams, Amateur radio operators, and more. This is for emergency work only.

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Check in time</th>
<th>Check out time</th>
<th>Cell Phone Number</th>
<th>Location of Work</th>
<th>Equipment Used (if applicable)</th>
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HSC FACILITIES MANAGEMENT (FMS)
SPECIFIC APPENDICES
FPM HSC EMERGENCY OPERATIONS PLAN
Facilities Management Services
The Facilities Management Services Emergency Operations Plan for the Health Sciences Campus was originally developed in 1999. Since that time new buildings have been added and priorities may have changed. As an employee of Facilities Management Services you have important responsibilities in the event of a campus emergency. If an emergency were to occur, the Emergency Operations Plan will go into effect immediately. Please read this Emergency Operations Plan periodically, so that you are thoroughly familiar with the plan and understand your department’s role and responsibility.
If you are off campus when a disaster occurs, or if you learn of a campus emergency situation via the media, return to USC if you are able to do so and report to the Facilities Management Services Command Center in the CHP parking lot (DOC). Do not wait to be called back to the campus since telephone communication may be disrupted.
This plan provides a basic framework for emergency response at FMS. However, the circumstances of a particular emergency--whether it is an earthquake, fire, explosion, or toxic spill--will impose certain constraints on our response, no matter how complete our plan may be.
By keeping informed of campus-wide emergency response planning efforts, and through continued exercise and training, we will revise and update this Emergency Response Plan.
We are confident of the commitment and ability of FMS employees to respond to and maintain orderly reaction to any emergency situation. We appreciate your time and effort in reading through and becoming familiar with the procedures outlined in this booklet.
Thank you.

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I. Introduction
II. General Emergency Procedures
III. Earthquake Response Procedures
   Earthquake Response Organization
   Earthquake Checklist for Executive Director or Alternate
   Earthquake Response Priorities
   List of Hazardous Materials Facilities
   Field Team Procedures
   Initial Damage Assessment Procedures
   Building Structural Inspection Rescue Assistance
   Post Earthquake Hazardous Materials Problems
   Post Earthquake Fire
IV. Emergency Communications/Notification
V. Emergency Equipment Resources
VI. Appendix
Field Response Teams Zones and Meeting Points
Zone 1 Building Assignments
Zone 2 Building Assignments
Zone 3 Building Assignments
Zone 4 Building Assignments
Zone 1 – 6 Maps
INTRODUCTION

Purpose
To provide quality emergency services to USC in the event of minor or major emergencies.

Policy
All FMS staff are expected to be familiar with emergency procedures and ensure that customers obtain fast and reliable emergency response. In a major earthquake, staff will be expected to remain on campus or report to campus as soon as possible. If you are on campus when an emergency occurs you must check in with the DOC immediately so we can get an accounting of all personnel. As the emergency situation permits, staff with family emergencies will be authorized to go home.

GENERAL EMERGENCY PROCEDURES
A primary goal of Facilities Management Services (FMS) is to ensure that our customers receive quality emergency service when any operating system malfunctions or experiences damage. We will strive to provide fast and reliable service in the event of minor or major emergencies. Facility emergencies will be reported to the FMS Customer Resource Center (CRC) at (323) 442-8005 (HSC) Monday through Friday 7:00 am to 5:00 pm. After hours the phones will transfer to the UPC CRC which is covered 24 hours per day, seven days a week. CRC staff will notify the appropriate unit within FMS. Emergencies may also be reported to the Department of Public Safety (DPS) at (323) 442-1200. In the event of a major emergency, instructions for staff members will be recorded on the Emergency Response Line at (213) 740-9233. This number can be accessed at any time for information on any emergencies affecting USC. Note: In the event of a major earthquake affecting Los Angeles, the line may not be updated immediately. All staff members with assigned emergency duties should report to the campus as soon as possible. EMERGENCIES INVOLVING LIFE SAFETY WILL BE RESPONDED TO IMMEDIATELY BY STAFF EQUIPPED APPROPRIATELY FOR THE INCIDENT AND LOCATION. Specifically, any report of fire, smoke, hazardous materials incident, explosion, or other incident potentially involving life safety hazards will be given top priority and responded to after clearance from the Risk Management and Career Services Office. Department supervisors and managers will monitor emergency services provided to ensure that response is prompt and effective.

EARTHQUAKE RESPONSE PROCEDURES
Special response procedures will be followed in the event of a major (6.0 or higher) earthquake. All staff will be expected to be familiar with these procedures and to remain on campus or report to campus as soon as possible. As the emergency situation permits, staff with family emergencies will be authorized to go home. The responsibilities of Facilities Management Services, in coordination with the Risk Management and Career Services Office and Public Safety, will be:

- Initial assessment of earthquake damage to university facilities.
- Advise the university on evacuation and building re-entry decisions.
• Prevent further damage or injury by making emergency repairs or utility service adjustments, if necessary (shutting off gas, power, etc.).

• Assist in lifesaving emergency activities such as rescue or transport of injured personnel to nearby hospitals, if necessary.

• Keep records of and document all emergency expenses and losses due to facility damage in order to qualify for Federal Disaster Assistance funding.

EARTHQUAKE RESPONSE ORGANIZATION

The primary FMS earthquake response effort will be coordinated from the FMS Emergency Department Operations Center (DOC) in the Emergency Bin which is located in the CHP parking lot. All FMS staff, including emergency teams, will report to the FMS CHP DOC following a major earthquake to begin damage assessment procedures (refer to building list and zone map beginning in Appendix)

The EOC Director will coordinate the FMS response activities from the Emergency Operations Center in the Silver Room of the KECK Medical Center. If the EOC Director is unavailable, potential alternates will be identified.

The EOC Representative will be assisted by one other staff member equipped with a handheld radio.

If personnel are inside a university building during a quake:

After the employee has performed the “stop/drop/hold on” maneuver, first assess the state of the room they are in and the state of the building as they exit the area. If there is any fire, proceed to the nearest pull station to activate the fire alarm. Mentally note the damage that is visible so that it may be later reported at the Command Center.

EARTHQUAKE CHECKLIST FOR EXECUTIVE DIRECTOR OR ALTERNATE

HIGHEST RANKING STAFF MEMBER AT PRESENT TIME WILL COORDINATE DUTIES

KEYS

Keys will be in lockbox in Emergency Trailer. Box will have one set of keys per zone.

LOGISTICS FOR EMERGENCY BIN

Sign in/sign out personnel reporting to work.

Issue Emergency Building Information/ER Book/Backpacks by Zone.
Issue generator list by critical building by Zone.
Issue 2 way radios as necessary.
CRC will operate from the DOC. Provide information by courier/radio/cell phone (dependent on situation)
Distribute keys as necessary.
Forward Inspection forms to EOC

Team Leader Duties
Make sure all employees have disaster response kits.
Respond to critical buildings
Conduct assessments
Post buildings
Complete inspection forms
Return inspection forms to DOC
Provide temporary repairs if needed
Provide CRC with info by courier/radio/cell phone (dependent on situation)

Needs to be updated with Lockshop

EARTHQUAKE RESPONSE PRIORITIES
If fully staffed, the Facilities team will be able to respond to most campus facilities quickly. If not fully staffed, it will be necessary to follow defined response priorities. The Facilities team will follow damage assessment and service restoration priorities that will most effectively facilitate the survival and recovery of the entire University community.

Damage Assessment Priorities

Priority One Residential buildings and critical emergency response facilities, laboratory/hazardous materials facilities* Patient, childcare, animal care.

Priority Two Administrative buildings and other buildings

Emergency response facilities include:

Patient Care Facilities, Student Housing, Research Buildings, Gross Anatomy Labs, Vivaria

Hazardous materials facilities include all laboratory buildings and hazardous materials storage structures.
LIST OF HAZARDOUS MATERIAL FACILITIES

The following facilities will be assessed by the Risk Management team for chemical or hazard material spills or contamination. Do not enter any Priority 1 buildings until inspected and cleared by Risk Management.

**Priority One***
Hoffman Medical Research
Norris Cancer Center (Research)
Norman Topping Tower (Research)
Harlyne Norris Research Tower
Zilkha Neurogenetics Institute
Pharmaceutical Sciences Center
Mudd Memorial Research
McKibben Hall
McKibben Annex
Bishop Medical Teaching
Stevens Hall of Neurogenetics
Clinical Science Center
Clinical Science Annex
Broad CIRM Center for Research
Healthcare Consultation Center I, II, III and IV
Health Research Association Building
Needs to be verified response location
*These buildings will be immediately closed for inspection by DPS.

Priority 2 buildings may be entered and inspected by FMS personnel only after conducting an exterior evaluation of the building. If no structural damage is apparent, the building may be entered without waiting for clearance by Risk Management. The following facilities will not be closed automatically.

**Priority Two**
Keith Administration Building, Center for Health Professions, Norris Medical Library, Health Sciences Parking, Soto Street Building, Soto Street Annex, Soto Street Two

**Service Restoration Priorities**
When the life safety concerns have been met, electrical power, gas, water, and other services will be restored first to those facilities whose loss would most heavily damage the university academic program:

1. Seaver Residence Hall
FIELD TEAM PROCEDURES

All personnel will report to the FMS DOC Command Center to check in and pick up disaster response kits prior to being dispatched to their assigned zone meeting points as listed in Appendix A.

A. After collecting the disaster response kit from the FMS DOC Command Center, field team leaders/alternate leaders will proceed with their field response team to the assigned zone meeting point (Command Center).

B. Field team leaders/alternates will meet their teams and then notify the DOC at the bin when their teams have started building assessments.

C. Conduct building assessments using the Damage Report Form. Do not enter obviously unsafe structures. Notify the zone Command Center of serious emergency problems requiring immediate attention. The zone leader will notify the DOC. Keep radio communications brief.

D. Post buildings with “Closed” or “Open” signs. Notify the zone Command Center of building status and actions taken. They will notify the DOC. If approached by building occupants, gather any information they have about conditions in the structure, but do not make any detailed statements about the damage to the building. Refer all questions by news media personnel to the authorized spokesperson in the EOC.

E. Priority One laboratory buildings must not be entered until they are cleared by Risk Management.

F. Notify Utility Team of any buildings that require shut down of hazardous utilities.

G. Once a building is closed, it may only be reopened with the direct authorization of the EOC.

H. Provide temporary repairs where necessary to ensure that damaged facilities do not cause injury. Assist with rescue efforts or transportation of injured people if directed to do so.

The following codes are to be used when inspecting all building/areas after an earthquake. This will expedite the inspection process and also make it easier to access the damages for reporting purposes.

ESTIMATE THE DAMAGE AS ONE OF THE FOLLOWING:
THE FOLLOWING COLORS INDICATE SHUT OFF VALVES AND FIRE EQUIPMENT:

Red = Electrical     Blue = Water     Yellow = Gas     Green = Fire Extinguishers

INITIAL DAMAGE ASSESSMENT PROCEDURES

These procedures are designed for use in a major earthquake that causes significant damage to university facilities. In minor earthquakes, the process may be simplified to suit the situation.

During the damage assessment, if staff encounters seriously injured personnel, they should immediately call DPS at extension 2-1000. Try to resume the damage assessment as soon as possible - while you are helping one victim, many more may be at risk at another location.

- Approach the assigned building, but do not enter. Conduct an exterior evaluation of the building. If clear, and unless building is on the Hazardous Materials list, the building may be entered.

- Inspect the building from the outside, looking for the types of damage listed on the “Earthquake Inspection Form” (see Appendix). If the building is damaged severely, or if the damage is unclear and needs further assessment by a structural inspection team, post a “Closed” sign and return inspection form to the zone Command Center who will forward it on to the DOC who will forward it to the EOC. Do not enter the building if it is unsafe.

- If the exterior of non-research buildings are undamaged, assess the interior for types of damage listed on the “Earthquake Inspection Form”. If there is major interior damage, post the building “Closed” and communicate the results to the zone Command Center who will forward it on to the DOC who will forward it on to the EOC. DO NOT ENTER RESEARCH BUILDINGS UNTIL EHS CLEARS FOR HAZARDOUS SPILLS.

- If both the exterior and interior are undamaged, post the building “Open” and communicate results to the zone Command Center who will forward it on to the DOC who will forward it on to the EOC

- Repeat this procedure for other buildings in your zone.

- After assessing your assigned zone, check with the zone DOC for additional assignments. Your team may be called upon to assist in assessing other areas or to help with medical evacuation and other emergency tasks.

BUILDING STRUCTURAL INSPECTION
Building inspection teams consisting of personnel from FPM and CCD and trained in post-earthquake structural inspection techniques will assemble in the CHP DOC.

These teams will be dispatched by the FPM CHP DOC to conduct more comprehensive building inspections based on the information submitted by the initial field team inspections.

Teams made up of individuals from the FPM and the Capital Construction departments will be assigned to inspect specific buildings:

In addition, Facilities Management Services may utilize services from outside consulting licensed structural engineers to make additional assessments.

**Outside Consulting Structural Engineers**

Belfor (714) 632-7685
Kocher and Schirra (818) 240-5630-Electrical
Brandow and Johnston (213) 484-8950-Structural
CEDG (818) 566-7755-MEP Kaplan Chen Kaplan (310) 452-7505-Historical

**RESCUE ASSISTANCE**

FMS’s primary emergency responsibility will be inspection of facilities. However, if the need is great, we will assist with life saving activities as directed by the DOC.

**Minor Rescue**

If people are trapped in elevators, O&M elevator mechanics will assist. Other staff should not attempt such rescues, as the result may lead to further injury, and special expertise is required. If people are trapped inside rooms due to jammed doors, staff may be able to assist.

**Heavy Rescue**

When a building has partially or fully collapsed and people are trapped underneath heavy building debris heavy rescue is required with the assistance of the Los Angeles Heavy Search and Rescue Team (LAHSRT). FMS staff may initially be able to clear some debris from a site but would have to wait for the trained team to remove heavy debris. Starting without the LAHSRT would not be safe for the trapped persons or for FPM staff. There should be something in the document about USC CERTS since likely LAHSRT will be too busy with other rescues.

Size up the situation first. Make sure all rescuers work in pairs and wear protective equipment such as hardhats and gloves. Search for victims systematically.

If live victims are trapped, they will be located in voids, spaces within the collapsed structure. The location of voids depends on the type of collapse, which may be the V-shape, the pancake, the lean-to, or the cantilever. Building plans must be examined to locate potential voids.
Once potential voids are identified, locate victims using the “triangular hailing method,” where three rescuers form a triangle around a void and shout or tap on an object. Listen for a reply in complete silence. Once contact with a victim is established, maintain contact throughout the rescue.

When removing debris during rescue, be careful not to remove debris that is supporting other debris, which may cause further collapse. It may be necessary to use leverage to raise debris, then cribbing with timers to support the raised materials. Generally, do not allow rescuers to enter extreme hazard areas. Don’t turn rescuers into victims. Generally, work with and assist the Los Angeles Heavy Search and Rescue Team.

**Victim Transport**

If there are seriously injured people, they will need to be transported to hospitals. Since paramedics and ambulances may be unavailable, O&M vehicles may be very useful in helping to transport the injured. If it is necessary to assist in victim transport, this will temporarily become a higher priority than other operations.

**POST-EARTHQUAKE HAZARDOUS MATERIAL PROBLEMS**

Primary responsibility for hazardous material response and mitigation is with Environmental Health and Safety (EHS). However, the FPM Chief Safety Office will work with EHS during these incidents and FPM staff will be made aware of potential hazards and will respond consistent with the applicable university EHS procedures.

Many laboratories use a variety of hazardous materials, including flammables, explosives, radioactives, biological hazards, carcinogens, poisons, and others. Door signs outside each lab identify the general hazards present. The amount of materials used in any one lab are small, but taken altogether could be quite hazardous. All laboratory buildings on the Health Sciences Campus have hazardous materials. These must be inspected by EHS staff, who will be issued protective equipment.

Asbestos and lead are present in a number of campus buildings. If an area appears to have dust and debris that could be asbestos or lead, immediately exit the area and call for special inspection by EHS Office personnel. The National Fire Protection Agency (NFPA) diamond below is posted on the outside of applicable building who house hazardous materials:
Hazard Communication

APPENDIX J

NATIONAL FIRE PROTECTION ASSOCIATION
704M LABELING SYSTEM
"Fire Diamond"

The Hazard Index:

4 = Severe Hazard
3 = Serious Hazard
2 = Moderate Hazard
1 = Slight Hazard
0 = Minimal Hazard

HEALTH

4 Too dangerous to enter vapor or liquid even with air packs
3 Extremely dangerous; use full protective clothing
2 Hazardous: Use breathing apparatus
1 Slightly hazardous
0 Like ordinary material

Examples
arsine, chloroform
acrylamide, nitric acid
tetrahydrofuran, pyridine
glycerol, boric acid
sodium thiosulfite
diethyl ether
tetrahydrofuran
iso-amyl alcohol
glycerol, chloroform
boric acid, hydrochloric acid

FIRE

4 Extremely flammable
3 Ignites at normal temperature
2 Ignites when moderately heated
1 Must be preheated to burn
0 Will not burn

Examples
diethyl ether
tetrahydrofuran
iso-amyl alcohol
glycerol, chloroform
boric acid, hydrochloric acid

REACTIVE

4 Readily capable of detonation/explosive decomposition; vacate area if exposed to fire
3 Strong shock/heat may cause explosion; stay behind explosion-resistant barriers
2 May react violently, but will not detonate; stay at a distance
1 Unstable if heated/pressurized; may react non-vigorously with water
0 Normally stable

Examples
cesium
ammonium picrate
sodium metal
acetic anhydride
acetonitrile, glycerol

SPECIAL HAZARD

-W- Reactivity to water
RAD Radioactivity
ALK Alkali
COR Corrosive
OXY Oxidizing agent
P Polymerization

Examples
sulfuric acid
sodium iodide 131
potassium hydroxide
sulfuric acid
nitric acid
ethylene, butadiene

University of Southern California
Safety Manual
10/01/1992
POST-EARTHQUAKE FIRE

Fires sometime occur following an earthquake, and could be a major problem if the Los Angeles Fire Department is unavailable or water pressure is down. Every effort should be made to stop gas leaks or other problems that could cause a fire. It may be necessary to institute a temporary fire watch in buildings where fire protection systems are damaged and the building may be occupied.

