Business Continuity Plan

FACILITIES PLANNING & MANAGEMENT (FPM)

Rev. 07.28.2021

FPM PLAN DISTRIBUTION RECORD

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.

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

Hector Puga	Project Manager, REAM	7/31/21	

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.

Member Name	Area of Responsibility	Work Phone	Home Phone	Mobile Phone	Remote Access
John Welsh	Executive/Recovery Leader	213.740.6249	310.312-6643	213.200.6014	
Wendy Kaszycki	Executive/Recovery Leader	213.821.6754		213.800.3781	
Irene O. Seatter	Continuity & Finance Team Leader	213.821.1944	949.380.0244	213.514.2119	
Kwok Ng	Continuity & Finance Team Leader	213.740.3178	626.338.8401	626.664.4637	
Eric Johnson	Co-Facilities/Equipment Recovery Leader	213.821.5654	714.974.6074	213.479.1721	
Debbie Aguilar	Co-Facilities/Equipment Recovery Leader	213.740.3357	N/A	213.700.0967	
Allyson Gipson	UPC Recovery Leader 1	213.740.8002	N/A	213.328.8901	
Hunter Gaines	UPC Recovery Leader 2	213.740.7080	N/A	818.424.7768	
Robert Scrofano	HSC Recovery Leader 1	323.442.2071	805.498.3446	213.344.9252	
Rick Sendele	HSC Recovery Leader 2	323.442.3738	949.870.2153	213.870.2153	
Keri DeGraaf	Finance Coordinator	213.740.1686	N/A	909.527.9215	
Felix Roces	Technology Systems 1 IT Recovery Leader	213.740.3356	N/A	213.700.1246	
Paul Flores	Technology Systems 2 IT Recovery Leader	213.740.2412	818.645.2356		
Ron Cote	Aramark Custodial Services	213.740.8839	310.543.7561	310.971.0215	
Peniel Park	Procurement Recovery Leader	213.821.9563			
Mark May	HSC Facilities/Equipment Recovery Leader	323.442.0013	N/A	626.695.1727	
Mia Matutina	Communications Coordinator	213.740.8597	N/A	310.755.0887	
Ana Zavaleta	HR Coordinator	213.740.7908	N/A	213.952.4561	
Gary Pons	Chief Safety Officer	213.740.3069	N/A	714.519.4812	
Laurie Stone	Associate Senior Vice President, REAM		626-676-9195	626-676-9195	

Hector Puga	Project Manager, REAM	323.447.5917	626.991.0989	323.447.5917	
Christine Yamaguchi	Executive Assistant, REAM		626-627-7009		
Florence Ner	SBO, REAM		310-487-3733		

Disaster Preparation / Mitigation

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

ACTION ITEM	STATUS
1. Nonstructural Seismic Mitigation 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. *Request FPM Safety to be part of the Nonstructural Seismic Mitigation Team; see 2017 Barragan Assessment Report.*	In Process
2. Fire Prevention 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	In Process
3. Communication 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.	Complete
4. Outdoor Department Operations Center 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.	Complete
5. Emergency Preparedness Training 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. *Revisit supplies and training in 2021/2022. Training scheduled for mid-Sept '21.*	In Process
6. Business Impact Analysis & Business Continuity Plan The business continuity plan will be reviewed and updated annually.	In Process
7. Vendor / Supplier Agreements/Arrangements 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.	Complete

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' 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.	Complete
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.*	In Process
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).	In Process

REAM Emergency Preparedness

Action Item	Status
1. NONSTRUCTURAL SEISMIC MITIGATION ✓ Mitigate nonstructural seismic hazards by bolting tall furnishings to walls. ✓ Store heavy items near the floor rather than high shelves.	Updated Annually

Action Item	Status
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.	Updated Annually
3. COMMUNICATION ✓ Maintain telephone tree disaster phone list. ✓ Maintain alternate non-USC emails as a backup. ✓ Maintain Blackboard Tree	Complete
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.	Ongoing
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.	Updated Annually
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.	Ongoing
7. VITAL RECORDS PROTECTION ✓ Ensure that vital records are protected by creating backup copies scanned and stored off-site.	Ongoing

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.

<u>If You Hear a Fire Alarm:</u>

- 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 conduced 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 batter backup of E-power the
- Locksmith will report findings to DOC via radio. Upon direction, the locksmith will disconnect
- power to licking 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 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.htmlIf 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 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?_____

6. Did you place the bomb?_____

7. Why? _____

8. Where are you calling from? _____

9. What is your address?_____

10. What is your name?_____

CALLER'S VOICE (circle) Male Female

Calm	Disguised	Nasal	Angry	Broken	
Stutter	Slow		Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited	
Stressed	Accent	Loud	Slurred	Normal	

If voice is familiar, whom did it sound like? _____

Were there any background noises?_____

Person receiving call:_____

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 notconnected 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:
Needs further updating (Fall 2021)

Name	Building	Area Covered
Adler Romero	CDF	UPC
Denise Conine	VIL	UPC
Antonio Atilano	CDF	UPC
Bill Bybee	VIL	UPC
Keri DeGraaf	CDF	UPC
Kimari Belisle	CDF	UPC
Brian Spencer	CDF	UPC
Iann Williams	CDF	UPC
Matthew Troyer	VIL	UPC
Chris Schultz	CDF	UPC
Mia Matutina	CDF	UPC
Raelynn Fell	VIL	UPC
William Brooks	CDF	UPC
Richard Torres	CDF	UPC
Ruben Legaspi	CDF	UPC
Sidney Rivas	CDF	UPC
Travis Tyler	CDF	UPC
Gary Pons	CDF	HSC
Marina Torres	SBA	HSC
Cyntia Rodas	SBA	HSC

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.

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)