If a fire occurs, several steps should be taken:

1. Notify building occupants by pulling alarm.
2. Notify DPS, who will notify the Fire Department if possible.
3. If safe to do so, assign staff to extinguish the fire.
4. Verify that occupants have evacuated and close fire doors.
5. Check the sprinkler control valve to ensure it is open.
6. Check the fire pump to ensure it is operating.
7. Shut down electrical equipment if necessary.
8. Shut down flammable gas system.
9. Remove/cover critical stock and equipment if safe to do so.
10. Coordinate with the Fire Department when (if) they arrive.

After the fire is out:

1. Inspect fire areas to ensure fire is out.
2. Get fire protection systems back in operation.
3. Replace or recharge fire fighting equipment.
4. Test and reset sprinkler control valve.
5. Check and reset fire pump, and restock with fuel.
6. Minimize smoke and water damage.
7. Restore utilities to operation.
8. Assist in cleanup.
9. Notify the building’s responsible Dean(s) or Director(s) of the fire.

Note: EHS maintain fire hoses that can be used if needed.

EMERGENCY COMMUNICATIONS/NOTIFICATION

Emergency communications will normally be conducted through the university telephone system and the FMS radio trunking system. FMS base stations may be used to communicate with field teams or with Environmental Health and Safety teams if necessary (EH&S radios have their own frequency, but have a second channel with the FMS frequency).
All communication should be brief and concise. Think about your message before communicating with others. DO NOT TIE UP RADIO AIR TIME OR TELEPHONE TIME UNNECESSARILY.

The USC Emergency Operations Center has been equipped with emergency telephones for use by the Emergency Operations Group. The telephone numbers are in Appendix.

The HSC supervisors have been issued cellular telephones that may be of use if standard phones are down. Will there be Satellite Phones issued to HSC?

**USC Radio System 24 Hour Emergency Service Information**

Primary Contact –

Secondary Contact- 

Service Protocol-Should the FPM system fail, please have the operator contact the FPM Operator at UPC to see if that system is up or down, and then contact DPS communication to ascertain if the DPS system is up and running. This will help identify the source/s of the system failure. Advise the DPS operator that the FPM system is down and ask the DPS operator to request service from  

DPS Contacts- Roland Gallardo -323-442-1204  

**EMERGENCY OPERATIONS CENTER PHONE NUMBERS:**  

Keck Hospital- Silver room 323-442-9840 and 323-442-9842  

Analog Line 323-442-9502  

Keck Hospital Command Center 323-442-9686  

Norris Hospital Command Center 323-539-2422 and 323-539-2423  

**EMERGENCY COMMUNICATIONS/NOTIFICATION continued**

A number of two way radios will be available at the FMS DOC in the event that other communication systems are damaged.

An FMS management staff directory of home telephone numbers will be given to all FMS management staff. The Director or alternate will maintain in their possession a directory of home and cell phone numbers of key university officials and members of the Emergency Operations Group.

**Satellite Phones**  

DPS HSC 00-88-6-414-74750  

HSC Public Relations & Marketing 00-88-6-414-81452
EMERGENCY EARTHQUAKE EQUIPMENT RESOURCES

1 Whisperwatt/Denyo MQ Power 300 Diesel Powered AC Generator Model# DCA 200 SKA4 Ser# 38021551
1 Whisperwatt/Denyo MQ Power 220 Diesel Powered AC Generator Model #DCA220 SSL Ser# 3799508
1 Water Filtration System W/Trailer
10 Honda Portable Generators Model 30001 DeWalt Emglo 200 PSI
15 Electric Compressor
5 Tripod Worklights 1000 Watt
7 Stretchers
5 Gallons Fold A Carriers Water Containers
6 2 Gallon Fold A Carriers Water Containers
60 Safety Goggles/Glasses
60 Hard Hats
10 Caution Tape Rolls
50 Headlight/Flashlights
12 Flares

Items in Emergency Trailer

11 Safety Cones
9 Trauma Dressing Bandages 8 Barricades with Lights
4 4’ Crowbar combinations with Pick 150 Emergency Blankets (small packages)
5 Megaphones
18 Portable Radios
3 Utility Knives
18 Clawhammers
4 4’ Chisels
7 Emergency Bags (Vest, Flashlight, Hard Hat, Mask, Water Bottle,
2 Bags Bandages, Pliers, Goggles, Utility Knife, Pair of Canvas Gloves)
8 Mini Medic Packs
2 Packages “C” Batteries
8 Packs “AA” Batteries
4 Rolls Caution Tape
7 Squeegees (no handles)
5 Emergency Manuals
11 Flashlights w/Batteries
12 Air Mattresses
5 3’ Crow Bars
15 Absorbent Socks
6 100’ Extension Cords
15 50’ Extension Cords
15 25’ Extension Cords
EMERGENCY RESPONSE TEAM

Zone 1
SRH-Seaver Student Residence
MMR-Mudd Memorial Research
MCH-Mckibben Hall
MCA-Mckibben Annex
BMT-Bishop Medical
HMR-Hoffman Medical
PSC-Stauffer Pharmaceutical
KAM-Keith Administration
NML-Norris Medical Library
HSP-Parking Structure
DOH-[Doheny Eye Foundation]
NRT-Norris Research Tower
SHN- Stevens Hall of Neurogenetics

Zone 2
EVH -DWP Electrical Vault
ZNI-Zilkha Neurogenetics Institute
CHP-Center for Health Professions
HSV-Telephone Vault

Zone 3
CSA-Clinical Science Annex
CSC-Clinical Science Center
VBB-Valley Boulevard

Zone 4
Norris Complex

Zone 5
Utility Team

Zone 6
Healthcare Complex

No Zone
CRL-Cancer Research Lab
LRA- Livingston Research Annex

Indicates buildings that may no longer be part of the FMS Emergency Response - TBD
USC FPM Business Continuity Plan

HSC-EOC
Keck Medical Center
Silver Room
Mark Garcia-May (FMS)
Ed Fournier (Alt)
Robert Scrofano (CCD)
Carla Barry (CCD Alt)

HSC-DDC
CHIP Parking Lot
Incident Commander
Ed Fournier
Mark Garcia-May (Alt)

EOC Runner
Velvet Carranza (CCD)

Safety Officer
Scribe
Art Chavez (FMS)

Liaison Officer
Rick Sendele (CCD)

Operations Chief
Eric Duran

Staging Area
Coordinator
Margarita Cardenas

Logistics Chief
Johnny Espinoza

Crew #1
Johnny Espinoza
Tech #1

Crew #2

Crew #3
Tech #3

Crew #4
Tech #4

Planning Chief
Carla Barry (CCD)

Financial Chief
Marian Purcell (FMS)

CCD CERT TEAM
- Malika Torres
- Cynthia Rodas pending
TEAMS - MEETING POINTS

All Employees report to the Department of Operations Center for roll Call (DOC) pick up disaster response kits, and wait for Zone assignment.

Damage Assessment Priorities

1 Residential buildings and critical emergency response facilities, laboratory/hazardous materials facilities *
2 Administrative buildings and other buildings **

*The EH&S HazMat Team will assess the building for hazardous atmospheres and hazardous materials spills. No one other than the HazMat Response Team should enter these buildings until it has been cleared.

** EH&S has determined that the Priority 2 buildings pose the least threat to life, environment, and property and will remain open.
CONSTRUCTION SERVICES (CCD) SPECIFIC APPENDICES
The purpose of the Phone Tree is to inform personnel of the status of operations and reporting instructions in the event of a disaster/event during non-working hours. In the event of such an emergency, the Recovery Leader will initiate the Phone Tree.
CCD Management maintains a CCD staff directory of home telephone numbers. In the event of an emergency, CCD Management will invoke a communication tree to disseminate information to CCD staff.

1. When VPED CCFM receives the call that the EOC has been activated, he will contact the Associate Vice President, Capital Construction (AVP CC), Associate Vice President, Capital Construction & Facilities Management Services (AVP CCFPM), Associate Senior Vice President, Campus Development & Facilities Management (ASVP CDFM) and University Architect (UA) to activate the Disaster Communication phone tree.

2. ASVP CDFM and AVP CCFM contact their staff to inform them of the EOC being activated and communicates to staff current state of affairs – i.e. project managers report to DOC, administrative staff stay home or report to CDF/SBA, etc.
RELOCATION CHECKLIST

Categories:

A. Logistics & Planning
B. Technology/Equipment
C. Communication

A. Logistics:
1. Establish an internal move coordinator(s) to be contact person and oversee move efforts
2. Bring all key move participants in the move together for Kick Off meeting as early as possible.
3. Schedule team meetings throughout project.
4. Contract with move coordination consultant if the move is large-scale or complex.
   - Some departments have used Blackman & Holberton, Tel: 310.458.8898, BarbaraBlackman@BHmove.com
5. Contract with move team to physically move all items.
   - Some departments have used American Relocation & Logistics, http://www.american-moving.com
6. If contracting with move service, all packing supplies should be included. Otherwise, supplies to consider include:
   - Boxes/crates
   - Dollies for moving multiple boxes and/or furniture
   - Bubble-wrap
   - Tape
   - Labels
   - Relocation map containing new location of all items
7. Transportation/parking needs at new location (if different from current)
8. Work with project manager re: Space requirements – offices, conference rooms, kitchen space, etc.
9. Keys/building access for new location. If USC ID cards are needed, work with USC card services to grant appropriate building access to employees. (http://www.usc.edu/bus_affairs/admin_serv/usc_card_serv/departments), or FPM Lock Shop for keys.
10. Notify departmental IT unit and USC ITS

B. Technology/Equipment:
1. Keep an updated equipment inventory list (IT unit may already have this information), i.e.:
   a. Computers (Desktop/laptop)
   b. Printers
   c. Xerox
   d. Fax
   e. Scanners
   f. Shredders
   g. Telephones
   h. Servers
2. Communication/Data line set-up: Computers, telephone, fax machines, networked printers/copiers (Work with USC ITS http://www.usc.edu/its/about/index.html)
3. Schedule vendor to move copier equipment, if part of Maintenance Agreement.
C. Communication:

1. Keep staff updated on move requirements, dates, etc.
2. To reduce the anxiety of moving, keep staff informed throughout the project. This includes the staff who are moving and other departmental staff.
3. Work with USC Property Management to confirm address, if necessary.
4. Work with Mailing Services to assign new mail code, if necessary.
5. Notify customers, vendors, university departments and service providers.
6. Update websites, business cards, etc. with new contact information (if permanent)
7. Update university database systems with new address and mail code for each employee affected
8. Communicate any changes to internal processes to departmental staff, if needed.
9. Prepare a “Welcome” packet for each employee, to include: New address, mail code, available transportation and schedule, new processes (building access, security, visitors, deliveries, etc.).
10. Once moved-in, establish who will act as the liaison between staff and sr. management or project manager to handle move questions, follow up on repairs, etc.
11. Include training sessions re: building access, new phones and/or equipment, office operations.
Recovery Team Roles and Responsibilities

The following checklists contain the roles and responsibilities for key positions.

Role: University Architect, Project Management Support

Director/Supervisors (AVP, ASVP, Directors): Joe Back, Jon Soffa, John Morrill, Hunter Gaines, Allyson Gipson, Howard Weissberger, Rod Butterfield, Robert Scrofano, Carla Barry

Sr Project Managers, Project Managers, Design Managers, Sr Project Estimator, Project Engineers, Office Engineers:
Adler Romero, Angelica Zastrow, Brando Blanco, Brooke Ishimoto, Campbell Odening, Chaza Haidar, Gina Sanchez, Hilton Hayes, Hope Craig, Ian Iorgulescu, Jaycee Borja, Jerome Jontry, Julio Fujihara, Lee Anne Santos, Magdalen Hron, Maria Morgan, Matthew Miller, Monique Birault, Najat Kalel, Neal Rinella, Norm Title, Patricia Rosales, Ramon Hernandez, Randall Figueroa, Rick Crouser, Ruben Juarez, Shouning Li, Steve Hall, Trishe Clouser, Vanessa Silvestre, Cyntia Rodas, James Fernane, Jing Gung Cheng, Larry Tuck, Lisa Polansky, Paul Risko, Rick Sendele, Steve Sharr, Tawfik Hebrara, Velvet Carranza

Vital Functions to continue following a major disaster/emergency:
- Assist and support FPM with initial building inspections to assess extent of damage with emphasis on building stability.
- Ensure new building construction is stabilized and does not pose risk to students, faculty, staff, visitors, emergency personnel or property.
- If buildings have been “red tagged,” provide further assessments to determine scope of work, identify code/regulatory issues, budget and schedule for building emergency repair and restoration.
- If directed by senior leadership, VPED CCFM, AVP CC, ASVP CDFM, AVP FPM, DO MS/FPM, DO FPM, or AD FPM, coordinate and manage restoration work with key FPM staff and approved vendors to stabilize and restore affected buildings.

Work from Home Capabilities:
- For at least the first 24-hours, project management staff will need to be present at the FPM Command Center for building inspections and assessments. Staff will also need to be onsite at times to monitor work.
- Once senior leadership has approved prioritization of work, project management staff can perform some of their tasks remotely via phone and internet. Tasks include contacting vendors, generating and tracking financial commitments and expenditures, sending project communications and updating project budget and status.
- All project management staff has access to a computer, phone and internet service at home.
- All project management staff issued emergency work supplies to include hard copies of procedures, forms, contact information and flash drive of electronic forms to be kept at home and used during an emergency.

Equipment Needed:
- Computer or Laptop, cell phone

Systems & Access:
- e-Builder, Office365, L/N/S/P-Drives – Shared Directory, Meridian, USC and FPM Websites, FAMIS

Employees with Access: All
University Architect, Project Controls & Design Management

Director/Supervisors (AVP, UA): Wendy Kaszycki, Jon Soffa

Contract Manager, Cost Analyst, Estimator – Helen Ferraro, Faustino Morones, Christin Boongrapu

Vital Functions to continue following a major disaster/emergency:
- Ensure all restoration projects entered and tracked in eBuilder.
- Support Project Management staff with project data collection, project budget estimation, and track all project information electronically in eBuilder and/or manually if all internet services unavailable.
- Provide further design review and estimating of proposed restoration projects.
- Issuance of vendor contracts for restoration projects and oversight for compliance matters with the Office of General Counsel and Risk Management.

Work from Home Capabilities:
- All design review and project control functions can be carried out remotely provided staff has access to some form of computer, phone and internet service at home.
- All design managers and project control staff issued emergency work supplies to include hard copies of procedures, forms, contact information and flash drive of electronic forms to be kept at home and used during an emergency.

Equipment Needed:
- Computer or Laptop, cell phone, printer

Systems & Access:
- e-Builder, Office365, L/N/S/P-Drives – Shared Directory, Meridian, USC and FPM Websites, FAMIS

Employees with Access:
- All
Operations – Finance and Administration

Director/Supervisors: (SBO) Irene O. Seatter

Document Control, Executive Assistant, Finance Manager, Administrative Services Coordinator, Accounting Assistant, Administrative Assistants: Brian Spencer, Della Lovato, Iann Williams, Isaac Barajas, Jeffreye Kessee, Kimari Belisle, Melinda Cipriaso, Sepideh Hayes, Wendi Mandina, Marina Torres

Vital Functions to continue following a major disaster/emergency:
- Support Project Management, University Architect, Project Controls and Design Management staff with processing of administrative and financial tasks to include purchasing requisitions, personnel services, payroll, invoice payment and account tracking, internal and external communications.

Work from Home Capabilities:
- All financial and administrative functions can be carried out remotely provided staff has access to some form of computer, phone and internet service at home.
- All financial and administrative staff issued emergency work supplies to include hard copies of procedures, forms, contact information and flash drive of electronic forms to be kept at home and used during an emergency.

Equipment Needed:
- Computer or Laptop, printer, phone

Systems & Access:
- e-Builder, Office365, L/N/S/P-Drives – Shared Directory, Meridian, USC and FPM Websites, FAMIS

Employees with Access:
- All
BUILDING CONTENTS DAMAGE REPORT

Incident: ________________________________

Date: ________________________________

Bldg Name: ________________________________

Room No.: ________________________________

School: ________________________________

Department: ________________________________

Contact: ________________________________

Title: ________________________________

Extension: ________________________________

Description of Damaged Item:

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<th>Description</th>
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Replacement Cost:  

Estimated: ________  

Actual: ________  

P.O. Num: ________  

Vendor: ________

Payment Date: ____________

Note: Please fill out a separate form for each item.

This information is collected for presentation to FEMA, which may reimburse the department for 75-90% of the replacement cost of approved items. The school or department must replace lost equipment before a reimbursement request is made. Please limit requests to items whose replacement value is greater than $5,000. Please note that FEMA reimburses based on the total claims for a building, so there may be a significant delay between item replacement and FEMA reimbursement.

Please attach a picture of damaged item.
INTRODUCTION

The following emergency operations plan provides a basic framework for emergency response by CCD. However, the circumstances of a particular emergency, whether it is an earthquake, fire, explosion, or toxic spill, will impose certain constraints on CCD’s response.

CCD’s emergency response is to provide support to FPM in the following areas:

- Assist and support FPM with initial building inspections to assess extent of damage with emphasis on building stability.
- Ensure new building construction is stabilized and does not pose risk to students, faculty, staff, visitors, emergency personnel or property.
- If buildings have been “red tagged,” provide further assessments to determine scope of work, identify code/regulatory issues, budget and schedule for building emergency repair and ultimately restoration.
- If directed by senior leadership, V PED CCFM, AVP CC, ASVP CDFM, AVP FPM, or DOE MS/FPM, DO FPM, AD FPM, coordinate and manage restoration work with key FPM staff and approved vendors to stabilize and restore affected buildings.
- Once emergency building repairs/stabilization has taken place, assess impact to both campuses. Work with university senior leadership and stakeholders to assess and determine long-term plan for building restoration and replacement.

All CCD staff is expected to be familiar with emergency procedures and ensure that clients obtain fast and reliable emergency response.

In a major earthquake of 6.0 or greater, staff will be expected to remain on campus or report to campus as soon as possible. As the emergency situation permits, staff with family emergencies will be authorized to go home.
GENERAL EMERGENCY PROCEDURES

Facility emergencies will be reported to the FPM Customer Resource Center (CRC) at 213-740-6833 (UPC) 24-hours a day, seven days a week. CRC staff will notify the appropriate unit within FPM. Emergencies may also be reported to the Department of Public Safety (DPS) at 213-740-4321.

In the event of a major emergency, instructions for staff members will be recorded on the Emergency Response Line at 213-740-9233. This number can be accessed at any time for information on any emergencies affecting USC. Please note, in the event of a major earthquake of 6.0 or greater affecting the Los Angeles area, the line may not be updated immediately. All staff members with assigned emergency duties should report to the campus as soon as possible.

EMERGENCIES INVOLVING LIFE SAFETY WILL BE RESPONDED TO IMMEDIATELY BY STAFF EQUIPPED APPROPRIATELY FOR THE INCIDENT AND LOCATION. Specifically, any report of fire, smoke, hazardous materials incident, explosion, or other incident potentially involving life safety hazards will be given top priority and responded to after clearance from the Risk Management and Fire Safety & Emergency Planning, FPM department supervisors and managers will monitor emergency services provided to ensure that response is prompt and effective.

EARTHQUAKE RESPONSE PROCEDURES

Special response procedures will be followed in the event of a major 6.0 or higher earthquake. All staff will be expected to be familiar with these procedures and to remain on campus or report to campus as soon as possible. As the emergency situation permits, staff with family emergencies will be authorized to go home.

The responsibilities of CCD in coordination with FPM, Risk Management Admin Ops and DPS will be:

- Assist and support FPM with initial building inspections to assess extent of damage with emphasis on building stability.
- Ensure new building construction is stabilized and does not pose a safety risk to students, faculty, staff, visitors, emergency personnel or property.
- If buildings have been “red tagged,” provide further assessments to determine scope of work, identify code/regulatory issues, budget and schedule for building emergency repair and restoration.
- If directed by senior leadership, VPED CCFM, AVP CC, ASVP CDFM, AVP FPM, or DOE MS/FPM, DO FPM, AD FPM, coordinate and manage restoration work with key FPM staff and approved vendors to stabilize and restore affected buildings.
- Keep records of and document all emergency expenses and losses due to facility damage in order to qualify for Federal Disaster Assistance funding (refer to business continuity section). Assessment Tracking team is responsible for entering closed building information into eBuilder and FAMIS in order to generate a PR# and work orders in order to track financial information.
- Once emergency building repairs/stabilization has taken place, assess impact to both campuses. Work with university senior leadership and stakeholders to assess and determine long-term plan for building restoration and replacement.

CCD’s earthquake response will be coordinated by FPM from the FPM Incident Command Center in Lot 1 at the FPM Trailer or a nearby location if the trailer is not habitable. All CCD project management and project controls staff, directors and supervisors will report to the FPM Command Center following a major earthquake of 6.0 or higher to begin damage assessment procedures (refer to building list and zone maps). All other CCD staff should remain at or report to the CDF building.
EARTHQUAKE RESPONSE ORGANIZATION

The Vice President and Executive Director, Facilities Planning and Management (VPED FPM) and/or Associate Vice President, Capital Construction Development (AVP CCD), and the Associate Vice President, Facilities Management Services (AVP FPM) will oversee and coordinate all FPM response activities from the Emergency Operations Center (EOC) in the Ronald Tutor Campus Center. If the VPED FPM is unavailable, the AVP CCD and/or the AVP FMS are the primary alternates.

The Senior Design Manager, Capital Construction (SDM) will be CCD’s representative and liaison at the Operations Command Center (OCC). If SDM is unavailable, the Director, Capital Construction Development - Allyson Gipson is the primary alternate.

The AVP FPM also reports to the EOC and coordinates the FPM response. If the AVP FMS is unavailable, alternates include:

- Director of Engineering & Maintenance Services (DOE MS/FPM)
- Director of Operations (DO FPM)
- Associate Director, Customer Resource Center (AD CRC)
- FPM Chief Safety Officer

Overseeing CCD’s response and coordinating with the DOE MS/FPM at the UPC DOC Command is Director, CCD (Hunter Gaines). If unavailable, primary alternate is Director, CCD (Allyson Gipson), secondary alternate is Director, CCD (Howard Weissberger). At HSC, Director, HSC Construction (Robert Scrofano) will oversee and coordinate CCD’s response. If unavailable, primary alternate is Senior Project Manager (Rick Sendele), secondary alternate is Director (Carla Barry).
EARTHQUAKE RESPONSE PRIORITIES

If fully staffed, the FPM team will be able to respond to most campus facilities quickly. If not fully staffed, it will be necessary to follow defined response priorities. The FPM team will follow damage assessment and service restoration priorities that will most effectively facilitate the survival and recovery of the entire University community.

Damage Assessment Priorities

Priority One

Following a structural review by FPM, “priority one” facilities are assessed by EH&S HazMat Teams in order to ensure that hazardous atmospheres are abated and hazardous material spills are contained. No one other than the university, emergency response agency, and/or contractor HazMat Response Team(s) should enter the following HIGH HAZARD BUILDINGS until they have been released for general occupancy.

Vivian Hall

Seaver Sciences

Lot 1 Hazardous Waste Consolidation Yard

Loker Hydrocarbon

Organic Chemistry

Stabler Hall

Tutor Hall

Dental School - Note: The Dental School has been upgraded to our Priority One list, due to its ability to serve as the university’s first aid center in a major emergency.

Priority Two

Following a structural review by FPM and following clearance of Priority One facilities, “Priority Two” facilities are assessed by university, emergency response agency, and/or contractor HazMat Teams. The following buildings pose a relatively lower threat to life, environment and property, but contain enough hazardous materials to require verification of hazardous atmospheres and hazardous materials spills. No one other than trained HazMat Response Team should enter the following HIGH HAZARD BUILDINGS.

Irani, Ray R. Hall

Seeley G. Mudd

Hedco Neurosciences

Alan Hancock Foundation

Zumber Hall of Science

Gerontology Center

Neely Petroleum
Priority Three

The following laboratory buildings have been determined to pose the lowest hazard potential and will be addressed after priority 1 and 2 occupancies have been assessed.

Biegler Hall of Engineering
Denney Research Building
Ahmanson East, West
Rapp Engineering
FIELD TEAM PROCEDURES

FPM Field team leaders or alternate team leaders will report to the FPM Incident Command Center to pick up disaster response kits. Field staff will report to the FPM Incident Command Center before being dispatched to their assigned zone meeting points.

1. After collecting the disaster response kit from the FPM Incident Command Center, field team leaders/alternate leaders will meet their filed response team at the assigned zone meeting point.

2. Field team leaders/alternates will distribute disaster equipment, meet their teams and then notify the FPM Incident Command Center that their teams have started building assessments.


4. Post buildings with “Closed” or “Open” signs. Close and lock unsafe buildings. Notify the FPM Command Center of building status and actions taken. If approached by building occupants, gather any information they have about conditions in the structure, but do not make any detailed statements about the damage to the building. Refer all questions by news media personnel to the authorized spokesperson in the EOC.

5. Priority 1 laboratory buildings must not be entered until they are cleared by Risk Management.

6. Shut down hazardous utilities upon notification from the FPM Command Center.

7. Once a building is closed, it may only be reopened with the direct authorization of the EOC.

8. Provide temporary repairs if necessary to ensure that damaged facilities do not cause injury. Assist with rescue efforts or transportation of injured people if directed to do so.

9. Do not enter Zone 4 unless released by Environmental Health & Safety (EH&S).
INITIAL DAMAGE ASSESSMENT PROCEDURES

These procedures are designed for use in a major earthquake of 6.0 or higher that causes significant
damage to university facilities. In minor earthquakes, the process by be simplified to suit the situation.
FPM follows the guidelines published by the Applied Technology Council – *ATC 20-1 Field manual:*
*post-earthquake safety evaluation of buildings.*

During the damage assessment, if staff encounters seriously injured persons, they should
immediately call DPS at x04321 or contact the FPM Command Center via radio. Try to resume the
damage assessment as soon as possible.

1. Approach the assigned building, but do not enter. Conduct exterior evaluation of the building. If
clear, the building may be entered.

2. Inspect the building from the outside, looking for the types of damage listed on the “Earthquake
Inspection Form.”

3. If the building is damaged severely, or if the damage is unclear and needs further assessment
by a structural inspection team, post a “Closed” sign and return inspection form to the EOC
and FPM Command Center. Do not enter the building if it is unsafe.

4. If the building exterior is undamaged, assess the interior for types of damage listed on the
“Earthquake Inspection Form.” If there is major interior damage, post the building “Closed” and
communicate with results to the EOC and FPM Command Center.

5. If both exterior and interior are undamaged, report the building “Open” and communicate results
to EOC and FPM Command Center.

6. Repeat this process for the other buildings in your zone.

7. After assessing your assigned zone, check with the FPM Command Center for additional
assignments. Your team may be called upon to assist in assessing other areas or to help
with medical evacuation and other emergency tasks.
BUILDING STRUCTURAL INSPECTION/PROPERTY RESTORATION

Building inspection teams consisting of FPM staff trained in post-earthquake structural inspection techniques will assemble at the FPM Command Center. FPM follows the guidelines published by the Applied Technology Council – ATC 20-1 Field manual: post-earthquake safety evaluation of buildings.

These teams will be dispatched by the FPM Command Center to conduct more comprehensive building inspections based on the information submitted by the initial field team inspections. Additionally, ED OMS/FPM Command Center may use services from external structural engineers in building assessments.

Overseeing CCD’s response and coordinating with the DOE MS/FPM Command at UPC is Director, UPC Construction (Rod Butterfield). If unavailable, alternate is Director, UPC Construction (John Morrill). At HSC, Director, HSC Construction (Robert Scrofano) will oversee/coordinate CCD’s response.

CCD will have five teams made up of the following individuals:

Team 1 – Hunter Gaines – Brooke Ishimoto, Randall Figueroa, Campbell Odening, Ian Iorgulescu

Team 2 - Howard Weissberger – Brando Blanco, Najat Al Khalil, Steve Hall, Ruben Juarez

Team 3 – Allyson Gipson – Adler Romero, Monique Birault, Shouning Li, Vanessa Silvestre

Team 4 – John Morrill – Ramon Hernandez, Jerome Jontry, Hilton Hayes, Jeff Moe

Team 5 – Assessment Tracking - Gina Sanchez; Estimating – Rick Crouser – Project Engineers and Office Engineers – Angelica Zastrow, Jaycee Borja, Chaza Haidar, Hope Craig, Lee Anne Santos, Patricia Rosales

Responsibilities for estimating and assessment tracking at the FPM Command Center include keeping track of building assignments and CCD teams assigned to them, when assessments completed compiling list of buildings and their critical tasks, coordinating and compiling estimates and budget information for assessments. Team 5 staff may be assigned to other CCD teams as needed or may provide assistance to the FPM Command Center per the direction of DOE MS/FPM Command Center.

In the event of a major catastrophe and at the direction of VPED CCFM, AVP CC, ASVP CDFM, AVP FPM and DOE MS/FMS, DO FPM, AD FMS, Belfor shall provide RED ALERT services to USC to be staged at University Village (next to Bank of America) and Parking Lot I (next to Parking Structure B).

External Consulting Engineers:
Kocher & Schirra – electrical 818-240-5630
Brandow & Johnston – structural 213-484-8950
CEDG – mechanical, electrical, plumbing 818-566-7755
Kaplan Chan Kaplan – historical 310-452-7505
Winzler & Kelly – hazardous materials 714-237-5678
RESCUE ASSISTANCE

FPM’s primary emergency responsibility will be inspection of facilities. However, if the need is great, FPM staff may be directed to provide life saving activities at the direction of the EOC.

Minor Response
If people are trapped in elevators, O&M elevator mechanics will assist. Other staff should not attempt such rescues, as the result may lead to further injury, and special expertise is required. If people are trapped inside rooms due to jammed doors, staff may be able to assist.

Heavy Rescue
When a building has partially or fully collapsed and people are trapped underneath heavy building debris, heavy rescue is required with the assistance of the Los Angeles heavy Search and Rescue Team (LAHSRT). Although, FPM staff may be able to clear some debris from the site, they need to wait for the trained team to remove heavy.

FPM staff must assess the situation first and proceed with caution. Make sure all rescuers work in pairs and wear protective equipment such as hardhats and gloves. Search for victims systematically.

If live victims are trapped, they are likely to be found in voids, spaces within the collapsed structure. The location of voids depends on the type of collapse, which may be V-shape, pancake, lean-to, or cantilever. Building plans should be examined first to locate potential voids.

Once potential voids are identified, locate potential victims using the “triangular hailing method,” where three rescuers form a triangle around a void and shout or tap on an object. Listen for a reply in complete silence. Once contact with a victim is established, maintain contact throughout the rescue.

When removing debris during a rescue, be careful not to remove debris that is supporting other debris, which may cause further collapse. It may be necessary to use leverage to raise debris, then cribbing with timers to support the raised materials. Do not allow rescuers to enter extreme hazard areas. Don’t turn rescuers into victims. Work with and assist the Los Angeles Heavy Search and Rescue Team.

Victim Transport
It there are seriously injured people, they will need to be transported to hospitals. Since paramedics and ambulances may be unavailable, O&M vehicles may be used in helping to transport the injured. If it is necessary to assist in victim transport, this will temporarily become a higher priority than other operations.
POST EARTHQUAKE HAZARDOUS MATERIAL PROBLEMS

Primary responsibility for hazardous material situations belong to Environmental Health and Safety (EH&S). However, the FPM Chief Safety Office will work with EHS during these incidents and FPM staff will be made aware of potential hazards and will respond consistent with the applicable university EHS procedures.

Many laboratories use a variety of hazardous materials, including flammables, explosives, radioactives, biological hazards, carcinogens, poison, and others. Door signs outside each lab identify the general hazards present. The amount of materials used in any one lab may be small, but taken together could be quite hazardous. Included with the zone maps, is a list of all laboratory buildings with hazardous materials. These buildings must be inspected by EH&S staff first. Never enter one of these buildings without the applicable personal protective equipment.

Asbestos and lead are present in a number of campus buildings. If an area appears to have dust and debris that could be asbestos or lead, immediately exit the area and call for special inspection by EH&S staff.

POST EARTHQUAKE FIRE

On occasion, fires occur following an earthquake and could be a major problem if the Los Angeles Fire Department is unavailable or water pressure is low. Every effort should be made to stop gas leaks or other problems that could cause a fire. It may be necessary to institute a temporary fire watch in buildings where fire protection systems are damaged and the building may be occupied.

If a fire occurs:
- Notify building occupants by pulling alarm.
- Notify DPS, who will notify the Los Angeles Fire Department. If safe to do so, assign staff to extinguish fire.
- Verify that occupants have evacuated the building and close fire doors. Check the sprinkler control valve to ensure it is open. (FPM staff)
- Check the fire pump to ensure it is operating. (FPM staff) Shut down electrical equipment if necessary. (FPM staff)
- Shut down flammable gas system. (FPM staff)
- Remove/cover critical stock and equipment if safe to do so. (FPM staff) Coordinate with the Los Angeles Fire Department, when and if they arrive.

After the fire is out:
- Inspect fire areas to ensure fire is out.
- Get fire protection systems back in operation. (FPM staff) Replace or recharge fire fighting equipment. (FPM staff) Test and reset fire sprinkler control valves. (FPM staff)
- Check and reset fire pump, and restock with fuel. (FPM staff) Minimize smoke and water damage.
- Restore utilities to operation. (FPM staff)
- Assist in clean-up.

Notify the building’s responsible Dean(s) or Director(s) about the fire.
EMERGENCY COMMUNICATIONS/NOTIFICATIONS

Emergency communications will normally be conducted through the university telephone system and the FPM radio trunking system. FPM base stations may be used to communicate with field teams or with EH&S teams if necessary. Although EH&S radios have their own frequency, they do have a second channel tuned to the FPM frequency.

All communication should be brief and concise. Take a moment to think about the message before communicating with others. DO NOT TIE UP RADIO AIR TIME OR TELEPHONE TIME UNNECESSARILY.

Should the FPM radio system fail, the FPM Incident Command Center should contact the FPM operator at HSC to see if that system is up or down, and then contact DPS communication to ascertain if the DPS system is up and running. This will help identify the sources(s) of the system failure. Advise the DPS operator that the FPM system is down and ask the DPS operator to request service from Vision Communications.