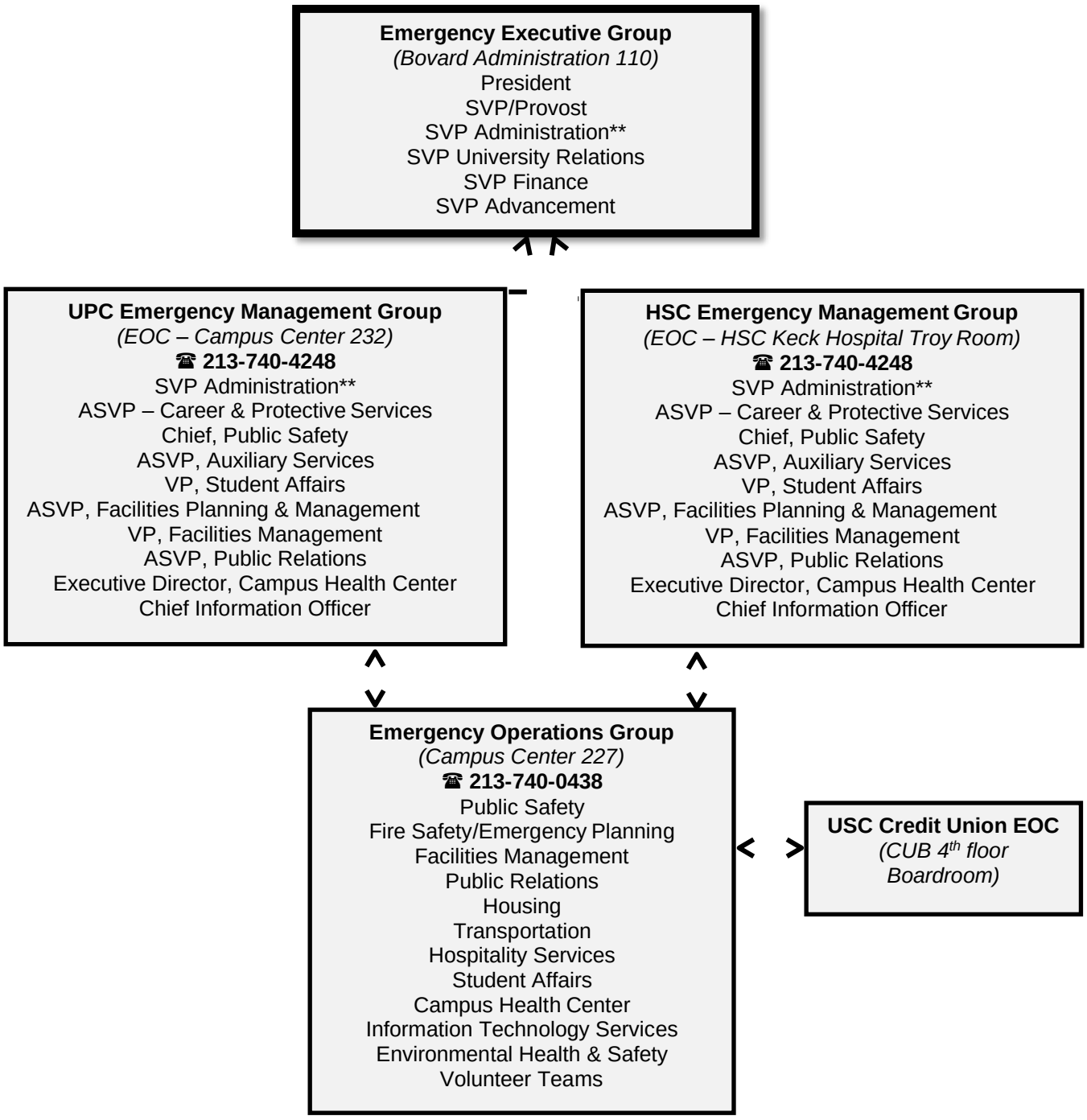
USC EMERGENCY OPERATIONS ORGANIZATION

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 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>
<tr><th>Name of Critical Function/Process</th><th>Description</th><th>Rationale</th></tr>
<tr><td>Restore and Maintain University Infrastructure</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>Customer Support (Customer Resource Center)</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.

FPM Building Analogs
The 6 analog phone numbers are:<table><tr><td>Phone #1
213 740-7189</td><td>Phone #3
213 740-7207</td><td>Phone #5
213 740-7108</td></tr><tr><td>Phone #2
213 740-7195</td><td>Phone #4
213 740-7227</td><td>Phone#6
213 740-7086</td></tr></table>
CDF Analogs
REFERENCE ONLY<table><tr><td>Phone #1
213 740-7189</td><td>Phone #3
213 740-7207</td><td>Phone #5
213 740-7108</td></tr></table></td><td>The university community will need a method of communication to FPM for request assistance.</td></tr>
<tr><td>Inspect new construction projects in progress</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>Emergency Building Inspections</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>Emergency Building Stabilizations</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>Emergency Building Repairs and Restoration</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>
</table>

Building Restorations and Replacements	Lead and coordinate planning efforts in developing long-term plan for building restoration and replacement.	Building restorations and replacements must be made in a timely manner to restore university operations.
Resume Normal Construction Activities	Resumption of normal operations pertaining to construction, renovation, tenant improvements and feasibility projects post emergency.	Resuming normal construction activities are critical to enable University programs to recover and resume operations.
Building Maintenance and Repair	Normal maintenance of buildings which provide a safe and clean environment. Common maintenance operations include cleaning, air quality and condition, repairs, and power supplies.	Resuming normal building maintenance and repairs are critical to enable University programs to recover and resume operations.
Labor tracking, approvals and employee payroll	The tracking and approval of hours worked, for both exempt and non-exempt staff based on timesheet and/or work orders.	Accurate accounting of hours worked is essential for FEMA reimbursement and payroll purposes.
Purchasing and Vendor Invoice Processing and Payments	The procurement of necessary supplies, goods and services via purchase order, procurement card, internal requisition or cash. Belfor will supply long term needs.	Purchases are necessary so that facilities can be used. Functional and safe facilities are essential to university operations.
Financial Tracking and FEMA Administration	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.	Must record and track information following a disaster to get FEMA aid and reimbursements.
Communication with Employees, Customers, service providers and contractors	Internal communication with FPM staff and external communication with departments, vendors, and other key stakeholders. Use TrojanAlerts and Blackboard.	Communication is essential to support emergency response and recovery operations.
Building Access Coordination	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	Providing building access as needed is critical to building maintenance and construction to progress and aide in response and recovery efforts.
IT Support for Remote Staff	IT will need to ensure additional remote resources to assist remote employees with IT related matters.	With many employees working remotely, it will be critical to have online support to assist.
Provide Support Services for essential employees reporting to campus during the crisis	Ensure that HR, payroll and mental health resources are available for essential staff reporting to campus during the pandemic or emergency.	These items will provide crucial support to employees who are reporting to campuses and office to support the university's efforts.

Provide support as needed to assist in university restart efforts	Assist the university and various schools and units with restart efforts including planning, installation and/or building re-commissioning.	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.
Management and processing of incoming mail at CDF Office	Ensure that all incoming mail is processed in an appropriate amount of time despite most office staff working remotely.	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.

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:

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

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

Immediate	**Communication**	Confusion, negative PR, and an overall delay in the resumption of operations.
1 Day	**Administration, Management, & Acquisition of USC's Leased Properties**	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.
	Coordination with Hyatt House HSC	Secure and coordinate room availability with Hyatt House at HSC to house first responders or displaced employees/students.
3 Days	**Manage McCulloch Townhomes**	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.
	Manage of the USC Village	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.
	Manage HSC Student Housing	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.
	Purchasing	The inability to make purchases in a timely manner may delay the resumption of operations or repairs to university property.
7 Days	**Acquisitions / Sales**	Potential legal and financial implications if unable to comply with contractual obligations.
	Entitlements and Master Planning	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.
14 Days	**Payroll & Budget Administration**	Potential pay inaccuracies and budget inaccuracies may occur.
	Faculty / Staff Lending Administration	The inability to draft & process new loan and subsidy documents/files will delay the purchase of a faculty/staff member's home.
	Management of Gift Properties	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.

	Construction Project Administration	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.