The EOC is equipped with emergency telephones for use by the EOC group:

Location of EOC – Ronald Tutor Campus Center

213-740-3497
213-740-5346
213-740-4648
213-740-4687
213-740-4362
213-740-3720
213-740-3472
213-740-5136
213-740-4782
213-740-4849

00-881-6-414-81451 – EOC Satellite Phone

FPM has acquired several cell phones that may be of use if standard phones are down. They are located in the FPM Command Center. Additionally, FPM Command Center also has two-way radios in the event that other communication systems are damaged. The following cell phones have been assigned to each of the team leaders:

Zone 2 213-618-6942
Zone 3 213-618-6424
Zone 4 213-618-6473

FPM Management maintains a staff directory of home telephone numbers. In the event of an emergency, FPM Management will invoke a communication tree to disseminate information to staff.
# FPM EMERGENCY EARTHQUAKE EQUIPMENT RESOURCES

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Ceramic Tile Mastics</td>
<td>1</td>
<td>Portable Air Compressor (110volt)</td>
</tr>
<tr>
<td>5</td>
<td>Pairs Flannel Gloves</td>
<td>1</td>
<td>Winch</td>
</tr>
<tr>
<td>22</td>
<td>Mag- Light Flashlights</td>
<td>1</td>
<td>Generator (EV3000)</td>
</tr>
<tr>
<td>48</td>
<td>Enclosed Metal Clipboards</td>
<td>12</td>
<td>Flares</td>
</tr>
<tr>
<td>29</td>
<td>Ampad Dual Lined Writing Pad</td>
<td>1</td>
<td>Weather Radio</td>
</tr>
<tr>
<td>26</td>
<td>Permanent Magic Marker, Red</td>
<td>60</td>
<td>Headlights</td>
</tr>
<tr>
<td>29</td>
<td>Permanent Magic Marker, Black</td>
<td>10</td>
<td>Work Lights on Stand</td>
</tr>
<tr>
<td>26</td>
<td>“Bic” Ball Point Pens, Med. Black</td>
<td>20</td>
<td>Rolls 1/4 in thick</td>
</tr>
<tr>
<td>1</td>
<td>“Bic” Ball Point Pens, Med. Red</td>
<td>24</td>
<td>Red Rubber Safety Ballards</td>
</tr>
<tr>
<td>2</td>
<td>Pencil</td>
<td>6</td>
<td>Collapsible Water Carrier (5 gal)</td>
</tr>
<tr>
<td>2</td>
<td>Honda Power Generator</td>
<td>6</td>
<td>Collapsible Water Carrier (2 1/2 gal)</td>
</tr>
<tr>
<td>5</td>
<td>24” Hooligan Prying Tool</td>
<td>5</td>
<td>Maxforce Air Lifting Bags</td>
</tr>
<tr>
<td>5</td>
<td>36” Hooligan Prying Tool</td>
<td>1 bx</td>
<td>Earthquake Inspection Forms</td>
</tr>
<tr>
<td>8</td>
<td>24” Wrecking Bar</td>
<td>7</td>
<td>Brush/scrapers</td>
</tr>
<tr>
<td>3</td>
<td>30” Wrecking Bar</td>
<td>8 bxs</td>
<td>Razorblades</td>
</tr>
<tr>
<td>502</td>
<td>#620 Emergency Blanket</td>
<td>11</td>
<td>Tape Knives</td>
</tr>
<tr>
<td>12</td>
<td>#619 Emergency Blanket</td>
<td>24</td>
<td>Wooden Stake</td>
</tr>
<tr>
<td>15</td>
<td>48 Ton Air bag Rescue System</td>
<td>4 rls</td>
<td>Caution Tape</td>
</tr>
<tr>
<td>71</td>
<td>Plastic Ponchos</td>
<td>2 bxs</td>
<td>Sand Paper</td>
</tr>
</tbody>
</table>
FPM EMERGENCY SUPPLIES
UPC DOC

**Survival Kit**
- 5 Cood bars - 2400 calories
- 27 Water boxes
- 2 Arm Splints
- 1 Bottle water purification tablets
- 5 Emergency Blankets
- 8 Tissue Packs
- 30 Wet Wipes
- 6 Waste Bags
- 1 Flashlight w/ batteries
- 1 Radio w/ batteries
- 5 Light sticks
- 12 Candles
- 1 Utility knife
- 2 Pair Leather palm gloves
- 1 Whistle
- 1 Roll of duct tape
- 1 Box of waterproof matches
- 1 Goggles
- 1 Utility Bar - 18" 1
- 5 Dust Masks
- 1 Locking grip pliers
- 1 Colding Shovel/Pick
- 1 First Aid Kit

**Administrative Box**
- 10 Hard hats
- 10 Vests
- 5 Mag-lite flashlights w/ batteries
- 12 Leather Gloves
- 10 Knee Pads
- 10 Safety Goggles
- 4 CERT Delux Backpacks
- 10 Rain Ponchos
- 8 Duct Tape
- 1 Collapsible Hand Truck
- 2 Post-it easel pads
- 1 Easel
- 5 Administrative Binders – in process
- 16 D-Batteries
- 1 36-pack AA-Batteries
- 2 packs of Sharpies (multi-colored)
- 1 pack of Coray flip chart markers
- 1 Stapler
- 1 Utility Bar
- 1 box of staples
- 10 boxes of paper clips
- 2 2-packs of clipboards (1 for sign-insheet)
- 24 Pens
- 12 Mechanical pencils
- 12 Pre-sharpened wooden pencils
- 2 Pencil sharpeners
- 6 Erasers
- 12 Post-Its
- 2 Scissors
- 1 Ream of paper
- 10 Single Use Cameras
- 1 Regular Blackberry Phone Charger
- 1 Regular Motorola Phone Charger
- 2 Car Adapter chargers
- 2 Battery Powered Phone Charger
- 2 Two-Way Radio
- 1 Portable Radio
- 1 EZ Up Canopy
- 1 Cold out Table
- 2 Cold out Chairs
- 6 gauze pads

**Backpacks (x 4)**
- 1 Hard Hat
- 1 Flashlight with batteries
- 1 cardboard splint
- 1 Utility Tape
- 1 Gas Shut-Off Wrench
- 1 pair leather gloves
- 1 dust mask
- 1 marking crayon
- 1 mesh safety vest
- 1 goggle
- 1 whistle
- 1 mylar blanket
- 1 pair latex gloves
- 2 gauze rolls
FIELD RESPONSE TEAMS-ZONES AND MEETING POINTS

Team leaders and alternates report to the FPM CRC DOC, pick up disaster response kits, and meet response teams at established meeting point.

<table>
<thead>
<tr>
<th>Zone 1 Leader</th>
<th>Russell Wright</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternate</td>
<td>Victor Garcia</td>
</tr>
<tr>
<td>Meeting Point</td>
<td>Lot 1 (behind FPM Trailer)</td>
</tr>
<tr>
<td>Equipment Needed</td>
<td>(6) Gas Vehicles, (2) Cell Phones, (3) Emergency Kits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Zone 1A Leader</th>
<th>Robert Gil</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternate</td>
<td>Eric Warren</td>
</tr>
<tr>
<td>Meeting Point</td>
<td>The Village</td>
</tr>
<tr>
<td>Equipment Needed</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Zone 2 Leader</th>
<th>Joe Nichols</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternate</td>
<td>Dave Forney</td>
</tr>
<tr>
<td>Meeting Point</td>
<td>Parking Lot SSR1</td>
</tr>
<tr>
<td>Equipment Needed</td>
<td>(1) Cell Phone, (1) Emergency Kit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Zone 3 Leader</th>
<th>Richard Orozco</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternate</td>
<td>Enrique Garcia</td>
</tr>
<tr>
<td>Meeting Point</td>
<td>McCarthy Quad/Doheny Fountain</td>
</tr>
<tr>
<td>Equipment Needed</td>
<td>(1) Cell Phone, (1) Emergency Kit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Zone 4 Leader</th>
<th>Albert Montanez</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternate</td>
<td>Shane Daywalt</td>
</tr>
<tr>
<td>Meeting Point</td>
<td>Gate 1 (Watt/Expo)</td>
</tr>
<tr>
<td>Equipment Needed</td>
<td>(1) Cell Phone, (1) Emergency Kit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CCD Team Leader</th>
<th>Tony Mugavero</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternate</td>
<td>John Morrill</td>
</tr>
<tr>
<td>Meeting Point</td>
<td>Lot 1 (behind FPM Trailer)</td>
</tr>
<tr>
<td>Equipment Needed</td>
<td>Supplies located in the Emergency Bin</td>
</tr>
</tbody>
</table>
## ZONE 1 BUILDING ASSIGNMENTS

### MEETING POINT: LOT 1

<table>
<thead>
<tr>
<th>BUILDING NAME</th>
<th>CODE</th>
<th>TYPE</th>
<th>PRIORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>CenturyAparts 1 &amp; 11</td>
<td>CAP</td>
<td>Residence</td>
<td>1</td>
</tr>
<tr>
<td>Denney Res Bldg</td>
<td>DRB</td>
<td>Lab</td>
<td>1</td>
</tr>
<tr>
<td>EGG Company II</td>
<td>EGG</td>
<td>Classroom</td>
<td>1</td>
</tr>
<tr>
<td>Engemann Stud Health</td>
<td>ESH</td>
<td>Admin/Health</td>
<td>1</td>
</tr>
<tr>
<td>Flour Tower</td>
<td>FLT</td>
<td>Residence</td>
<td>1</td>
</tr>
<tr>
<td>Gerontology Center</td>
<td>GER</td>
<td>Lab</td>
<td>1</td>
</tr>
<tr>
<td>Ickovics Family Trust</td>
<td>IFT</td>
<td>Classroom</td>
<td>1</td>
</tr>
<tr>
<td>International Residence Coll.</td>
<td>IRC</td>
<td>Residence</td>
<td>1</td>
</tr>
<tr>
<td>King Olympic Hall</td>
<td>KOH</td>
<td>Adm/Kitchen</td>
<td>1</td>
</tr>
<tr>
<td>Lyon Univ Center</td>
<td>LRC</td>
<td>Athletic</td>
<td>1</td>
</tr>
<tr>
<td>Parkside Apartments</td>
<td>PKS</td>
<td>Residence</td>
<td>1</td>
</tr>
<tr>
<td>Parkside Residential</td>
<td>PRB</td>
<td>Residence</td>
<td>1</td>
</tr>
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### Damage Assessment Priorities

1. Residential buildings and critical emergency response facilities, laboratory/hazardous materials facilities
2. Administrative buildings and other buildings

*The EH&S HazMat Team will assess the building for hazardous atmospheres and hazardous materials spills. No one other than the HazMat Response Team should enter these buildings until it has been cleared.*

**EH&S has determined that the Priority 2 buildings pose the least threat to life, environment, and property and will remain open.**
**ZONE 1A BUILDING ASSIGNMENTS**

**MEETING POINT:** The Village

<table>
<thead>
<tr>
<th>BUILDING NAME</th>
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<td>Vista Apartments</td>
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**Damage Assessment Priorities**

1. Residential buildings and critical emergency response facilities, laboratory/hazardous materials facilities
2. Administrative buildings and other buildings

*The university, emergency response agency, and/or contractor HazMat Team will assess the building for hazardous atmospheres and hazardous materials spills. No one other than the HazMat Response Team should enter these buildings until it has been cleared.

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ZONE 1A BUILDING ASSIGNMENTS MEETING POINT: The Village

<table>
<thead>
<tr>
<th>BUILDING NAME</th>
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<td>Radison Midcity Hotel</td>
<td>RMH</td>
<td>Kitchen</td>
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<td>Royal Street House</td>
<td>ROY</td>
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<td>Regal Trojan Apartments</td>
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<td>Royal Street House 2</td>
<td>RYT</td>
<td>Admin</td>
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<td>John and Alice Tyler Building</td>
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<td>Admin</td>
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<td>University Gardens Building</td>
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</table>

**Damage Assessment Priorities**

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### ZONE 2 BUILDING ASSIGNMENTS MEETING POINT: PARKING LOT SSR1

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<td>Lab/First Aid</td>
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<td>Admin.Kitch</td>
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<tr>
<td>John McKay Center</td>
<td>JMC</td>
<td>Other</td>
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<td>Alice and Eleonore Schoenfeld Symphonic Hall</td>
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<td>Dosan and Chang Ho Family House</td>
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<td>Classroom</td>
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**Damage Assessment Priorities**

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### ZONE 3 BUILDING ASSIGNMENTS  MEETING POINT: HOOVER CORRIDOR

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<td>Res/Kitch</td>
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<td>Trojan Residence Hall</td>
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<tr>
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<tr>
<td>Verna and Peter Daughterty</td>
<td>VPD</td>
<td>Admin.</td>
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<td>Waite Phillips Hall</td>
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</table>

**Damage Assessment Priorities**

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## ZONE 4 BUILDING ASSIGNMENTS

### MEETING POINT: GATE 1 (BETWEEN WATT/EXPO)

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<tr>
<td>Alan Hancock**</td>
<td>AHF</td>
<td>Lab</td>
<td>1</td>
</tr>
<tr>
<td>Biegler Hall Of Engineering***</td>
<td>BHE</td>
<td>Lab</td>
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</tr>
<tr>
<td>Center for Electron Microscopy</td>
<td>CEM</td>
<td>Lab</td>
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<tr>
<td>Hedco Petroleum**</td>
<td>HED</td>
<td>Lab</td>
<td>1</td>
</tr>
<tr>
<td>Hedco Neurosciences Building</td>
<td>HNB</td>
<td>Lab/Class</td>
<td>1</td>
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<tr>
<td>Loker Hydrocarbon</td>
<td>LHI</td>
<td>Lab</td>
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</tr>
<tr>
<td>Stabler Hall</td>
<td>LJS</td>
<td>Lab</td>
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</tr>
<tr>
<td>Organic Chemistry Building</td>
<td>OCW</td>
<td>Lab</td>
<td>1</td>
</tr>
<tr>
<td>Neely Petroleum &amp; Chemical</td>
<td>PCE</td>
<td>Lab</td>
<td>1</td>
</tr>
<tr>
<td>Rapp Engineering</td>
<td>RRB</td>
<td>Lab</td>
<td>1</td>
</tr>
<tr>
<td>Irani Ray R. Hall**</td>
<td>RRI</td>
<td>Critical Lab</td>
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</tr>
<tr>
<td>Ronald Tutor Hall</td>
<td>RTH</td>
<td>Lab/Class</td>
<td>1</td>
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<tr>
<td>Seeley G. Mudd Building</td>
<td>SGM</td>
<td>Lab/Class</td>
<td>1</td>
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<tr>
<td>Seaver Science Center</td>
<td>SSC</td>
<td>Lab</td>
<td>1</td>
</tr>
<tr>
<td>Stonier Hall</td>
<td>STO</td>
<td>Admin</td>
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<tr>
<td>Vivian Hall Of Engineering</td>
<td>VHE</td>
<td>Lab/Class</td>
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<tr>
<td>Zumberg Hall Of Science</td>
<td>ZHS</td>
<td>Lab/Class</td>
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<tr>
<td>Wallis Annenberg Hall</td>
<td>ANN</td>
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<tr>
<td>University Bookstore</td>
<td>BKS</td>
<td>Admin</td>
<td>2</td>
</tr>
<tr>
<td>Dornsife Neuroscience Imaging Center</td>
<td>DNI</td>
<td>Lab</td>
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<tr>
<td>Electrical Eng</td>
<td>EEB</td>
<td>Admin</td>
<td>2</td>
</tr>
<tr>
<td>Grace Ford Sal</td>
<td>GFS</td>
<td>Classroom</td>
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</tr>
<tr>
<td>Harris Hall/ Fisher Gallery</td>
<td>HAR</td>
<td>Classroom</td>
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<tr>
<td>Hazel Stanley Hall</td>
<td>HSH</td>
<td>Admin</td>
<td>2</td>
</tr>
<tr>
<td>Financial Services, Hazel &amp; Stanley Hall</td>
<td>HSH</td>
<td>Admin</td>
<td>2</td>
</tr>
<tr>
<td>Jimmy Iovine And Andre Young Hall</td>
<td>IYH</td>
<td></td>
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<tr>
<td>Macdonald Becket Center</td>
<td>MBC</td>
<td>Classroom</td>
<td>2</td>
</tr>
<tr>
<td>Mudd Hall Of Philosophy</td>
<td>MHP</td>
<td>Classroom</td>
<td>2</td>
</tr>
<tr>
<td>Olin Hall of Engineering</td>
<td>OHE</td>
<td>Lab</td>
<td>2</td>
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</tbody>
</table>

### BUILDING NAME | CODE | TYPE | PRIORITY
<table>
<thead>
<tr>
<th></th>
<th></th>
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<tbody>
<tr>
<td>Ahmanson Center for Biological Research</td>
<td>ACB</td>
<td>Lab</td>
<td>1</td>
</tr>
<tr>
<td>Alan Hancock**</td>
<td>AHF</td>
<td>Lab</td>
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<tr>
<td>Biegler Hall Of Engineering***</td>
<td>BHE</td>
<td>Lab</td>
<td>1</td>
</tr>
<tr>
<td>Center for Electron Microscopy</td>
<td>CEM</td>
<td>Lab</td>
<td>1</td>
</tr>
<tr>
<td>Hedco Petroleum**</td>
<td>HED</td>
<td>Lab</td>
<td>1</td>
</tr>
</tbody>
</table>

**Damage Assessment Priorities**

1. Residential buildings and critical emergency response facilities, laboratory/hazardous materials facilities
2. Administrative buildings and other buildings

*The university, emergency response agency, and/or contractor HazMat Team will assess the building for hazardous atmospheres and hazardous materials spills. No one other than the HazMat Response Team should enter these buildings until it has been cleared.

** EH&S has determined that the Priority 2 buildings pose the least threat to life, environment, and property and will remain open.*
ZONE 4 BUILDING ASSIGNMENTS  MEETING POINT: GATE 1 (BETWEEN WATT/EXPO)

<table>
<thead>
<tr>
<th>BUILDING NAME</th>
<th>CODE</th>
<th>TYPE</th>
<th>PRIORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Powell Hall Of Engineering</td>
<td>PHE</td>
<td>Admin</td>
<td>2</td>
</tr>
<tr>
<td>Henry Salvatori</td>
<td>SAL</td>
<td>Classroom</td>
<td>2</td>
</tr>
<tr>
<td>Stauffer Hall Of Science</td>
<td>SHS</td>
<td>Lab</td>
<td>2</td>
</tr>
<tr>
<td>Steven Sample</td>
<td>SKS</td>
<td>Kitchen/Lab</td>
<td>2</td>
</tr>
<tr>
<td>Stauffer Lect Hall</td>
<td>SLH</td>
<td>Classroom</td>
<td>2</td>
</tr>
<tr>
<td>Seaver Science Library</td>
<td>SSL</td>
<td>Classroom</td>
<td>2</td>
</tr>
<tr>
<td>Student Union**</td>
<td>STU</td>
<td>Admin</td>
<td>2</td>
</tr>
<tr>
<td>Ronald Tutor Campus Center</td>
<td>TCC</td>
<td>Kitchen</td>
<td>2</td>
</tr>
<tr>
<td>Watt Hall of Architecture</td>
<td>WAH</td>
<td>Classroom</td>
<td>2</td>
</tr>
</tbody>
</table>

**Damage Assessment Priorities**

1. Residential buildings and critical emergency response facilities, laboratory/hazardous materials facilities
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** EH&S has determined that the Priority 2 buildings pose the least threat to life, environment, and property and will remain open.
UPC MAPS, ZONES 1-4
Building Inspection Signs

Closed
Do not enter or occupy

Warning: This structure has been seriously damaged and is unsafe. Do not enter.

For more information contact:
Facilities Operations and Maintenance Services
213-740-6833 (UPC) 323-442-8005 (HSC)

Date:____ Time:____ Inspector___________

Do Not Remove this Placard Until Authorized
OPEN

NO RESTRICTION ON USE OR OCCUPANCY

This structure has been inspected and no structural hazard has been found.

There are no restrictions on use or occupancy of the facility, unless specific areas are so posted.

For more information contact:
Facilities Operations and Maintenance Services
213-740-6833 (UPC) 323-442-8005 (HSC)

DATE:___TIME:________INSPECTOR:_______________

Do Not Remove this Placard Until Authorized
AREA UNSAFE

DO NOT ENTER

This area is hazardous and will remain closed until further notice.

For more information contact:
Facilities Operations and Maintenance Services
213-740-6833 (UPC) 323-224-7001 (HSC)

DATE: ________ TIME: ________ INSPECTOR: ________

Do Not Remove this Placard Until Authorized
BELFOR STAGING LOCATIONS

ENTRANCE

PARKING LOT 1

GPC

TCX

BOX

7

ENTRANCE
**INTRODUCTION**

The following emergency operations plan provides a basic framework for emergency response by CCD. However, the circumstances of a particular emergency, whether it is an earthquake, fire, explosion, or toxic spill, will impose certain constraints on CCD’s response.

CCD’s emergency response is to provide support to FPM in the following areas:

- Assist and support FPM with initial building inspections to assess extent of damage with emphasis on building stability.
- Ensure new building construction is stabilized and does not pose a safety risk to students, faculty, staff, visitors, emergency personnel or property.
- If buildings have been “red tagged,” provide further assessments to determine scope of work, identify code/regulatory issues, budget and schedule for building emergency repair and ultimately restoration.
- If directed by senior leadership, VP& ED CCFM, AVP CC, ASVP CDFM, AVP FPM, or AD FPM, coordinate and manage restoration work with key FPM staff and approved vendors to stabilize and restore affected buildings.
- Once emergency building repairs/stabilization have taken place, assess impact to both campuses. Work with university senior leadership and stakeholders to assess and determine long-term plan for building restoration and replacement.

All CCD staff is expected to be familiar with emergency procedures and ensure that clients obtain fast and reliable emergency response.

In a major earthquake of 6.0 or greater, staff will be expected to remain on campus or report to campus as soon as possible. As the emergency situation permits, staff with family emergencies will be authorized to go home.

**GENERAL EMERGENCY PROCEDURES**

Facility emergencies will be reported to the FPM Customer Resource Center (CRC) at (323) 224-7001 (HSC) Monday through Friday 7:00 am to 5:00 pm. After hours the phones will transfer to the UPC CRC which is covered 24 hours per day, seven days a week. CRC staff will notify the appropriate unit within FMS. Emergencies may also be reported to the Department of Public Safety (DPS) at (323) 442-1200.

In the event of a major emergency, instructions for staff members will be recorded on the Emergency Response Line at 213-740-9233. This number can be accessed at any time for information on any emergencies affecting USC. Please note, in the event of a major earthquake of 6.0 or greater affecting the Los Angeles area, the line may not be updated immediately. All staff members with assigned emergency duties should report to the campus as soon as possible.

**EMERGENCIES INVOLVING LIFE SAFETY WILL BE RESPONDED TO IMMEDIATELY BY STAFF EQUIPPED APPROPRIATELY FOR THE INCIDENT AND LOCATION.** Specifically, any report of fire, smoke, hazardous materials incident, explosion, or other incident potentially involving life safety hazards will be given top priority and responded to after clearance from the Risk Management and Fire Safety & Emergency Planning.

FPM department supervisors and managers will monitor emergency services provided to ensure that response is prompt and effective.
EARTHQUAKE RESPONSE PROCEDURES

Special response procedures will be followed in the event of a major 6.0 or higher earthquake. All staff will be expected to be familiar with these procedures and to remain on campus or report to campus as soon as possible. As the emergency situation permits, staff with family emergencies will be authorized to go home.

The responsibilities of CCD in coordination with FPM, Risk Management and Career Services Office, and DPS will be:

- Assist and support FPM with initial building inspections to assess extent of damage with emphasis on building stability.
- Verify new building construction is stabilized and does not pose risk to students, faculty, staff, visitors, emergency personnel or property.
- If buildings have been “red tagged,” provide further assessments to determine scope of work, identify code/regulatory issues, budget and schedule for building emergency repair and ultimately restoration.
- If directed by senior leadership, VP & ED CCFM, AVP CC, ASVP CDFM, AVP FPM, or AD FPM, coordinate and manage restoration work with key FPM staff and approved vendors to stabilize and restore affected buildings.
- Keep records of and document all emergency expenses and losses due to facility damage in order to qualify for Federal Disaster Assistance funding (refer to business continuity section). Assessment Tracking team is responsible for entering closed building information into FAMIS in order to generate a PR# and work orders in order to track the financial information.
- Once emergency building repairs/stabilization have taken place, assess impact to both campuses. Work with university senior leadership and stakeholders to assess and determine long-term plan for building restoration and replacement.

CCD’s earthquake response will be coordinated by FPM from the FPM CHP Command Center in the Emergency Trailer located in the CHP Parking Lot or a nearby location if the trailer is not habitable. All CCD project managers, directors and supervisors will report to the FPM CHP Command Center following a major earthquake of 6.0 or higher to begin damage assessment procedures (refer to building list and zone maps). All other CCD staff should remain at or report to the SBA building.
EARTHQUAKE RESPONSE ORGANIZATION

The AVP CCD will oversee and coordinate all FPM response activities from the Emergency Operations Center (EOC) in the Ronald Tutor Campus Center. If the AVP CCD is unavailable, the AVP CFA or ASVP REAM is the primary alternate.

The Senior Design Manager, Capital Construction (SDM) will be CCD’s representative and liaison at the Operations Command Center (OCC). If SDM is unavailable, the Director, Construction & Quality Control (DIR CQC) is the primary alternate.

The AVP FPM also reports to the EOC and coordinates the FPM response. If the AVP is unavailable, alternates include:

- Director, Operation and Maintenance Services (DIR OMS)
- Associate Director, Customer Resource Center (AD CRC)
- Highest ranking FPM senior staff available

The primary FPM earthquake response effort will be coordinated from the FPM CHP Command Center (DOC) in the Emergency Bin which is located in the CHP parking lot. All FPM project management staff, including emergency teams, will report to the FPM CHP Command Center following a major earthquake to begin damage assessment procedures (refer to building list and zone maps).

Overseeing and coordinating the direct response at the Emergency Operations Center in the Center for Health Professions building is the Assistant Director, HSC Building Operations and Maintenance (AD FPM). If the Assistant Director is unavailable, potential alternates include:

- The Assistant Director of Mechanical Trades (AD MT)
- The Supervisor of the Preventive Maintenance group (SPM)
- The Supervisor of the Zones group (SZG)

Overseeing CCD’s response and coordinating with the AD FPM Command is Director, HSC Projects (Robert Scrofano). If unavailable, primary alternate is Senior Project Manager (Rick Sendele), secondary alternate is Project Manager (Owen Dy).
EARTHQUAKE RESPONSE PRIORITIES

If fully staffed, the FPM team will be able to respond to most campus facilities quickly. If not fully staffed, it will be necessary to follow defined response priorities. The FPM team will follow damage assessment and service restoration priorities that will most effectively facilitate the survival and recovery of the entire University community.

Damage Assessment Priorities

**Priority One** - Residential buildings and critical emergency response facilities, laboratory/hazardous materials facilities

*Priority Two* - Administrative buildings and other buildings

Emergency response facilities include all Patient Care Facilities, Student Housing, Research Buildings, Gross Anatomy Labs, Vivariums.

Hazardous materials facilities include all laboratory buildings and hazmat storage structures.

LIST OF HAZARDOUS MATERIAL FACILITIES

**Priority 1** buildings will be assessed by the designated Hazardous Materials Team for chemical or hazard material spill or contamination. Do not enter any **Priority 1** buildings until inspected and cleared by the Hazardous Materials Team.

**Priority 1** – These buildings will be immediately closed for inspection by DPS.

- Hoffman Medical Research
- Norris Cancer Center
- Norman Topping Tower
- Harlyne Norris Research Tower
- Zilkha Neurogenetics Institute
- Pharmaceutical Sciences Center
- Mudd Memorial Research McKibben Hall
- McKibben Annex
- Bishop Medical Teaching
- Raulston Medical Research
- Clinical Science Center
- Clinical Science Annex
- Edmondson Research Building
- Healthcare Consultation Center I & II

**Priority 2** buildings may be entered and inspected by FPM team only after conducting an exterior evaluation of the building. If no structural damage is apparent, the building may be entered without waiting for clearance by Risk Management. The following facilities will not be closed automatically.

**Priority 2**

- Keith Administration Building
- Center for Health Professions
- Central Services Building
- Norris Medical Library
- Health Sciences Parking

Service Restoration Priorities

When the life safety concerns have been met, electrical power, gas, water, and other services will be restored first to those facilities whose loss would most heavily damage the university academic program:

Seaver Residence Hall
Child Care Center
Animal colonies and laboratories with perishable materials
Classroom buildings
All other buildings
FIELD TEAM PROCEDURES

FPM Field team leaders or alternate team leaders will report to the FPM CHP Incident Command Center to pick up disaster response kits. Field staff will report to the FPM CHP Command Center before being dispatched to their assigned zone meeting points.

1. After collecting the disaster response kit from the FPM CHP Incident Command Center, field team leaders/alternate leaders will meet their filed response team at the assigned zone meeting point.

2. Field team leaders/alternates will distribute disaster equipment, meet their teams and then notify the FPM CHP Incident Command Center that their teams have started building assessments.


4. Post buildings with “Closed” or “Open” signs. Close and lock unsafe buildings. Notify the FPM CHP Incident Command Center of building status and actions taken. If approached by building occupants, gather any information they have about conditions in the structure, but do not make any detailed statements about the damage to the building. Refer all questions by news media personnel to the authorized spokesperson in the EOC.

5. Priority 1 laboratory buildings must not be entered until they are cleared by Risk Management.

6. Shut down hazardous utilities upon notification from the FPM CHP Incident Command Center.

7. Once a building is closed, it may only be reopened with the direct authorization of the EOC.

8. Provide temporary repairs if necessary to ensure that damaged facilities do not cause injury. Assist with rescue efforts or transportation of injured people if directed to do so.

The following codes are to be used when inspecting all building/areas after an earthquake. This will expedite the inspection process and also make it easier to access the damages for reporting purposes.

ESTIMATE THE DAMAGE AS ONE OF THE FOLLOWING:

S = SEVERE
M = MODERATE
L = LIGHT

THE FOLLOWING COLORS INDICATE SHUT OFF VALVES AND FIRE EQUIPMENT:

Red = Electrical
Blue = Water
Yellow = Gas
Green = Fire Extinguishers
INITIAL DAMAGE ASSESSMENT PROCEDURES

These procedures are designed for use in a major earthquake of 6.0 or higher that causes significant damage to university facilities. In minor earthquakes, the process by be simplified to suit the situation. FPM follows the guidelines published by the Applied Technology Council – *ATC 20-1 Field manual: post-earthquake safety evaluation of buildings.*

During the damage assessment, if staff encounters seriously injured persons, they should immediately call DPS at x04321 or contact the FPM Incident Command Center via radio. Try to resume the damage assessment as soon as possible.

1. Approach the assigned building, but do not enter. Conduct exterior evaluation of the building. If clear, the building may be entered.

2. Inspect the building from the outside, looking for the types of damage listed on the “Earthquake Inspection Form.”

3. If the building is damaged severely, or if the damage is unclear and needs further assessment by a structural inspection team, post a “Closed” sign and return inspection form to the EOC and FPM CHP Incident Command Center. Do not enter the building if it is unsafe.

4. If the building exterior is undamaged, assess the interior for types of damage listed on the “Earthquake Inspection Form.” If there is major interior damage, post the building “Closed” and communicate with results to the EOC and FPM CHP Incident Command Center.

5. If both exterior and interior are undamaged, report the building “Open” and communicate results to EOC and FPM CHP Incident Command Center.

6. Repeat this process for the other buildings in your zone.

7. After assessing your assigned zone, check with the FPM CHP Command Center for additional assignments. Your team may be called upon to assist in assessing other areas or to help with medical evacuation and other emergency tasks.
BUILDING STRUCTURAL INSPECTION/PROPERTY RESTORATION

Building inspection teams consisting of FPM personnel trained in post-earthquake structural inspection techniques will assemble at the FPM Incident Command Center. FPM follows the guidelines published by the Applied Technology Council – *ATC 20-1 Field manual: post-earthquake safety evaluation of buildings*.

These teams will be dispatched by the FPM Incident Command Center to conduct more comprehensive building inspections based on the information submitted by the initial field team inspections.

Additionally, AD MT/ FPM CHP Incident Command Center may utilize services from external consulting licensed structural engineers in the building assessments.

Overseeing FPM’s response and coordinating with the AD MT/ FPM Incident Command is the Director, HSC Projects (Robert Scrofano). If unavailable, primary alternate is Senior Project Manager (Rick Sendele), secondary alternate is Project Manager (Carla Barry). CCD will have one team made up of the following individuals:

HSC Team – Robert Scrofano – Carla Barry, Cyntia Rodas, James Fernane, Jing Gung Cheng, Larry Tuck, Lisa Polansky, Maria Morgan, Neal Rinella, Paul Risko, Steve Sharr, Tawfik Hebrara, Rick Sendele, Velvet Carranza

In the event of a major catastrophe and at the direction of AVP CC, ASVP CDFM, AVP FPM and AD FPM, Belfor shall provide RED ALERT services to USC to be staged at University Hospital (UNH). *External Consulting Engineers:*

- Kocher & Schirra – electrical 818-240-5630
- Brandow & Johnston – structural 213-484-8950
- CEDG – mechanical, electrical, plumbing 818-566-7755
- Kaplan Chan Kaplan – historical 310-452-7505
- Winzler & Kelly – hazardous materials 714-237-5678

*RED ALERT Services*
- Belfor Property Restoration
- Lynne Infurshia (contact)
- Cell (949) 212-2321
- Mark Chenela (contact)
- 714-632-7685 – business
- 800-856-3333 – 24-hour Hotline
RESCUE ASSISTANCE

FPM’s primary emergency responsibility will be inspection of facilities. However, if the need is great, FPM staff may be directed to provide life saving activities at the direction of the EOC.

**Minor Response**
If people are trapped in elevators, O&M elevator mechanics will assist. Other staff should not attempt such rescues, as the result may lead to further injury, and special expertise is required. If people are trapped inside rooms due to jammed doors, staff may be able to assist.

**Heavy Rescue**
When a building has partially or fully collapsed and people are trapped underneath heavy building debris, heavy rescue is required with the assistance of the Los Angeles heavy Search and Rescue Team (LAHSRT). Although, FPM staff may be able to clear some debris from the site, they need to wait for the trained team to remove heavy.

FPM staff must assess the situation first and proceed with caution. Make sure all rescuers work in pairs and wear protective equipment such as hardhats and gloves. Search for victims systematically.

If live victims are trapped, they are likely to be found in voids, spaces within the collapsed structure. The location of voids depends on the type of collapse, which may be V-shape, pancake, lean-to, or cantilever. Building plans should be examined first to locate potential voids.

Once potential voids are identified, locate potential victims using the “triangular hailing method,” where three rescuers form a triangle around a void and shout or tap on an object. Listen for a reply in complete silence. Once contact with a victim is established, maintain contact throughout the rescue.

When removing debris during a rescue, be careful not to remove debris that is supporting other debris, which may cause further collapse. It may be necessary to use leverage to raise debris, then cribbing with timers to support the raised materials. Do not allow rescuers to enter extreme hazard areas. Don’t turn rescuers into victims. Work with and assist the Los Angeles Heavy Search and Rescue Team.

**Victim Transport**
It there are seriously injured people, they will need to be transported to hospitals. Since paramedics and ambulances may be unavailable, O&M vehicles may be used in helping to transport the injured. If it is necessary to assist in victim transport, this will temporarily become a higher priority than other operations.
POST EARTHQUAKE HAZARDOUS MATERIAL PROBLEMS

Primary responsibility for hazardous material situations belong to Environmental Health and Safety (EH&S). However, the FPM Chief Safety Office will work with EHS during these incidents and FPM staff will be made aware of potential hazards and will respond consistent with the applicable university EHS procedures.

Many laboratories use a variety of hazardous materials, including flammables, explosives, radioactives, biological hazards, carcinogens, poison, and others. Door signs outside each lab identify the general hazards present. The amount of materials used in any one lab may be small, but taken together could be quite hazardous. All laboratory buildings on the Health Sciences Campus have hazardous materials. These must be inspected by EHS staff, who are issued the applicable personal protective equipment. Never enter one of these buildings without the applicable personal protective equipment.

Asbestos and lead are present in a number of campus buildings. If an area appears to have dust and debris that could be asbestos or lead, immediately exit the area and call for special inspection by EH&S staff. The National Fire Protection Agency (NFPA) diamond below is posted on the outside of applicable building who house hazardous materials:
<table>
<thead>
<tr>
<th>HEALTH HAZARD</th>
<th>FIRE HAZARD</th>
<th>REACTIVITY HAZARD</th>
<th>SPECIFIC HAZARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 - Deadly</td>
<td>Flash Points</td>
<td>4 - May Detonate</td>
<td>Oxidizer (OXY)</td>
</tr>
<tr>
<td>3 - Extremely Hazardous</td>
<td>4 - Below 73°F</td>
<td>3 - May Detonate with Heat or Shock</td>
<td>Acid (ACID)</td>
</tr>
<tr>
<td>2 - Hazardous</td>
<td>3 - Below 100°F</td>
<td>2 - Violent Chemical Change</td>
<td>Alkali (ALK)</td>
</tr>
<tr>
<td>1 - Slightly Hazardous</td>
<td>2 - Below 200°F</td>
<td>1 - Not Stable if Heated</td>
<td>Corrosive (COR)</td>
</tr>
<tr>
<td>0 - Normal Material</td>
<td>1 - Above 200°F</td>
<td>0 - Stable</td>
<td>Use NO WATER (W)</td>
</tr>
<tr>
<td>0 - Will Not Burn</td>
<td>0 - Stable</td>
<td></td>
<td>Radiation Hazard</td>
</tr>
</tbody>
</table>
**Hazard Communication**

APPENDIX J

NATIONAL FIRE PROTECTION ASSOCIATION
704M LABELING SYSTEM
"Fire Diamond"

The Hazard Index:

4 = Severe Hazard
3 = Serious Hazard
2 = Moderate Hazard
1 = Slight Hazard
0 = Minimal Hazard

HEALTH

4 Too dangerous to enter vapor or liquid even with air packs
3 Extremely dangerous; use full protective clothing
2 Hazardous: Use breathing apparatus
1 Slightly hazardous
0 Use ordinary material

FIRE

4 Extremely flammable
3 Ignites at normal temperature
2 Ignites when moderately heated
1 Must be preheated to burn
0 Will not burn

REACTIVE

4 Readily capable of detonation/explosive decomposition; vacate area if exposed to fire
3 Strong shock/heat may cause explosion; stay behind explosion-resistant barriers
2 May react violently, but will not detonate; stay at a distance
1 Unstable if heated/pressurized; may react non-vigorously with water
0 Normally stable

SPECIAL HAZARD

-W- Reactivity to water
RAD Radioactivity
ALK Alkali
COR Corrosive
OXY Oxidizing agent
P Polymerization

Examples:

arsine, chloroform
aerylamide, nitric acid
tetrahydrofuran, pyridine
glyceroboric acid
sodium thiosulphite
diethyl ether
tetrahydrofuran
iso-amyl alcohol
glycerochloroform
boric acid, hydrochloric acid
cesium ammonium
picrate sodium
metal
acetic anhydride
acetonitrile, glycerol

University of Southern California
POST EARTHQUAKE FIRE

On occasion, fires occur following an earthquake and could be a major problem if the Los Angeles Fire Department is unavailable or water pressure is low. Every effort should be made to stop gas leaks or other problems that could cause a fire. It may be necessary to institute a temporary fire watch in buildings where fire protection systems are damaged and the building may be occupied.