	0-4 Hours	1 Day	3 Days	5 Days	7-14 Days	30 Days
Emergency Building Inspections	✓					
Customer Support (CRC)	✓					
Restore and maintain university infrastructure	✓					
Emergency Building Stabilizations	✓					
Emergency Building Repairs and Restorations	✓					
Labor Tracking and Approvals	✓					
Communications	✓					
Inspect New Construction Projects in Progress		✓				
Purchasing		✓				
Financial Tracking & FEMA Administration		✓				
Building Restorations and Replacements					✓	

Resume Building Maintenance and Repairs			✓	
Resume Normal Construction Activities				✓

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).

0 – 4 Hours	
Function	**Recovery Strategy**
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	
Function	**Recovery Strategy**

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.

7-14 Days	
Function	**Recovery Strategy**
Building Maintenance & Repairs	- Resume this process over time as operating facilities, staff, and systems become available.
Building Restorations & Replacements	- Work with university senior leadership and stakeholders to assess and determine long-term plan for building restoration and replacement.

30 Days	
Function	**Recovery Strategy**
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.

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

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 (hotsite) 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:

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

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.

FPM 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 immediately 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 and may be needed during a recovery or cannot be lost.

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

Vehicle Log	Paper, Elect	With all BCP Team Members described in this plan – Page 4.	TBD	TBD

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:

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

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.

Function/Process	*Loss of Facility*	*Loss of Technology*	*Reduced staff/faculty*
Acquisitions / Sales	Staff could work from home with system access.	Staff would remote access files that are backed up on server	Cross training is in place to ensure no single point of dependency.

Administer & Manage USC's Leased Properties	Staff could work from home with system access.	Staff would remote access files that are backed up on server	Cross training is in place to ensure no single point of dependency.
Construction Project Administration	Staff could work from home with system access.	Staff would remote access files that are backed up on server	Cross training is in place to ensure no single point of dependency.
Entitlements & Master Planning	Staff could work from home with system access.	Staff would remote access files that are backed up on server	Cross training is in place to ensure no single point of dependency.
Faculty/Staff Lending Administration	Staff could work from home with system access.	Staff would remote access files that are backed up on server	Cross training is in place to ensure no single point of dependency.
Manage McCulloch Townhomes	Staff could work from home with system access.	Staff would remote access files that are backed up on server	Cross training is in place to ensure no single point of dependency.
Manage the USC Village	Staff could work from home with system access.	Staff would remote access files that are backed up on server	Cross training is in place to ensure no single point of dependency.
Manage HSC Student Housing	Staff could work from home with system access.	Staff would remote access files that are backed up on server	Cross training is in place to ensure no single point of dependency.
Management of Gift Properties	Staff could work from home with system access.	Staff would remote access files that are backed up on server	Cross training is in place to ensure no single point of dependency.
Payroll & Budget Administration	Staff could work from home with system access.	Staff would remote access files that are backed up on server	Cross training is in place to ensure no single point of dependency.
Purchasing	Staff could work from home with system access.	Staff would remote access files that are backed up on server	Cross training is in place to ensure no single point of dependency.

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

Resource	Quantity	Description
Conference/ Meeting space	1	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.

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:

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

Recovery Resource Requirements

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

4. Resumption Phase

Resumption Checklist for Return to Normal Operations

	Action	Responses/Comments
☐	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.	
☐	Coordinate the move back to primary location, or new facility, if applicable.	
☐	Notify personnel of the timing of return and location of workspace.	
☐	Notify third parties/external contacts, as applicable, of the return to normal operations and inform them of any changes to contact information.	

☐	Coordinate with the business continuity team to ensure all vital records are properly packed, labeled, and returned to their primary storage location.	
☐	Determine if any additional resources are needed to return to the primary/new facility where business will resume full operations.	
☐	Coordinate with IT to confirm systems connectivity at the restoration site.	
☐	Coordinate with the USC Mailing Services so that all mail is properly re-routed.	

Appendices

Internal and External Contacts

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

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

Satellite Phone Numbers

Iridium SAT Phones

Unit	International Phone Number	PIN
President Folt - Car	00-881-6-414-81448	1111
President Folt- Office	00-881-6-224-90468	1111
David Wright	00-881-6-414-74753	1111
Provost Zukoski	00-881-6-414-74754	1111
Tracey Vranich	00-881-6-414-74751	1111

Unit	International Phone Number	PIN
Winston Crisp	00-881-6-414-81454	1111
Sam Garrison	00-881-6-414-81450	1111
James Staten	00-881-6-414-81445	1111
GC	00-881-6-414-81453	1111
Fire Safety	00-881-6-414-74752	1111

Unit	International Phone Number	PIN
Univ. Communications UPC	00-881-6-414-81447	1111
Glenn Osaki	00-881-6-234-66062	1111
Debbie Aguilar	00-881-6-414-81451	1111
UPC EOC	00-881-6-414-81446	1111
DPS UPC	00-881-6-224-19428	1111

Unit	International Phone Number	PIN
DPS HSC	00-881-60414-74750	1111
HSC EOC/EHS	00-881-6-414-81449	1111
Univ. Communications HSC	00-881-6-414-81452	1111
Rodney Hanners	00-881-6-234-65927	1111

FPM Additional Lines

Chris Toomey	00-881-6-414-94285
Mark Mosley	00-881-6-414-97506
Joe Back	00-881-6-414-57435
John Welsh	00-881-6-214-49548

Revised 7/2021

EMERGENCY SUPPLIERS & VENDORS – FPM

LLST OF EMERGENCY VENDORS - PARTS:

Supplier Name	Service Type / Discipline	Supplier No.	Primary Contact Name	Primary Contact Phone	Primary Contact Email	Secondary Contact Name	Secondary Contact Phone	Secondary Contact Email	Emergency Contact Name	Emergency Contact Phone	Emergency Contact Email	USC Account # (if applicable)
Refrigeration Supplies Dist	A/C	SUP-00019277	Danny	(323) 264-2800		Joe Ransford	(323)264-2800	jransford@rsd.net				
Johnstone Supply (JJJ)	A/C	SUP-00018941	Melissa Melkonian	(818) 768-8890	MELISSA.MELKONIAN@JOHNSTONESUPPLY.COM				Customer Service	(213)383-5500		Acct# U0250
Carrier Sales and Distr	A/C	SUP-00016653	David Obeso	(310) 885-0368		Heather Gantner	714-985-5264	HEATHER.GANTNER@CARRIER.COM				
Trane USA	A/C	SUP-00019121	Brad Donnelly	(626) 913-7913	BRAD.DONNELLY@TRANE.COM					(818) 662-5096		
Allied Refrigeration	A/C	SUP-00019524	Anthony Chacon	(213) 745-7044	a.chacon@alliedrefrigeration.com	Louie Valdez		l.valdez@alliedrefrigeration.com				
AAA Motors	A/C and motors & belts	SUP-00020079	Zachary Maloney	(213) 749 2367	zach@aaa-electric.net	Kevin Oedekerk	(213) 749-2367		Brian Maloney	(213) 749-2367		
Chemtreat (Trident Technologies)	Chemicals	SUP-00018264	John Emerson	(213) 276-2446	jemerson@tridenttech.com	Charlie Verhamme	(310) 420-7510	SUPPORT@TRIDENTTECH.COM	Office	(619) 688-9600	SUPPORT@TRIDENTTECH.COM	
KPFF Consulting Engineers	Consulting Engineers	SUP-00019070	Aaron Reynolds	(310)892-0204	www.kpff.com	Reza Rezaian	(310)927-3534				SUSAN.CRICHTON@KPCC.COM	
Belfor USA Group	Disaster /Restoration Services	SUP-00017925		(800) 421-4112		Mark Chenclio	(714) 519-4815		Mitch Lavine	(714) 519-9466	mitch.lavine@us.belfor.com	
Nestle Waters North America	Drinking Water	SUP-00019351	Louis Lopez	(213)763-1328	LOUIS.LOPEZ@WATERS.NESTLE.COM						LOUIS.LOPEZ@WATERS.NESTLE.COM	
Graybar	Electrical	SUP-00020216	Gabriel Murillo	(909)451-4616	gabriel.murillo@graybar.com	Betsy Samano	(909) 451-4455	betsy.samano@graybar.com	Joe Estrada	(909) 451-4303	Joe.Estrada@graybar.com	
Regency Lighting	Electrical	SUP-00017809	Michael Zeccardi	(661) 312-9233	michael.zeccardi@regencylighting.com	Ron Pilner	(661) 312-9213	ron.pilner@regencylighting.com	Rebekah Wade	(800) 284-2024	rebekah.wade@regencylighting.com	
Sierra Pacific Gen Contractors Corp	Electrical	SUP-00019131	Lee Rothrock	(818) 846-0695	Lee@spgcc.com	Paul Mattersteig	(818) 652-5950	paul@spgcc.com	Jose Rodriguez	(818) 915-5822	jose@spgcc.com	Admin Matters Lee (818) 652-6841

												lee@spgcc.com
Kocher, Schirra, Goharizl	Eletrical Engineering	SUP-00018464	John Schirra	(818) 400-6429	www.ksgeng.com	Daniel Solis	(626) 831-2449					
Mag-trol Distributors	Elevator	SUP-00019082	Customer Service	(323)685-9310		Travis LaChance		travis@mag-trolla.com	Byron		BYRON@MAG-TROLLA.COM	
Elevator Research and Mfg	Elevator	SUP-00015891	Paul	(213) 746-1914	SALES@ELEVATORRESEARCH.COM	Anthony		ANTHONY@ELEVATORRESEARCH.COM	Victoria Brennan		VICTORIA@ELEVATORRESEARCH.COM	
Motion Control Eng.	Elevator	SUP-00018344	Anda Sara	(916)463 9296	sara.anda@nidec-mce.com						parts@nidec-mce.com	
Consolidated Electrical Dist	Elevator	SUP-00019401	Bob Garrison	(562) 490-0900		Evan Schubert		EVAN.SCHUBERT@CEDELEVATOR.COM	Jamie Salazar		Jaime.Salazar@allphaseelectricsupply.com	
Vista Environmental Consulting	Environmental Consulting	SUP-00017423	Michael Cardone	(213) 440-3128	MIKE@VISTA-ENV.COM	Colleen White		COLLEEN.WHITE@VISTA-ENV.COM	Michael Legerski	(213) 440-3129		
Bright Event Rental (Classic Party)	Events	SUP-00010479	Kenny Antonioli	(310) 202-0011	ASORTO@BRIGHT.COM							
Marx Brothers Fire	Fire	SUP-00019479	Evelyn	(323)263-6954	mbfeco@aol.com	Don Cook						
Pyrocomm	Fire	SUP-00019002	Denise Read	(714)406-6241	dread@pyrocomm.com	Ali Stith	(714)757-3223	astith@pyrocomm.com				
Air Gas West	Gas	SUP-00018333	Customer Service	(323) 564-5711	CSSRC@AIRGAS.COM	Kurt Smetana		KURT.SMETANA@AIRGAS.COM				
Simovlch & Sons	General Contractors	SUP-00019365	Ian Simovich	(323) 737-8852	isimovich@gmail.com		(310) 505-5623	ISIMOVICH@GMAIL.COM				
Lucio Construction	General Contractors	SUP-00018365	Craig Lucio	310-727-9843	Craig@lucioconstruction.com	Craig Lucio	(310) 308-8313	CRAIG@LUCIOCONSTRUCTION.COM	Pastor Gregorio	(310) 483-6564		
Pro Builders	General Contractors	SUP-00018763	Jean Bazikian	(818) 507-8889	JEAN@PROBUILDERSINC.NET					(818) 612-5518		
H.C Olsen Construction	General Contractors	SUP-00018386	Paul Hudson	626-359-8900	phudson@hcolsen.com	Paul Hudson	(626) 616-0390		Trevor Wall	(626) 616-0415		
Hazmat Services	Haz Waste Disposal	SUP-00018448	Tara Cai	(714) 491-1222	TARA@HAZMATSERVICES.NET				Travis Cinely	(714) 715-3928		
Castlerock Environmental	Haz Waste Disposal	SUP-00018155	Peter Perez	(562) 644-8353	PETER@CASTLEROCKENV.COM	Russell Plejdrup	(562) 388-3717	PETER@CASTLEROCKENV.COM				
Kaplan Chen Kaplan	Historical Engineering	SUP-00018308	David Kaplan	(310) 713-5446	DAVID@KCKARCHITECTS.COM	Barbara Kaplan	(310) 503-8475					
Los Angles Air Conditioning	HVAC	SUP-00019915	Dean Thomas	(909) 322-2683		Scott Owens	(909) 721-1781		Craig Owens	909-721-1781	CRAIG@LAAIR.NET	