If a fire occurs:

Notify building occupants by pulling alarm.
Notify DPS, who will notify the Los Angeles Fire Department.
If safe to do so, assign staff to extinguish fire.
Ensure that occupants have evacuated the building and close fire doors.
Check the sprinkler control valve to ensure it is open. (FPM staff)
Check the fire pump to ensure it is operating. (FPM staff)
Shut down electrical equipment if necessary. (FPM staff)
Shut down flammable gas system. (FPM staff)
Remove/cover critical stock and equipment if safe to do so. (FPM staff)
Coordinate with the Los Angeles Fire Department, when and if they arrive.

After the fire is out:

Inspect fire areas to ensure fire is out.
Get fire protection systems back in operation. (FPM staff)
Replace or recharge fire fighting equipment. (FPM staff)
Test and reset fire sprinkler control valves. (FPM staff)
Check and reset fire pump, and restock with fuel. (FPM staff)
Minimize smoke and water damage.
Restore utilities to operation. (FPM staff)
Assist in clean-up.
Notify the building’s responsible Dean(s) or Director(s) about the fire.
EMERGENCY COMMUNICATIONS/NOTIFICATIONS

Emergency communications will normally be conducted through the university telephone system and the FPM radio trunking system. FPM base stations may be used to communicate with field teams or with EH&S teams if necessary. Although EH&S radios have their own frequency, they do have a second channel tuned to the FPM frequency.

All communication should be brief and concise. Take a moment to think about the message before communicating with others. DO NOT TIE UP RADIO AIR TIME OR TELEPHONE TIME UNNECESSARILY.

Should the FPM radio system fail, the FPM Command Center should contact the FPM operator at HSC to see if that system is up or down, and then contact DPS communication to ascertain if the DPS system is up and running. This will help identify the sources(s) of the system failure. Advise the DPS operator that the FPM system is down and ask the DPS operator to request service from Vision Communications.

The CHP EOC is equipped with emergency telephones for use by the CHP EOC group:

Location of CHP EOC – Center for Health Professionals building (CHP)
323-442-2214
323-442-2800
323-442-2801
323-442-2802
323-442-2803

HSC FPM Supervisors have been issued cell phones that may be of use if the standard phone system is down. Additionally, FPM Incident Command Center also has two-way radios in the event that other communication systems are damaged.

FPM Management maintains a staff directory of home telephone numbers. In the event of an emergency, FPM Management will invoke a communication tree to disseminate information to staff.
EMERGENCY EARTHQUAKE EQUIPMENT RESOURCES

Emergency Preparedness Soto Street Storage
1. Whisperwatt/Denyo MQ Power 300 Diesel Powered AC Generator Model# DCA 200 SKA4 Ser# 3802155
2. Whisperwatt/Denyo MQ Power 220 Diesel Powered AC Generator Model #DCA 220 SSL Ser# 3799508
3. Water Filtration System W/Trailer
4. Honda Poertable Generators Model 3000
5. DeWalt Emplo 200 PSI 15 Electric Compressor
6. Tripod Worklights 1000 Watt
7. Stretcher
8. 5 Gallons Fold A Carriers Water Containers
9. 2 Gallon Fold A Carriers Water Containers
10. Safety Goggles/Glasses
11. Hard Hats
12. Caution Tape Rolls
13. Headlight/Flashlights
14. Flares

Items in Emergency Trailer
1. Safety Cones
2. Trauma Dressing Bandages
3. Barricades with Lights
4. 4’ Crowbar combinations with Pick
5. Emergency Blankets (small packages)
6. Megaphones
7. Portable Radios
8. Utility Knives
9. Clawhammers
10. 4’ Chisels
11. Emergency Bags (Vest, Flashlight, Hard Hat, Mask, Water Bottle, 2 Bags Bandages, Pliers, Goggles, Utility Knife, Pair of Canvas Gloves)
12. Mini Medic Packs
13. Packages “C” Batteries
14. Packs “AA” Batteries
15. Rolls Caution Tape
16. Squeegees (no handles)
17. Emergency Manuals
18. Flashlights w/Batteries
19. Air Mattresses
20. 3’ Crow Bars
21. Absorbent Socks
22. 100' Extension Cords
23. 50’ Extension Cords
24. 25’ Extension Cords
CCD EMERGENCY SUPPLIES

HSC DOC

**Administrative Box**
- 3 Hard hats
- 3 Vests
- 3 Mag-lite flashlights w/ batteries
- 3 Leather Gloves
- 3 Knee Pads
- 3 Safety Goggles
- 3 CERT Delux Backpacks
- 3 Rain Ponchos
- 3 Duct Tape
- 1 Collapsible Hand Truck
- 2 Post-it easel pads
- 1 Easel
- 3 Administrative Binders – in process
- 1 8-pack D-Batteries
- 1 36-pack AA Batteries
- 12 Pens
- 12 Mechanical pencils
- 12 Pre-sharpened wooden pencils
- 1 Pencil sharpeners
- 3 Erasers
- 12 Post-Its
- 1 packs of Sharpies (multi-colored)
- 1 pack of flip chart markers (multi-colored)
- 1 Stapler
- 1 Staple Remover
- 1 box staples
- 10 boxes of Paper Clips
- 1 Scissor
- 1 2-pack clipboard (1 for sign-in sheet)
- 1 Ream of paper
- 3 Single Use Cameras
- 1 Regular Blackberry Phone Charger
- 1 Regular Motorola Phone Charger
- 1 Car Adapter chargers
- 1 Battery Powered Phone Charger
- 2 Two-Way Radios
- 1 Portable Radio

**Backpacks (x 3)**
- 1 Hard Hat
- 1 Clashlight with batteries
- 1 Utility Tape
- 1 Gas Shut-Off Wrench
- 1 pair leather gloves
- 1 dust mask
- 1 marking crayon
- 1 mesh safety vest
- 1 goggle
- 1 whistle
- 1 mylar blanket
- 1 pair latex gloves
- 2 gauze rolls
- 6 gauze pads
- 2 tri-bandage
- 1 cardboard splint
## EMERGENCY RESPONSE TEAM - ZONE ASSIGNMENTS-DAYS

### Zone 1

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>SRH</strong></td>
<td>Seaver Student Residence</td>
</tr>
<tr>
<td><strong>RMR</strong></td>
<td>Raulston Medical Research</td>
</tr>
<tr>
<td><strong>MMR</strong></td>
<td>Mudd Memorial Research</td>
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<td><strong>MCH</strong></td>
<td>McKibben Hall</td>
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<tr>
<td><strong>HSP</strong></td>
<td>Parking Structure</td>
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<tr>
<td><strong>DOH</strong></td>
<td>[Doheny Eye Foundation]</td>
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### Zone 2

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<td><strong>EVH</strong></td>
<td>DWP Electrical Vault</td>
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<tr>
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<td>Healthcare Consultation Center</td>
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<tr>
<td><strong>PMB</strong></td>
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<tbody>
<tr>
<td><strong>SSB</strong></td>
<td>Soto Street Building</td>
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<tr>
<td><strong>CCC</strong></td>
<td>Child Care Center</td>
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<tr>
<td><strong>CSA</strong></td>
<td>Clinical Science Annex</td>
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<td><strong>CSC</strong></td>
<td>Clinical Science Center</td>
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<tr>
<td><strong>EDM</strong></td>
<td>Edmondson Research</td>
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<tr>
<td><strong>CSB</strong></td>
<td>Central Services</td>
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<tr>
<td><strong>VBB</strong></td>
<td>Valley Boulevard</td>
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<tr>
<td><strong>CRL</strong></td>
<td>[Cancer Research Lab]</td>
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### Zone 4

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<tbody>
<tr>
<td><strong>Zone Coordinator</strong></td>
<td>L. Simpson - HZM</td>
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### Zone 5

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<tr>
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<tr>
<td><strong>M. Purcell</strong></td>
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<tr>
<td><strong>Utility Team</strong></td>
<td>C. Clay</td>
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<tr>
<td><strong>Zone 1 Leader</strong></td>
<td>J. Froom (HBT)</td>
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<tr>
<td><strong>Zone 2 Leader</strong></td>
<td>J. Lopez (UT)</td>
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<tr>
<td><strong>Zone 3 Leader</strong></td>
<td>V. Valencia (HUT)</td>
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<td><strong>B. Ogawa (MS)</strong></td>
<td>J. Scott (PA)</td>
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<td><strong>F. Viramontes (LS)</strong></td>
<td>D. Firner (PL)</td>
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<td><strong>S. Kachatourians (PA)</strong></td>
<td>A. Navarro (CU)</td>
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<td><strong>A. Gonzales (CU)</strong></td>
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### Zone 1
- E. Espitia (CU)
- D. Lemon (CA)
- S. Hisey (PL)
- R. Gonzales (GM)
- R. Arrellano (UT)
- Z. Guardado (CU)

### Zone 2
- C. Valencia (CU)
- A. Barajas (UT)
- B. Sudla (ZM)
- V. Roman (LS)
- P. Ciero (LS)

### Zone 3
- C Barrientos (LS)
- K. Shanklin (CU)
- B. Perales (CU)
- R. Medina (UT)
- S. Jung (ZM)

### Zone 4
- **L. Nghia - Leader**
- J. Monzon (NEG)
- P. Cruz (NEG)
- V. Nieva (NEG)
- B. Petronilo (NEG)
- F. Geraneo (NEG)
- W. Cheng (NEG)
- E. Porras (NGM)
- J. Bravo (NGM)
- A. Jaquez (NGM)
- W. Arcangel (AC)
- H. Metry (EL)

### Zone 5
- B. Griffith (EL)
- R. Richter (CA)
- W. Straley (LK)
- R. Legaspi (AC)
- A. Mezhvinskiy (EG)
- R. Torres (CU)
- R. Garcia (TR)
- D. Ortiz (CU)
- E. Garcia (ZM)
- N. Olson (ZM)

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**FPM - DOC**
- M. May (HOMADM)
- J. Alvarez (PA)
EMERGENCY RESPONSE TEAM - ZONE ASSIGNMENTS - NIGHTS

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<thead>
<tr>
<th>Zones</th>
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<tr>
<td>NOR</td>
<td>Utility Team</td>
<td>M. Purcell - Leader</td>
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<tr>
<td>NRT</td>
<td>Harlene Norris Tower</td>
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<tr>
<td>NTT</td>
<td>Norris Topping Tower</td>
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<td>EOC</td>
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<tr>
<td></td>
<td>Zone Coordinators</td>
<td>M. May (HOMADM)</td>
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<td>J. Soto, H. Garcia</td>
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</table>
TEAMs- MEETING POINTS-DAY SHIFT

ZONE 1 – QUAD
ZONE 2 – CHP EASTLAKE PARKING LOT
ZONE 3 – CHILD CARE CENTER BY GARAGE
ZONE 4 – NORRIS
ZONE 5 – SW CORNER OF CHP PARKING LOT

Team leaders and alternates report to the FPM CHP Incident Command Center, pick up disaster response kits, and meet response teams at established meeting point.

Damage Assessment Priorities
1. Residential buildings and critical emergency response facilities, laboratory/hazardous materials facilities *

2. Administrative buildings and other buildings **

   *The designated HazMat Team will assess the building for hazardous atmospheres and hazardous materials spills. No one other than the HazMat Response Team should enter these buildings until it has been cleared.

   ** EH&S has determined that the Priority 2 buildings pose the least threat to life, environment, and property and will remain open.

TEAMs- MEETING POINTS- NIGHT SHIFT

The initial meeting point will be the CHP parking lot to take attendance of all personnel. Following attendance, Teams will be dispatched as follows:

ZONE 1 – QUAD
ZONE 2 – CHP EASTLAKE PARKING LOT
ZONE 3 – CHILD CARE CENTER BY GARAGE
ZONE 4 – NORRIS
ZONE 5 – SW CORNER OF CHP PARKING LOT

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   ** EH&S has determined that the Priority 2 buildings pose the least threat to life, environment, and property and will remain open.
HSC MAPS, ZONES 1-4
Emergency Staff Response

UPC 1st Responders:
- Allyson Gipson – UPC Recovery Leader – primary
- Hunter Gaines – UPC Recovery Leader – secondary
- Howard Weissberger – UPC Recovery Leader - tertiary
- Project Management Staff

HSC 1st Responders:
- Robert Scrofano – HSC Recovery Leader – primary
- Rick Sendele – HSC Recovery Leader – secondary
- Carla Barry – HSC Recovery Leader - tertiary
- Project Management Staff

In the event of a 6.0 + Magnitude Earthquake:
FPM Directors, Supervisors, and Project Managers respond automatically and report to the FPM Incident Command Center in the FPM Trailer located in Lot 1 for UPC, and FPM Incident Command Center in the Emergency Trailer located in CHP Parking Lot for HSC.

Chain of Command
The Vice President and Executive Director, Facilities Planning and Management (VPED FPM) and/or Associate Vice President, Capital Construction Development (AVP CCD), and the Associate Vice President, Facilities Management Services (AVP FMS) will coordinate the FPM response activities from the Emergency Operations Center in the Ron Tutor Campus Center. If the VPED FPM is unavailable, the AVP CCD and/or the AVP FMS are the primary alternates. If the AVP FMS is unavailable, potential alternates include:
- Director of Engineering & Maintenance Services (DOE MS/FPM)
- Director of Operations (DO FPM)
- Associate Director, Customer Resource Center (AD CRC)
- FPM Chief Safety Officer

If the Associate Vice President, Capital Construction Development (AVP CCD) is unavailable, potential alternates include:
- Associate Vice President, Facilities Management Services
- Director, Capital Construction Development - Allyson Gipson
- Director, Capital Construction Development - Hunter Gaines

General Staff Response Guidelines
- If you are off campus when a disaster occurs, or if you learn of a campus emergency situation via the media, return to USC if you are able to do so and report to the FPM Incident Command Center in the FPM Trailer located in Lot 1 for UPC; and the FPM Command Center in the Emergency Trailer located in CHP Parking Lot for HSC. Do not wait to be called back to the campus since telephone communication may be disrupted.
- In a major earthquake, staff will be expected to remain on campus or report to campus as soon as possible. As the emergency situation permits, staff with family emergencies will be authorized to go home.
Emergency Staff Communication

- In the event of a major emergency, information may be found at http://emergency.usc.edu or https://trojanalert.usc.edu. All staff members with assigned emergency duties should report to the campus as soon as possible in the event of a voice outage.

- Emergencies involving life safety will be responded to immediately by staff equipped appropriately for the incident and location. Specifically, any report of fire, smoke, hazardous materials incident, explosion, or other incident potentially involving life safety hazards will be given top priority and responded to after clearance from the Risk Management and Career Services Office.

Emergency Communications/Notification

Emergency communications will normally be conducted through the university telephone systems and the FPM radio trunking system. FPM base stations may be used to communicate with field teams or with Environmental Health and Safety teams if necessary.

- The USC Emergency Operations Center has been equipped with emergency telephones for use in the Emergency Operations Group.

- The FMS department has a small number of cell phones that may be of use if standard phones are down. These phones are located in the FPM Command Center.

- Two-way radios will be available in the FPM Command Center.

Business Continuity Action Items List

Please use this area to record any items requiring attention or further mitigation that would lead to a more robust recovery and further reduce risk.

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Supports Which Critical Function(s)</th>
<th>Estimated Cost</th>
<th>Status / Due Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move data backup tapes from Felix’s residence to a better location.</td>
<td>IT Recovery</td>
<td>$0</td>
<td>COMPLETE</td>
<td>Lead for this item would be FMS</td>
</tr>
<tr>
<td>Evaluate the L Drive capacity to ensure space for all critical documentation</td>
<td>All</td>
<td>$0</td>
<td>COMPLETE</td>
<td>Lead for this item would be FMS</td>
</tr>
<tr>
<td>Evaluate Blackboard Connect for department emergency communications.</td>
<td>Emergency Response</td>
<td>$0</td>
<td>COMPLETE</td>
<td>Lead for this item would be FMS</td>
</tr>
<tr>
<td>Evaluate getting encrypted flash drives for key staff.</td>
<td>Document Recovery</td>
<td>$TBD</td>
<td>In Process –</td>
<td></td>
</tr>
<tr>
<td>Update version of employee roster with alternate email address and phone number</td>
<td>Emergency Preparation</td>
<td>$0</td>
<td>In Process –</td>
<td></td>
</tr>
<tr>
<td>Task Description</td>
<td>Category</td>
<td>Cost</td>
<td>Status</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
<td>-------------------</td>
<td>------</td>
<td>--------------</td>
<td></td>
</tr>
<tr>
<td>Upload all relevant Business Continuity and Disaster Recovery related information to e-Builder</td>
<td>Emergency Preparation</td>
<td>$0</td>
<td>In Process –</td>
<td></td>
</tr>
</tbody>
</table>

# After Action Report

An After Action Report should be completed following any incident that requires activation of the BC plan. The purpose of this form is to document the incident and the response, as well as to identify opportunities for improvement. This form should be completed by the BCP Team Leader or designee, in conjunction with the BCP Team. Upon completion, a copy of this report should be on file with the BCP Team Leader and a copy should be provided to the Fire Safety & Emergency Planning Office electronically.

| Name/Type of incident: |
| Date of Incident: | Time of incident: |
| Root cause (What was this incident a result of?): |
| Initial notification received by: |
| Method of notification: |
| Was the BCP Team Leader notified in a timely manner? | Yes | No |
| Was the BCP activated in a timely manner? | Yes | No |
| What method was used for notifying/informing employees? |
| Was anyone injured? | Yes | No |
| If yes, how many are injured _____ are the fatalities _____? |
| Map the incident timeline: |
| Which public agencies were involved in the response? |
| Which actions taken/decisions made by the BCP team were effective? |
| What are the opportunities for improvement? (task, person responsible, timeline) |
| What changes/additions are needed for the BCP Plan and/or Plan? (page #, section, change/addition suggested) |
## Plan Maintenance and Approval Log

The business continuity plan will be updated annually.