Goldenwest Lubricants	Hydraulic Oil	SUP-00018104	Customer Service	(800) 540-5823	INCO@GWLINC.COM							
KST Data	IT/Data	SUP-00019580	Dean Baroni	(213) 703-6831	DBARONI@KSTDATA.COM	Sonya Akinds	213-740-9801	SAKINS@KSTDATA.COM		(213) 384-9555		
Opus (Vernon)	Janitorial	SUP-00011917	Elvia Macias	(323)318-1303	emacias@indfood.com	Paul Roberts	(323)855-3292		Robert Fast	(323)796-4095	rfast@indfood.com	
Anixter (Clark Security)	Locks	SUP-00016643	Tony Isaacson	(858)503-7309	Tony.Isaacson@anixter.com							Acct# 9506
Montgomery Hardware	Locks	SUP-00018225	Rick Myers	(714) 292-4197	rmyers@montgomeryhardware.com				Brian Dionne	(714) 619-5328	BDIONNE@MONTGOMERYHARDWARE.COM	
Intermountain Lock and Security	Locks	SUP-00017841	Adam Katz	(818) 781-9999	Adam.Katz@imlss.com	Ron Jungkeit		ron.jungkeit@imlss.com				
Xcel Mechanical	Mechanical Contractors	SUP-00018158	Scott Harrell	(310) 660-0090		Scott Harrell	(310) 650-1598		Kevin Michel	(310) 650-6434	KMLCHEL@XCELMECH.COM	
Air West Mechanical Construction	Mechanical Contractors	SUP-00017355	Andy Anderson	(562) 665-6749	andy@airwestmechanical.com	Ralph Castaneda	(562) 665-6064		Dean Salter	(562) 631-5339		
Shamrock Supply	Misc	SUP-00019519	Phil Lynch	(800)341-5563	phil@shamrocksupply.com				Patrick O'Hara	(714)833-7500		
HD Supply	Misc	SUP-00017516	Michael Badmus-Wellington	(805)236-5770					customercare@hdsupply.com	(800)431-3000		Acct# 1222794
Grainger	Misc	SUP-00020210	Jason Grant	(949)241-4808	Jason.Grant@grainger.com	Wendy Divita	(714) 955-1674	Wendy.Divita@grainger.com	Jason Grant	(949)241-4808	Jason.Grant@grainger.com	Acct# 813948403
McMaster Carr	Misc	SUP-00019839	Customer Service	(562)692-5911	La.Sales@mcmaster.com							HSC Acct# 11172600 / UPC Acct# 46386100 / Norris Acct# 54115000
RS Hughes	Misc	SUP-00019579	Customer Service	(818)686-9111	CUSTOMERSERVICE@SAUNDERSCORP.COM							Acct# USCLOA
Bennet Bowen	Misc	SUP-00020075	Customer Service	(562) 942-0070								
Affirmed Medical Supplies	Misc	SUP-00019170	Pat Holloway	(323)965-0043	AFFIRMEDFIRSTAIDSAFETY@YAOO.COM							
Executive Moving Systems	Moving / Relocation	SUP-00019262	Melanie Anderson	(714) 920-2388	MELANIE@EXECUTIVEMOVINGSYSTEMS.COM	Bill Bird	(714) 920-2387	BILL@EXECUTIVEMOVINGSYSTEMS.COM				
Office Depot	Office Supplies	SUP-00020211	Bianca Yniguez	(562)988-9931	Bianca.Yniguez@	Suzi Umemoto	(949) 842-3778		Robin Rahn	(213) 713-1129	ROBIN.RAHN@OCCICED	

					officedepot.com						EPOT.COM	
Hirsch Pipe	Plumbing	SUP-00019948	Mike Drum	(818) 756-5750	mdrum@hirsch.com	Angel Jacob	(818)756-5750	ajacobo@hirsch.com	Mike Brown	(818)605-2165		
Martin Supply (GGW-MP)	Plumbing	SUP-00003143	Mendel Ruben	(213)385-1162	mendelruben@gmail.com							
Balov Plumbing	Plumbing	SUP-00010578	Anthony Balov	(310) 514-8364	abalov@sbcglobal.net				ANTHONY BALOV	(310) 383-8902	ABALOV@SBCGLOBAL.NET	
Kirman Plumbing	Plumbing	SUP-00019180	Customer Service	(213) 627-5456	KIRMANPLUMBINGCO@YAHOO.COM	Sam Decelice Jr	(213) 503-0028		Dan Kirman	(213) 819-0039		
Muir-Chase Plumbing	Plumbing	SUP-00015339	Bob Luna	(818) 500-1940	bob@muirchase.com	Becky		BECKY@MUIRCHASE.COM	Rob		ROB@MUIRCHASE.COM	
Tuck's Plumbing	Plumbing	SUP-00018346	Larry Tuck	(323) 569-9978	tucksplumbing@sbcglobal.net				Joe Herrera	(323) 816-4040		
Landsberg	Printing	SUP-00019398	Darryl Di Palma	(323) 217-7552	darrell.dipalma@landsberg.com	Office	(323) 442-0161		Dean Gulbrandson		dean.gulbrandson@landsberg.com	Acct# 161430
Thomas Gray & Associates	Radioactive waste	SUP-00018211	Richard Gallego	(714) 745-5211								
Independent Roofing Consultants (IRC)	Roofing and waterproofing	SUP-00019063	Richard Castrellon	(714) 984-4727					Jeff Star	(949)476-8626	JECCS@IRCTECH.COM	
Nabih Youssef & Associates	Structural Engineers	SUP-00018841	Customer Service	(213) 362-0707		Owen Hata	(310) 626-5469		Nabih Youssec	(310) 413-7775	NABIH@NYASE.COM	
Aggreko	Temp Power Solution		Randy Baker	(562) 244-5089		John Sarkies		JOHN.SARKIES@AGGREKO.COM	24 Hr Support	(800) 244-7356		
Kelly Services Inc	Temporary Staffing	SUP-00011900	Tracey Dulay	(213) 516 6741	tracy.dulay@kellyservices.com	Carol Yeager	217 714 3373					
Backflow Apparatus (Bavco)	Valves	SUP-00016397	Anthony Petitt	(800)458-3492	info@bavco.com	Phil Purzycki		info@bavco.com	Jim Purzych	(310) 639-5231		Acct# 821005
Jones Lumber	Wood	SUP-00019903	Greg Robson	(323) 564-6656		John Donahue	(949) 230-2718	JOHN.DONAHUE@JONESLUMBER.NET	Christian Perez	(323)564-6656	christian.perez@joneslumber.net	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:	**EXT**
Arredondo, Santiago	01938
Belisle, Kimari	03057
Breneman, James	(323) 547-5183
Caceres, David	02474
Camiling Myrna	02384
Cardenas, Margarita	20003
Conine, Denise	05922
Delgado, Jose	03370
Diaz, Erik	(213) 821-5924
Dugas, Steven	08930
Duran, Eric	(323) 442-0161
Froom, Joseph	20031
Ganser, Kevin	03414
Glynn, Thomas	17953
Johnson, Eric	15654
Martinez, Raul	17952
Matutina, Margarita	08597
Montanez, Albert	01651
Mosley, Mark	03076
Ng, Kwok	03178
Nichols, Joseph	07248
Orozco, Omero	01648
Parra, Edward	17988
Perassolo, Angie	03356
Purcell, Marian	20012
Roces, Felix	05084
Torres, Marina	(323) 442-3834
Torres, SR	28005
Sussoev, Barbara	01939
Spencer, Brian	01638
Verendia, Walfrido (Pix)	03071
Williams, Iann	
Wright Russell	07248
Zavaleta, Ana	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

USC University of Southern California

USC BUSINESS SERVICES

Requisition # _____

Purchase Order # _____

Suggested Vendor:

_____

_____

_____

Phone:_____

Purpose: _____

Requested By: _____

Date: _____

Department: _____

Campus Delivery : _____

Date Needed: _____

Account Number: _____

Object code: _____

Quantity	Description/Services	Catalog #	Unit Price	Extension
			TOTAL:	

University of Southern California
3500 South Figueroa Street, UOB 210, Los Angeles, California 90089-8015 • Tel: 213 740 2281 • Fax: 213 740 9837

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

USC UNIVERSITY OF SOUTHERN CALIFORNIA

EMERGENCY USE - CHECK REQUEST FORM
UNIVERSITY OF SOUTHERN CALIFORNIA

1. DATE PREPARED	2. DEPARTMENT/COST CENTER
3. PERSON TO CONTACT	
4. PHONE	5. MAIL CODE / 6. CAMPUS

EM:

DISBURSEMENT CONTROL USE ONLY
VENDOR NUMBER
TRANS TYPE

7

ISSUE CHECK TO: _____

ADDRESS LINE ONE: _____

ADDRESS LINE TWO: _____

CITY, STATE, ZIP: _____

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

ROUTING INSTRUCTIONS (CHECK ONE) 8

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

9. INVOICE DATE	10. INVOICE NUMBER	11. PPGG	12. SPEND CATEGORY	13. AMOUNT

14. TOTAL AMT

FINANCIAL SYSTEM EXPENDITURE CARD
(PREFERRED)

16. INTERDEPARTMENTAL APPROVAL
(OPTIONAL)

CO/APPROVAL (IF APPLICABLE)

ACCOUNTS PAYABLE USE ONLY

PAYMENT DESCRIPTION (ONE LINE LIMIT/WILL PRINT ON CHECK)

17. EXPLANATION/BUSINESS PURPO

EMERGENCY TIMESHEET

UNIVERSITY OF SOUTHERN CALIFORNIA

Emergency Labor Time Sheet

Week Of: _____

Employee name:	
Employee number:	
Department:	

DATE	TASK (Use code from below)	LOCATION	START TIME	END TIME	**TOTAL HOURS**
TOTALS					

Employee signature:	Date:
Supervisor signature:	Date:

CODE	TASK	CODE	TASK
A	Debris Removal	H	Medical Aid
B	Sandbagging	I	Search & Rescue
C	Tree Removal	J	Earthquake Mitigation
D	Fire Suppression	K	Damage Assessment
E	Hazardous Spill Mitigation	L	Security (from hazards)
F	Emergency Shelter Worker	M	Plumbing, Electrical, Other Trades Response
G	Emergency Food Worker	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.

Date	Name	Check in time	Check out time	Cell Phone Number	Location of Work	Equipment Used (if applicable)

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.

CONTENTS

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 COORDNATE 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

<u>Service Restoration Priorities</u>

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

2. HCC I, II, III and IV
3. Animal colonies and laboratories with perishable materials
4. Classroom buildings
5. All other buildings
6. Norris Hospital
7. Topping Tower

Needs to be verified

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. 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:

S=SEVERE M = MODERATE L=LIGHT

THE FOLLOWING COLORS INDICATE SHUT OFF VAVLES 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

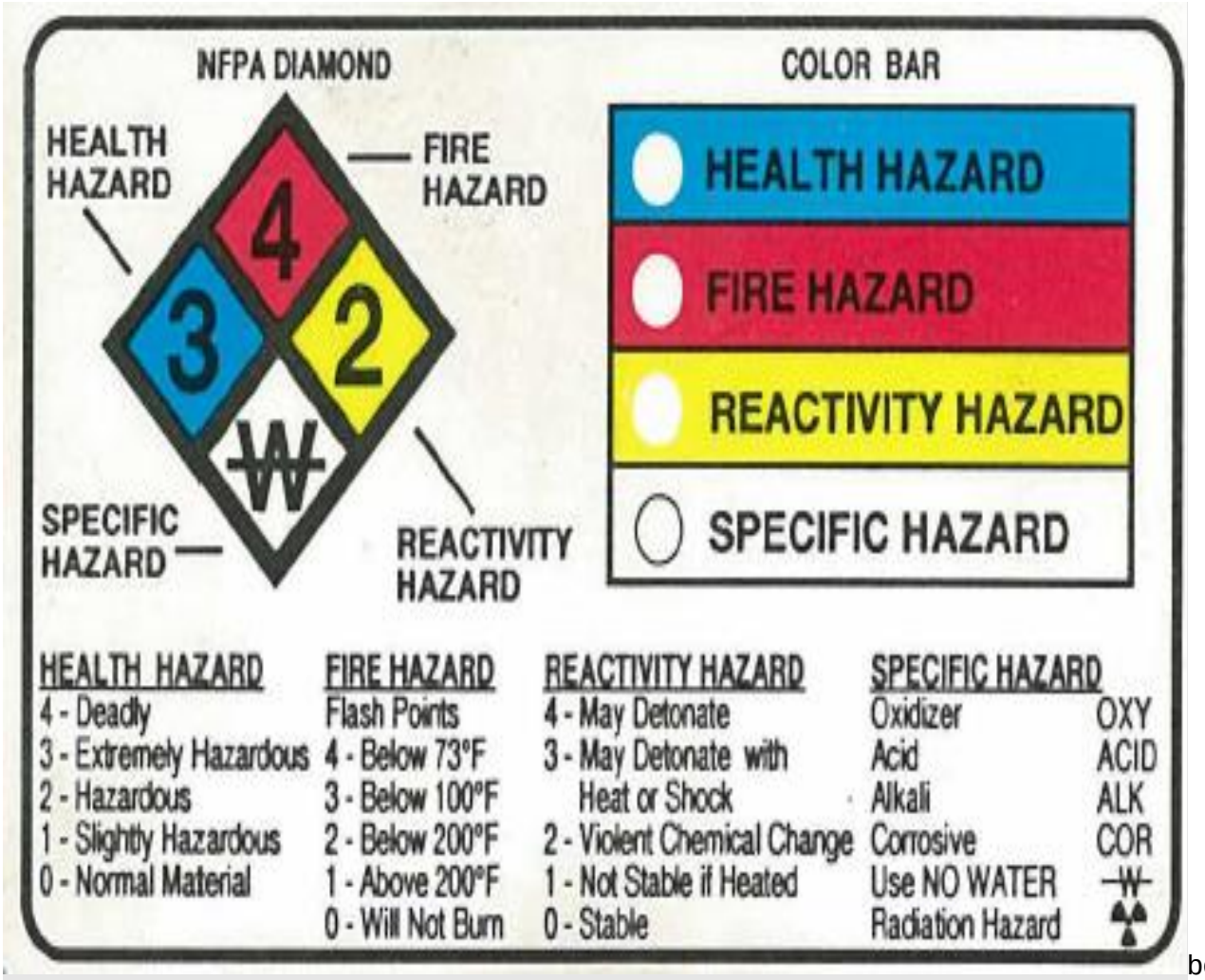
If there are seriously injured people, they will need to be transported to hospitals. Since paramedics and ambulances may be unavailable, O&M vehicles may be very useful in helping to transport the injured. If it is necessary to assist in victim transport, this will temporarily become a higher priority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


NFPA DIAMOND
HEALTH HAZARD
FIRE HAZARD
SPECIFIC HAZARD
REACTIVITY HAZARD
4
3
2
W
COLOR BAR
HEALTH HAZARD
FIRE HAZARD
REACTIVITY HAZARD
SPECIFIC HAZARD
HEALTH HAZARD
4 - Deadly
3 - Extremely Hazardous
2 - Hazardous
1 - Slightly Hazardous
0 - Normal Material
FIRE HAZARD
Flash Points
4 - Below 73°F
3 - Below 100°F
2 - Below 200°F
1 - Above 200°F
0 - Will Not Burn
REACTIVITY HAZARD
4 - May Detonate
3 - May Detonate with Heat or Shock
2 - Violent Chemical Change
1 - Not Stable if Heated
0 - Stable
SPECIFIC HAZARD
Oxidizer OXY
Acid ACID
Alkali ALK
Corrosive COR
Use NO WATER
Radiation Hazard

below

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		**Examples**
4	Too dangerous to enter vapor or liquid even with air packs	*arsine, chloroform*
3	Extremely dangerous; use full protective clothing	*acrylamide, nitric acid*
2	Hazardous: Use breathing apparatus	*tetrahydrofuran, pyridine*
1	Slightly hazardous	*glycerol, boric acid*
0	Like ordinary material	*sodium thiosulfite*