<table>
<thead>
<tr>
<th>Year</th>
<th>Plan Reviewed and Updated</th>
<th>Approved by (Name &amp; Title)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>☑</td>
<td>Wendy Kaszycki, AVP Finance &amp; Controls</td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td>☑</td>
<td>Wendy Kaszycki, AVP Finance &amp; Controls</td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td>☑</td>
<td>Wendy Kaszycki, AVP Finance &amp; Controls</td>
<td></td>
</tr>
<tr>
<td>2019</td>
<td>☑</td>
<td>Wendy Kaszycki, AVP Finance &amp; Controls</td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td>☑</td>
<td>Wendy Kaszycki, AVP Finance &amp; Controls</td>
<td></td>
</tr>
<tr>
<td>2021</td>
<td>☑</td>
<td>Wendy Kaszycki, AVP Finance &amp; Controls</td>
<td></td>
</tr>
<tr>
<td>2022</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2023</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2024</td>
<td>☐</td>
<td></td>
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</tr>
<tr>
<td>2025</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2026</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
REAL ESTATE & ASSET MANAGEMENT (REAM) SPECIFIC APPENDICES
<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Address</th>
<th>Contact Name</th>
<th>Phone Number</th>
<th>Fax Number</th>
<th>Email Address</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBRE</td>
<td>400 S. Hope St., 25th Floor Los Angeles, CA 90071</td>
<td>Rocky Binswanger</td>
<td>213-613-3056</td>
<td>213-613-3005</td>
<td><a href="mailto:Rocky.Binswanger@cbre.com">Rocky.Binswanger@cbre.com</a></td>
<td>Lease Management</td>
</tr>
<tr>
<td>JLL</td>
<td>2141 Rosecrans Ave., Suite 6100 El Segundo, CA 90245</td>
<td>Gary Horwitz</td>
<td>310-871-7658</td>
<td>N/A</td>
<td><a href="mailto:Gary.Horwitz@am.jll.com">Gary.Horwitz@am.jll.com</a></td>
<td>Leasing Services</td>
</tr>
<tr>
<td>LADWP</td>
<td>P.O. Box 51111 Los Angeles, California 90051-0100</td>
<td>Nathan Aguayo</td>
<td>213-367-4626</td>
<td>N/A</td>
<td><a href="mailto:Nathan.Aguayo@ladwp.com">Nathan.Aguayo@ladwp.com</a></td>
<td>Premier Account Manager</td>
</tr>
<tr>
<td>So Cal Gas Co</td>
<td>P.O. Box 3150 San Dimas, CA 91773</td>
<td>N/A</td>
<td>800-427-2200</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>CAM Services</td>
<td>5664 Selmaraine Dr., Culver City, CA 90230</td>
<td>David Herrera</td>
<td>800-576-3050 x231</td>
<td>310-390-3552</td>
<td>N/A</td>
<td>McCulloch Townhomes</td>
</tr>
<tr>
<td>JLL</td>
<td>4 Park Plaza, Suite 900, Irvine CA 92614</td>
<td>Pam Heckman</td>
<td>949-943-7391</td>
<td>n/a</td>
<td><a href="mailto:Pam.heckman@am.jll.com">Pam.heckman@am.jll.com</a></td>
<td>Project Management</td>
</tr>
<tr>
<td>Peak Campus</td>
<td>3335 S. Figueroa St., Los Angeles CA 90007</td>
<td>Dana Long</td>
<td>213-725-5060</td>
<td>N/A</td>
<td><a href="mailto:dana.long@peakcampus.com">dana.long@peakcampus.com</a></td>
<td>University Gateway Building</td>
</tr>
<tr>
<td>ConAm</td>
<td>903 Calle Amanecer Suite 210, San Clemente CA 92673</td>
<td>Nick Lutz</td>
<td>949-498-1003</td>
<td>N/A</td>
<td><a href="mailto:nick@conambuildingco.com">nick@conambuildingco.com</a></td>
<td>Construction Contact</td>
</tr>
<tr>
<td>Bekins Moving Solutions, Inc.</td>
<td>12610 Shoemaker Ave., Santa Fe Springs, CA 90670</td>
<td>Jim Jentges</td>
<td>888-873-8688</td>
<td>N/A</td>
<td>N/A</td>
<td>Moving Company</td>
</tr>
<tr>
<td>American Campus Communities (ACC)</td>
<td>2215 Alcazar Street, Los Angeles, CA 90033</td>
<td>Lauren Misak</td>
<td>213-784-7558</td>
<td>213-784-7602</td>
<td><a href="mailto:Imisak@americancampus.com">Imisak@americancampus.com</a></td>
<td>HSC Student Housing</td>
</tr>
<tr>
<td>Farmers National Company</td>
<td>5110 S. Yale, Suite 400 Tulsa, OK 74135</td>
<td>Kayla Rowan</td>
<td>918-710-4146</td>
<td>918-398-5901</td>
<td><a href="mailto:KRowan@farmersnational.com">KRowan@farmersnational.com</a></td>
<td>Mineral Portfolio</td>
</tr>
<tr>
<td>Athen Property Management</td>
<td>16795 Von Karman, Suite 200 Irvine, CA 92606</td>
<td>Marlon Selga</td>
<td>213-398-8756</td>
<td>N/A</td>
<td><a href="mailto:mselga@athen-pm.com">mselga@athen-pm.com</a></td>
<td>USC Village Property Manager</td>
</tr>
<tr>
<td>Mayer Corporation</td>
<td>8951 Research Drive, Irvine, CA 92618</td>
<td>Al Patnik</td>
<td>310-775-3579</td>
<td>N/A</td>
<td><a href="mailto:alpatnik@att.net">alpatnik@att.net</a></td>
<td>Hyatt House HSC GM</td>
</tr>
</tbody>
</table>

**REAM Critical Vendors and Suppliers**

The following table lists critical internal (USC) and external (other than vendors) contact information.

<table>
<thead>
<tr>
<th>Department</th>
<th>Description</th>
<th>Key Contact</th>
<th>Office Phone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Vice President, Administration</td>
<td>Senior Vice President</td>
<td>David Wright</td>
<td>213-740-4218</td>
<td><a href="mailto:dwwright@usc.edu">dwwright@usc.edu</a></td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>----------------------</td>
<td>--------------</td>
<td>-------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Capital Construction</td>
<td>AVP, CCD &amp; FMS</td>
<td>Wendy Kaszycki</td>
<td>213-821-6754</td>
<td><a href="mailto:kaszycki@usc.edu">kaszycki@usc.edu</a></td>
</tr>
<tr>
<td>Capital Construction</td>
<td>AVP, CCD &amp; FM</td>
<td>Joe Back</td>
<td>213-821-5492</td>
<td><a href="mailto:joeback@usc.edu">joeback@usc.edu</a></td>
</tr>
<tr>
<td>Facilities Maintenance Services</td>
<td>AVP, FMS</td>
<td>John Welsh</td>
<td>213-740-6977</td>
<td><a href="mailto:john@fms.usc.edu">john@fms.usc.edu</a></td>
</tr>
<tr>
<td>ITS</td>
<td>CIO</td>
<td>Douglas Shook</td>
<td>213-740-7197</td>
<td><a href="mailto:shook@usc.edu">shook@usc.edu</a></td>
</tr>
<tr>
<td>University Hospital</td>
<td>SVP/CEO</td>
<td>Rod Hanners</td>
<td>323-442-8677</td>
<td><a href="mailto:Rod.Hanners@med.usc.edu">Rod.Hanners@med.usc.edu</a></td>
</tr>
<tr>
<td>USC Care</td>
<td>President</td>
<td>David H. Peng</td>
<td>323-442-6200</td>
<td><a href="mailto:dpeng@usc.edu">dpeng@usc.edu</a></td>
</tr>
<tr>
<td>Office of the Provost</td>
<td>Vice Provost</td>
<td>Mark Todd</td>
<td>213-821-4400</td>
<td><a href="mailto:mtodd@usc.edu">mtodd@usc.edu</a></td>
</tr>
</tbody>
</table>

**REAM Employee Emergency Contact List**

<table>
<thead>
<tr>
<th>Name</th>
<th>Home Phone</th>
<th>Cell Phone</th>
<th>Primary Email</th>
<th>Alternate Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Cook</td>
<td>661-373-3200</td>
<td>323-229-2581</td>
<td><a href="mailto:d.cook@usc.edu">d.cook@usc.edu</a></td>
<td><a href="mailto:davidbrentcook@gmail.com">davidbrentcook@gmail.com</a></td>
</tr>
<tr>
<td>Aline Mora Diaz</td>
<td>N/A</td>
<td>213-509-3644</td>
<td><a href="mailto:aline.moradiaz@usc.edu">aline.moradiaz@usc.edu</a></td>
<td><a href="mailto:aline.moradiaz@gmail.com">aline.moradiaz@gmail.com</a></td>
</tr>
<tr>
<td>Felicia Green</td>
<td>323-377-7551</td>
<td>323-377-7551</td>
<td><a href="mailto:fgreen@usc.edu">fgreen@usc.edu</a></td>
<td><a href="mailto:green.felicia@yahoo.com">green.felicia@yahoo.com</a></td>
</tr>
<tr>
<td>Dee Jackson</td>
<td>213-321-4954</td>
<td>213-321-4954</td>
<td><a href="mailto:deejacks@usc.edu">deejacks@usc.edu</a></td>
<td><a href="mailto:deejac1@gmail.com">deejac1@gmail.com</a></td>
</tr>
<tr>
<td>Claudia Macieira</td>
<td>310-666-7221</td>
<td>213-361-8805</td>
<td><a href="mailto:claudia.macieira@usc.edu">claudia.macieira@usc.edu</a></td>
<td><a href="mailto:c.macieira@yahoo.com">c.macieira@yahoo.com</a></td>
</tr>
<tr>
<td>Florence Ner</td>
<td>310-487-3733</td>
<td>310-487-3733</td>
<td><a href="mailto:florence.ner@usc.edu">florence.ner@usc.edu</a></td>
<td><a href="mailto:florencener@gmail.com">florencener@gmail.com</a></td>
</tr>
<tr>
<td>Martha Padilla</td>
<td>N/A</td>
<td>213-905-2789</td>
<td><a href="mailto:mpadilla@usc.edu">mpadilla@usc.edu</a></td>
<td><a href="mailto:Mpadilla.re@gmail.com">Mpadilla.re@gmail.com</a></td>
</tr>
<tr>
<td>Hector Puga</td>
<td>626-991-0989</td>
<td>323-447-5917</td>
<td><a href="mailto:hpuga@usc.edu">hpuga@usc.edu</a></td>
<td><a href="mailto:Puga.he@gmail.com">Puga.he@gmail.com</a></td>
</tr>
<tr>
<td>Peter Songster</td>
<td>626-466-8330</td>
<td>213-280-6568</td>
<td><a href="mailto:peter.songster@usc.edu">peter.songster@usc.edu</a></td>
<td><a href="mailto:petersongster@gmail.com">petersongster@gmail.com</a></td>
</tr>
<tr>
<td>Laurie Stone</td>
<td>626-398-9305</td>
<td>626-676-9195</td>
<td><a href="mailto:laurie.stone@usc.edu">laurie.stone@usc.edu</a></td>
<td><a href="mailto:stonebehr@sbcglobal.net">stonebehr@sbcglobal.net</a></td>
</tr>
<tr>
<td>Jose Ramirez</td>
<td>213-309-3098</td>
<td>213-309-3098</td>
<td><a href="mailto:jose.ramirez@usc.edu">jose.ramirez@usc.edu</a></td>
<td><a href="mailto:j.dejesus33@aol.com">j.dejesus33@aol.com</a></td>
</tr>
<tr>
<td>Name</td>
<td>Phone 1</td>
<td>Phone 2</td>
<td>Email 1</td>
<td>Email 2</td>
</tr>
<tr>
<td>------------------</td>
<td>----------------</td>
<td>----------------</td>
<td>----------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Brian Wilson</td>
<td>818-802-5080</td>
<td>818-802-5080</td>
<td><a href="mailto:brian.k.wilson@usc.edu">brian.k.wilson@usc.edu</a></td>
<td><a href="mailto:brikwilson@gmail.com">brikwilson@gmail.com</a></td>
</tr>
<tr>
<td>Christine Yamaguchi</td>
<td>626-627-7009</td>
<td>626-627-7009</td>
<td><a href="mailto:christine.atobe@usc.edu">christine.atobe@usc.edu</a></td>
<td><a href="mailto:christineatobe@hotmail.com">christineatobe@hotmail.com</a></td>
</tr>
<tr>
<td>Jeffrey Zychowski</td>
<td>619-398-6128</td>
<td>619-398-6128</td>
<td><a href="mailto:zychowsk@usc.edu">zychowsk@usc.edu</a></td>
<td><a href="mailto:jzycho0@yahoo.com">jzycho0@yahoo.com</a></td>
</tr>
</tbody>
</table>
REAM Phone Tree

The purpose of the Phone Tree is to inform personnel of the status of operations and reporting instructions in the event of a disaster/event during non-working hours. In the event of such an emergency, the Recovery Leader will initiate the Phone Tree.

- The recovery team leader (Laurie Stone) will call Brian Wilson and Milton Ordonez and provide status/information obtained from the EOC (USC’s Emergency Operations Center).
- Laurie, Brian and Milton will then call each person under their respective list.
- Each person under their respective list will then call each person in their group and report back to Laurie Stone the status of personnel in their groups.
- They will then call the recovery team leader to report the status.

<table>
<thead>
<tr>
<th>Laurie Stone →</th>
<th>Brian Wilson</th>
<th>Florence Ner</th>
</tr>
</thead>
<tbody>
<tr>
<td>↓</td>
<td>↓</td>
<td>↓</td>
</tr>
<tr>
<td>Christine Yamaguchi</td>
<td>David Cook</td>
<td>Martha Padilla</td>
</tr>
<tr>
<td>Claudia Macieira</td>
<td>Peter Songster</td>
<td>Felicia Green</td>
</tr>
<tr>
<td>Jeffrey Zychowski</td>
<td>Aline Mora Diaz</td>
<td></td>
</tr>
<tr>
<td>Dee Jackson</td>
<td>Hector Puga</td>
<td></td>
</tr>
<tr>
<td>Jose Ramirez</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**REAM Recovery Team Roles and Responsibilities**

The following checklists contain the roles and responsibilities for key positions of the business continuity team. The employees assigned with “backup” responsibilities are indicated in parenthesis.

<table>
<thead>
<tr>
<th>ROLE: RECOVERY TEAM LEADER – LAURIE STONE (BRIAN WILSON)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary Responsibilities:</strong></td>
</tr>
<tr>
<td>- Follow Emergency Response Plan to ensure life safety of staff, students, faculty &amp; visitors</td>
</tr>
<tr>
<td>- Activate Disaster Recovery/Business Continuity Plan</td>
</tr>
<tr>
<td>- Assemble Disaster Recovery Team and set-up Department Operations Center (DOC)</td>
</tr>
<tr>
<td>- Determine priorities, develop action plans, monitor recovery progress</td>
</tr>
<tr>
<td>- Manage internal and external communications</td>
</tr>
<tr>
<td>- Document and track actions</td>
</tr>
</tbody>
</table>

**ACTIONS**

- **Assemble Disaster Recovery Team**
  (Communications Coordinator; Logistics/Resource Coordinator; Information Technology Coordinator; Facilities & Space Management Coordinator; Human Resources Coordinator; Finance/ Business Office Coordinator; Academic Instruction Coordinator; Research Continuity Coordinator.)

- **Set-Up and activate the Department Operations Center (DOC): See Page 20**
  Retrieve equipment and supplies for DOC (assign to Logistics)

- **Determine scope of the disaster.**
  - Monitor AM Radio (KNX 1070am)
  - Monitor Trojans Alert
  - Gather reports from responding staff and faculty (initial assessment)
  - Gather information from university teams at the Zone Command Post (McAllister field parking lot)
  - Estimate likely period of disruption

- **Track and log the status of:**
  - Facilities
  - Human Resources
  - Technology
  - Critical Actions
  - Notifications

- **Develop an action plan for recovery:**
  - Review and prioritize critical functions
  - Determine recovery strategies to restore critical functions
  - Determine roles/job assignments
  - Coordination with Facilities Management, and if applicable Environmental Health & Safety.

- **Supervise internal and external communications with the Communications Coordinator.**
  Coordinate approved messages and media releases with the University Emergency Operations Center Public Information Officer. Coordinate updates to the school/department website with specific information.

- **Coordinate eventual full restoration of department/school.**

- **Demobilize the Department Operations Center**

- **Conduct a debriefing with staff and faculty.**
  Develop a brief report on lessons learned and revise the Business Continuity Plan as needed.

<table>
<thead>
<tr>
<th>ROLE: INFORMATION TECHNOLOGY COORDINATOR – HECTOR PUGA (ALINE MORA DIAZ)</th>
</tr>
</thead>
</table>
Primary Responsibilities:

- Follow emergency response plan to ensure life safety of staff, students, faculty & visitors
- Assist with the set-up of Department Operations Center (DOC)
- Assist in assembling the Disaster Recovery/Business Continuity Team
- Assess the impact of the disaster on technology
- Determine status of servers and critical technology hardware and connectivity
- Coordinate recovery/ restoration of IT systems, vital records, hardware, software

ACTIONS

**Help Assemble Disaster Recovery/Business Continuity Team**

(Communications Coordinator; Logistics/Resource Coordinator; Information Technology Coordinator; Facilities & Space Management Coordinator; Human Resources Coordinator; Finance/ Business Office Coordinator; Academic Instruction Coordinator; Research Continuity Coordinator.)

**Set-Up and activate the Department Operations Center (DOC): See Page 20**

Retrieve equipment and supplies for DOC (assign to Logistics)

**Help set-up and activate the Department Operations Center (DOC):**

- The designated indoor location is University Gateway, Unit G – Back of office workstations
- The designated outdoor location is the Davidson Conference Center courtyard - 3415 S. Figueroa Street, Los Angeles, CA 90089
- The designated non-campus location is the USC Center Food Court - 1150 S. Olive Street, Lobby Level, Los Angeles, CA 90015

Retrieve equipment and supplies for DOC (assist Logistics/Resource Coordinator)

In collaboration with Recovery Team members, determine scope of impact on the department/ school technology including hardware, software, vital records, data and other critical technology.

As needed, coordinate retrieval of off-site backup copies of data

Procure any needed hardware or software, and ensure installation and configuration as needed. Coordinate with other recovery team members especially Logistics Coordinator and Finance Coordinator for purchases.

Track status and update regularly at all briefings.

Coordinate recovery with university ITS and AIS as needed.

Participate in demobilization of the Department Operation Center

**ROLE:** Finance/Business Office Coordinator – Milton Ordonez (Florence Ner)
### Primary Responsibilities:

- Follow emergency response plan to ensure life safety of staff, students, faculty & visitors
- Assist with the set-up of Department Operations Center (DOC)
- Assist in assembling the Disaster Recovery/Business Continuity Team
- Assess the impact of the disaster.
- Coordinate and track all purchases and expenses. Provide budget status information.
- Coordinate with Recovery Team members, especially Logistics/Resource Coordinator

### ACTIONS

**Help Assemble Disaster Recovery/Business Continuity Team**

(Communications Coordinator; Logistics/Resource Coordinator; Information Technology Coordinator; Facilities & Space Management Coordinator; Human Resources Coordinator; Finance/Business Office Coordinator; Academic Instruction Coordinator; Research Continuity Coordinator.)

**Help set-up and activate the Department Operations Center (DOC): See Page 20**

Retrieve equipment and supplies for DOC (assist Logistics/Resource Coordinator)

Assist Recovery Team members as needed with tracking all expenses, purchases and administrative processes including payroll

Coordinate with university administration on cost recovery issues, including insurance issues and FEMA disaster assistance.

Maintain all records related to the response and recovery effort

Provide periodic recovery status updates to Recovery Team Leader.

Participate in demobilization of the Department Operation Center

---

**LOGISTICS/ RESOURCE COORDINATOR – JOSE RAMIREZ (HCTOR PUGA)**

### Primary Responsibilities:

- Follow emergency response plan to ensure life safety of staff, students, faculty & visitors
- Help set-up Department Operations Center (DOC)
- Assist in assembling the Disaster Recovery/Business Continuity Team
- Assess the impact of the disaster on resources, including supplies and equipment
- Track resource requests from staff, faculty and researchers
- Order equipment and supplies based on recovery priorities

### ACTIONS

**Help Assemble Disaster Recovery/Business Continuity Team**

(Communications Coordinator; Logistics/Resource Coordinator; Information Technology Coordinator; Facilities & Space Management Coordinator; Human Resources Coordinator; Finance/Business Office Coordinator; Academic Instruction Coordinator; Research Continuity Coordinator.)
### Help set-up and activate the Department Operations Center (DOC): See Page 20

Retrieve equipment and supplies for DOC

<table>
<thead>
<tr>
<th>Assess resource needs.</th>
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<tr>
<th>Track all incoming resource requests, coordinate prioritization with the Recovery Team Leader, and track status of requests.</th>
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<tr>
<th>Coordinate ordering of resources with Purchasing Department &amp; other key units as necessary</th>
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<tr>
<th>Coordinate delivery of resources.</th>
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<tr>
<th>Coordinate tracking of expenses with the Finance/ Business Office Coordinator</th>
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<tr>
<th>Provide periodic status reports to Recovery Team Leader.</th>
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<tr>
<th>Coordinate actions with the other Recovery Team members</th>
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</thead>
</table>

### ROLE: CRISIS COMMUNICATIONS COORDINATOR – CHRISTINE YAMAGUCHI (DEE JACKSON)

#### Primary Responsibilities:
- Follow emergency response plan to ensure life safety of staff, students, faculty & visitors
- Determine scope of impact on the school/department
- Coordinate internal and external communications with university administration
- Develop communications and monitor information to effectively communicate with staff and faculty
- Participate in recovery team briefings for school/department and the university

#### ACTIONS

**Help Assemble Disaster Recovery/Business Continuity Team**

(Communications Coordinator; Logistics/Resource Coordinator; Information Technology Coordinator; Facilities & Space Management Coordinator; Human Resources Coordinator; Finance/ Business Office Coordinator; Academic Instruction Coordinator; Research Continuity Coordinator.)

**Help set-up and activate the Department Operations Center (DOC): See page 20**

Retrieve equipment and supplies for DOC (assist Logistics/Resource Coordinator)
<table>
<thead>
<tr>
<th>Role: Determine scope and impact of the disaster on the school/department (coordinate with Recovery Team Members)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinate recovery related communications with staff, faculty and students within your designated school/department. University-wide communication bulletins will be developed by the President working with the Emergency Operations Center and Public Information Officer/University Public Relations. Additional information specific to a school or department is developed and disseminated by the school or department.</td>
</tr>
<tr>
<td>Coordinate updates to school/department website, voicemail and other mediums used for emergency communications.</td>
</tr>
<tr>
<td>Instruct all staff and faculty to direct all media inquiries to you and coordinate with university administration.</td>
</tr>
<tr>
<td>Provide additional resources to other team members during the recovery effort as needed.</td>
</tr>
<tr>
<td>Support the demobilization of the Department Operations Center (DOC)</td>
</tr>
</tbody>
</table>

## Role: Human Resources Coordinator – Claudia Maciera (Christine Yamaguchi)

### Primary Responsibilities:
- Follow emergency response plan to ensure life safety of staff, students, faculty & visitors
- Assist with the set-up of Department Operations Center (DOC)
- Assist in assembling the Disaster Recovery/Business Continuity Team
- Assess the impact of the disaster on staff and faculty
- Coordinate post-disaster support in collaboration with the university administration

### Actions

**Help Assemble Disaster Recovery/Business Continuity Team**

(Communications Coordinator; Logistics/Resource Coordinator; Information Technology Coordinator; Facilities & Space Management Coordinator; Human Resources Coordinator; Finance/ Business Office Coordinator; Academic Instruction Coordinator; Research Continuity Coordinator.)

**Help set-up and activate the Department Operations Center (DOC): See Page 20**

Retrieve equipment and supplies for DOC (assist Logistics/Resource Coordinator)

Account for personnel
Coordinate staff and faculty communications.
Coordinate with the Communications Coordinator and university administration. The Emergency Operations Center is responsible for internal and external communications. Official media releases or announcements will be communicated to the School & Department Operations Centers.

Ensure workloads and tasks are prioritized and shared among available staff. Re-assign roles and responsibilities as needed to address priorities.

Coordinate additional or temporary staffing

Utilize vendors or partners to assist with critical tasks if necessary

Ensure timely reporting of workers compensation or disability claims.

Coordinate with university HR units to provide assistance to staff and faculty

Participate in demobilization of the Department Operation Center

<table>
<thead>
<tr>
<th>Role: Facilities &amp; Space Management Coordinator – David Cook (Peter Songster)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary Responsibilities:</strong></td>
</tr>
</tbody>
</table>
|  • Follow emergency response plan to ensure life safety of staff, students, faculty & visitors  
  • Assist with the set-up of Department Operations Center (DOC)  
  • Assist in assembling the Disaster Recovery Team  
  • Assess the impact of the disaster on department/school buildings and facilities  
  • Determine status of space and assist with prioritizing space use and allocation  
  • Develop space needs analysis and coordinate needs with the university |
| **Actions** |
|  *Help Assemble Disaster Recovery/Business Continuity Team*  
  (Communications Coordinator; Logistics/Resource Coordinator; Information Technology Coordinator; Facilities & Space Management Coordinator; Human Resources Coordinator; Finance/ Business Office Coordinator; Academic Instruction Coordinator; Research Continuity Coordinator.) |
|  *Help set-up and activate the Department Operations Center (DOC): See Page 20*  
  Retrieve equipment and supplies for DOC (assist Logistics/Resource Coordinator) |
| In collaboration with Recovery Team members, determine scope of impact on the department/ school. Collect initial impact observations from team members, staff and faculty. Document findings and track status. |
REPORT THE ZONE COMMAND POST. MAKE CONTACT WITH THE ZONE COMMAND POST REPRESENTATIVE. COMMUNICATE YOUR INITIAL ASSESSMENT FINDINGS AND GATHER INFORMATION REGARDING THE STATUS OF YOUR FACILITIES. CHECK BACK PERIODICALLY WITH THE COMMAND POST.

DETERMINE WHICH BUILDINGS/SPACES HAVE BEEN CLOSED BY THE UNIVERSITY, AND WHICH HAVE BEEN INSPECTED AND APPROVED TO BE OPEN.

EVALUATE SCHOOL/DEPARTMENT SPACE NEEDS, AND COMMUNICATE SPACE NEEDS TO CENTRAL UNIVERSITY ADMINISTRATION (JOINTLY WITH RECOVERY/CONTINUITY TEAM LEADER)

DEVELOP RECOVERY STRATEGIES BASED ON FACILITY AVAILABILITY AND ANTICIPATED REPAIR SCHEDULE.

COORDINATE ANY NEEDED RELOCATIONS. (SEE RELOCATION CHECKLIST - IN RECOVERY PLAN)

CONTINUOUSLY TRACK STATUS OF FACILITIES. PROVIDE UPDATES REGULARLY. MONITOR PROGRESS OF REPAIRS, RELOCATIONS AND ASSIGNMENTS OF SPACE.

PARTicipate in demobilization of the Department Operation Center

REAM RELOCATION CHECKLIST

Categories:
A. Logistics & Planning
B. Technology/Equipment
C. Communication

A. Logistics:
1. Establish an internal move coordinator(s) to be contact person and oversee move efforts
2. Bring all key move participants in the move together for Kick Off meeting as early as possible.
3. Schedule team meetings throughout project.
4. Contract with move coordination consultant if the move is large-scale or complex.
   - Some departments have used Blackman & Holberton, Tel: 310.458.8898, BarbaraBlackman@BHmove.com
5. Contract with move team to physically move all items.
   - Some departments have used American Relocation & Logistics, http://www.american-moving.com
6. If contracting with move service, all packing supplies should be included. Otherwise, supplies to consider include:
   - Boxes/ crates
   - Dollies for moving multiple boxes and/or furniture
   - Bubble-wrap
   - Tape
   - Labels
   - Relocation map containing new location of all items
7. Transportation/ parking needs at new location (if different from current)
8. Work with project manager re: Space requirements – offices, conference rooms, kitchen space, etc.
9. Keys/building access for new location. If USC ID cards are needed, work with USC card services to grant appropriate building access to employees. ([http://www.usc.edu/bus_affairs/admin_serv/uscard_serv/departments/](http://www.usc.edu/bus_affairs/admin_serv/uscard_serv/departments/)), or FMS Lock Shop for keys.

10. Notify departmental IT unit and USC ITS

B. Technology/Equipment:
1. Keep an updated equipment inventory list (IT unit may already have this information), i.e.:
   a. Computers (Desktop/ laptop)
   b. Printers
   c. Xerox
   d. Fax
   e. Scanners
   f. Shredders
   g. Telephones
   h. Servers

2. Communication/ Data line set-up: Computers, telephone, fax machines, networked printers/copiers (Work with USC ITS (213) 740-5555 (consult@usc.edu) [http://www.usc.edu/its/about/index.html](http://www.usc.edu/its/about/index.html))

3. Schedule vendor to move copier equipment, if part of Maintenance Agreement.

C. Communication:
1. Keep staff updated on move requirements, dates, etc.

2. To reduce the anxiety of moving, keep staff informed throughout the project. This includes the staff who are moving and other departmental staff.

3. Work with USC Property Management to confirm address, if necessary.

4. Work with Mailing Services to assign new mail code, if necessary.

5. Notify customers, vendors, university departments and service providers.

6. Update websites, business cards, etc. with new contact information (if permanent)

7. Update university database systems with new address and mail code for each employee affected

8. Communicate any changes to internal processes to departmental staff, if needed.

9. Prepare a “Welcome” packet for each employee, to include: New address, mail code, available transportation and schedule, new processes (building access, security, visitors, deliveries, etc.).

10. Once moved-in, establish who will act as the liaison between staff and sr. management or project manager to handle move questions, follow up on repairs, etc.

11. Include training sessions re: building access, new phones and/or equipment, office operations.
UNIVERSITY OF SOUTHERN CALIFORNIA
BUILDING CONTENTS DAMAGE REPORT

Incident: __________________________________________
Date: __________________________________________
Bldg. Name: _______________________________________
Room No.: _______________________________________
School: __________________________________________
Department: _______________________________________
Contact: _________________________________________
Title: ___________________________________________
Extension: _______________________________________  

Description of Damaged Item:

<table>
<thead>
<tr>
<th>Description</th>
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<tr>
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</table>

Replacement Cost:

Estimated: ________________________________  
Actual: ________________________________  
P.O. #: ________________________________  
Vendor: ________________________________  
Payment Date: ________________________________

Note: Please fill out a separate form for each item. This information is collected for presentation to FEMA, which may reimburse the department for 75-90% of the replacement cost of approved items. The school or department must replace lost equipment before a reimbursement request is made. Please limit requests to items whose replacement value is greater than $5,000. Please note that FEMA reimburses based on the total claims for a building, so there may be a significant delay between item replacement and FEMA reimbursement.

Please attach a picture of damaged item.
Disaster Disability Claim Reporting Instructions

How To File A Claim
To file a claim for benefits, an employee should first notify his or her supervisor and home department coordinator of the disability. There are two ways to file a claim.

1) **Currently the online reporting is not available.**
2) Call the university's disability administrator Sedgwick CMS at (800) 495-2315.

A Claims Intake Specialist will require the following information:
1. Social Security Number
2. Employee Number
3. Name
4. Home Address
5. Telephone Number
6. Date of Hire
7. Employment Status (Full or Part-time)
8. Occupation/Job Title
9. Last Day Worked
10. Last Day Worked
11. Have You Returned to Work?
12. Description of Disability
13. Is the Disability Work-Related?
14. Have You Filed for Workers' Compensation?
15. Has a Previous Claim for the Same Disability Been Made?
16. If you are Confined to a Hospital, Name and Address
17. Dates of Confinement
18. Doctor's Name, Address, Phone & Fax Number

In addition, the employee's doctor will be required to call (800) 495-2315 to authorize the disability. While disabled, an employee will receive benefits on his/her usual university pay date. If the employee has arranged for direct deposit it will continue.
Disaster Workers Compensation Claim Reporting Instructions

Call Sedgwick directly at 800-854-6188 to report claims via phone and send the report (below) as instructed on the form.

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USC Supervisor's Report of Incident

***FOR QUESTIONS, PLEASE CALL THE WORKERS' COMPENSATION DEPARTMENT (213) 740-6205.***

Complete this form and send IMMEDIATELY to the Worker’s Compensation Office, answer every question fully.

Benefits CANNOT be paid until all required information is received. Submit this form whether or not the injured person receives medical care or the injury seems trivial.

EMPLOYEE INFORMATION

Name ___________________________ Employee ID# ________

Address ___________________________ City ___________________________ State ________ Zip ________

Date of Birth ________ Male [ ] Female [ ]

Department ___________________________ Home Phone Number (______) ________ - ________

Work Address ___________________________ Job Title ___________________________

Work ________ hours/day for ________ days/week.

Date of Hire ___________________________

List any concurrent employment ___________________________

EXACT LOCATION OF INCIDENT

Bldg./Room ___________________________ Address ___________________________

Date of accident/illness ________ Hour ________ a.m. ________ p.m. Time employee began work ________ a.m. ________ p.m.

Date Reported to Supervisor ________ Time ________ a.m. ________ p.m.

SUPERVISOR’S INVESTIGATION OF INCIDENT

Describe what employee was doing just before the incident occurred (include activity and any tools, equipment, material used; e.g. “using knife to cut lettuce for salad”) ___________________________

Describe how accident occurred (e.g. “knife slipped and cut finger”) ___________________________

Type of injury and part of body affected (e.g. “laceration to left index finger”) ___________________________

List object, tool or substance that was most clearly connected with the accident/illness (e.g. knife, stairs, floor) ___________________________

Names and addresses of any witnesses, or the person responsible for the injury/illness ___________________________

Were safeguards provided? ___________________________ If yes, was employee using them at the time of injury? ___________________________

Preventive recommendations and corrective actions ___________________________

For Sharps Injuries only: Brand ___________________________ Model ___________________________

Sharps protection activated? ________ If yes, before injury ________ during injury ________ after injury ________

If no, explain ___________________________

Please complete Sharps Injury Form, available online at http://capsnet.usc.edu/WC/index.cfm

TREATMENT INFORMATION

Treatment given at: Student Health Center [ ] Internal Medicine (HCC II) [ ] Emergency Room [ ] Hospitalization [ ]

If treated by Physician for this injury please list name and address ___________________________

Address of off campus physician ___________________________

Days off work? ________ Was injured paid in full for those days? ________ Sick time [ ] Vacation [ ]

Has employee returned to work? ________ If yes, give date ________

Is modified work available? ________ If yes, for how long? ________

If no time lost, check here [ ] ___________________________

Supervisor’s name (PRINT OR TYPE) ___________________________ Ext. ________ Date ________

Department Head’s Signature ___________________________ Date ________

Forward all paperwork to:

Career and Protective Services, Workers’ Compensation, Hazel Stanley Hall-300, Mail Code 1058, Fax: 213-740-7305

ATTACH EMPLOYEE’S CLAIM FOR WORKER’S COMPENSATION BENEFITS FORM

Keep a copy of this report in the Employee’s file. Contact Worker’s Compensation Office at (213) 740-6205 for assistance.

Additional forms are available online at http://capsnet.usc.edu/WC/index.cfm

(Revised 3/03)
**Business Continuity Action Items List**

Please use this area to record any items requiring attention or further mitigation that would lead to a more robust recovery and further reduce risk.

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Supports Which Critical Function(s)</th>
<th>Estimated Cost</th>
<th>Status / Due Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
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Business Continuity Plan Log

The business continuity plan will be updated annually. Updating may include plan evaluations, tests or exercises.

<table>
<thead>
<tr>
<th>Year</th>
<th>Plan Reviewed and Updated</th>
<th>Approved by</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>✗</td>
<td>Laurie M. Stone</td>
</tr>
<tr>
<td>2017</td>
<td>✗</td>
<td>Laurie M. Stone</td>
</tr>
<tr>
<td>2018</td>
<td>✗</td>
<td>Laurie M. Stone</td>
</tr>
<tr>
<td>2019</td>
<td>✗</td>
<td>Laurie M. Stone</td>
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<td>2020</td>
<td>✗</td>
<td>Laurie M. Stone</td>
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<tr>
<td>2021</td>
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<td>Laurie M. Stone</td>
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