FIRE		
4	Extremely flammable	*diethyl ether*
3	Ignites at normal temperature	*tetrahydrofuran*
2	Ignites when moderately heated	*iso-amyl alcohol*
1	Must be preheated to burn	*glycerol, chloroform*
0	Will not burn	*boric acid, hydrochloric acid*

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

SPECIAL HAZARD		
-W-	Reactivity to water	*sulfuric acid*
RAD	Radioactivity	*sodium iodide 131*
ALK	Alkali	*potassium hydroxide*
COR	Corrosive	*sulfuric acid*
OXY	Oxidizing agent	*nitric acid*
P	Polymerization	*ethylene, butadiene*

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

HSC EHS 00-881-6-414-81449

Keck Hosp. Command Center 870-776-391-075 Satellite Phone #1
870-776-391-076 Satellite Phone #2
870-776-391-077 Satellite Phone #3
870-776-391-078 Satellite Phone #4

EMERGENCY EARTHQUAKE EQUIPMENT RESOURCES

1 Whisperwatt/Denyo MQ Power 300 Diesel Powered AC Generator Model# DCA 200 SKA4 Ser# 38021551
Whiperwatt/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 Stretchers6
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 Bandages8 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

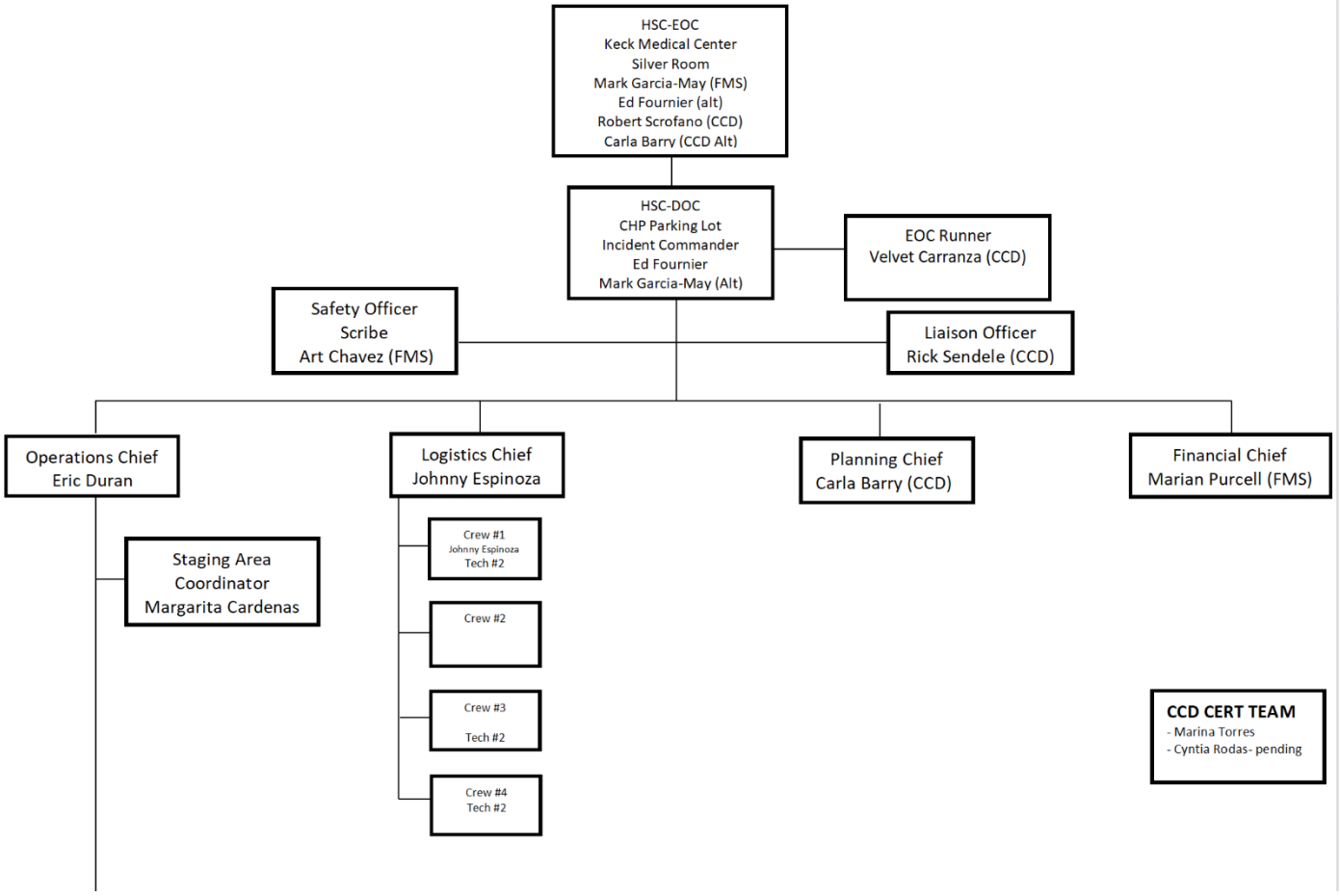
Zone 4
Norris Complex

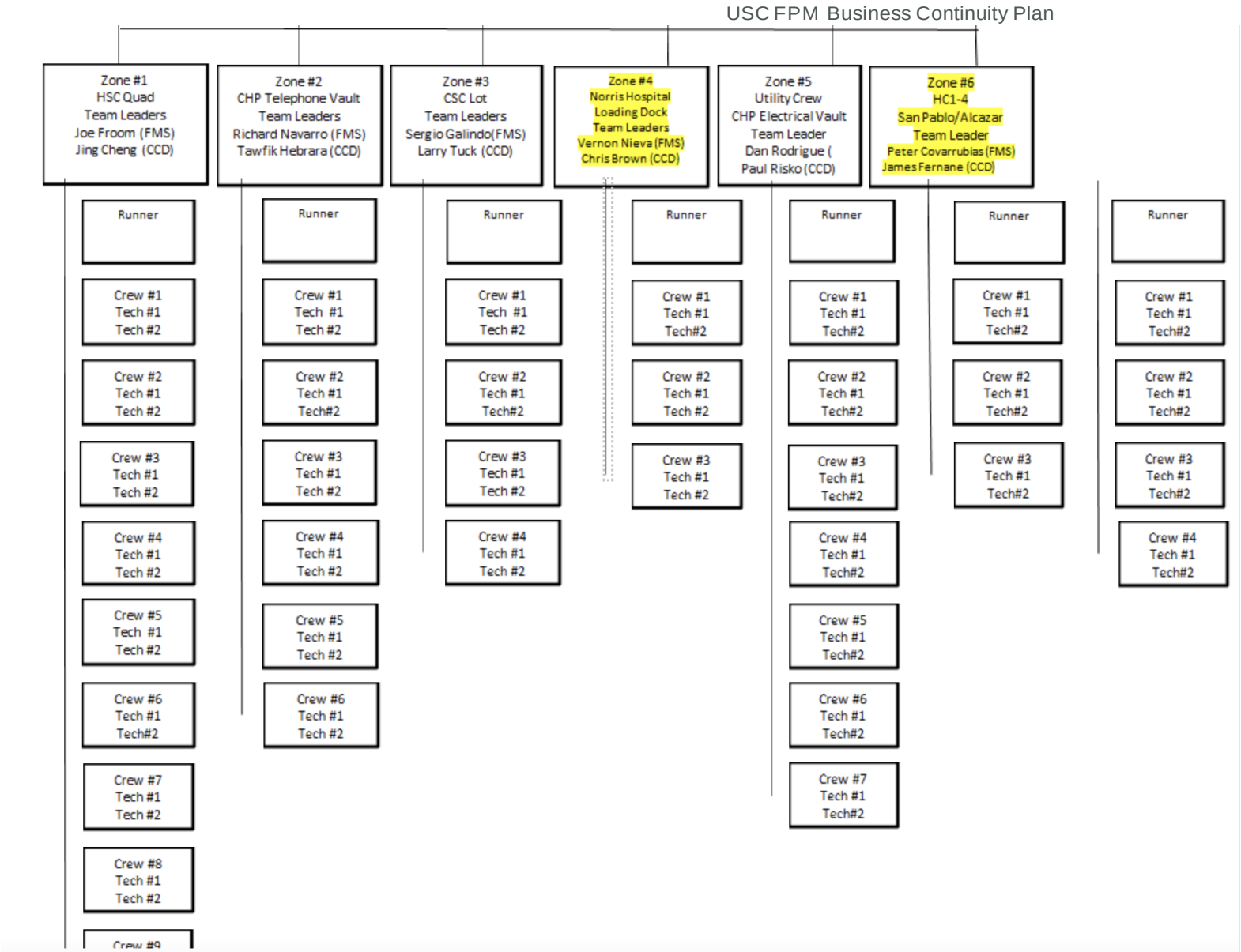
Zone 5
Utility Team

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


HSC-EOC
Keck Medical Center
Silver Room
Mark Garcia-May (FMS)
Ed Fournier (alt)
Robert Scrofano (CCD)
Carla Barry (CCD Alt)
HSC-DOC
CHP 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
Logistics Chief
Johnny Espinoza
Planning Chief
Carla Barry (CCD)
Financial Chief
Marian Purcell (FMS)
Staging Area
Coordinator
Margarita Cardenas
Crew #1
Johnny Espinoza
Tech #2
Crew #2
Crew #3
Tech #2
Crew #4
Tech #2
CCD CERT TEAM
- Marina Torres
- Cyntia 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 **

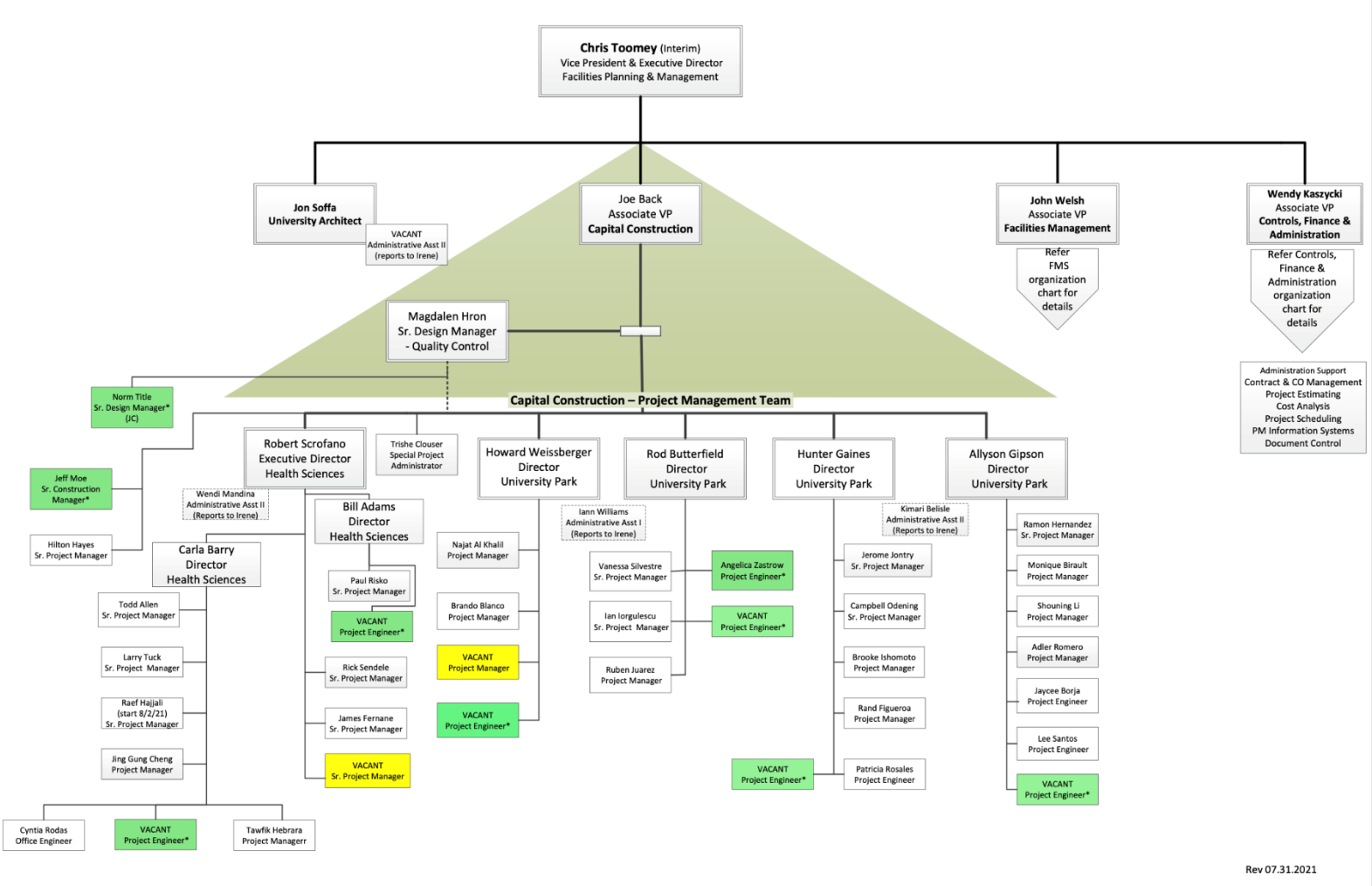
*The EH&S HazMat Team will assess the building for hazardous atmospheres and hazardous materials spills. No one other than the HazMat Response Team should enter these buildings until it has been cleared.

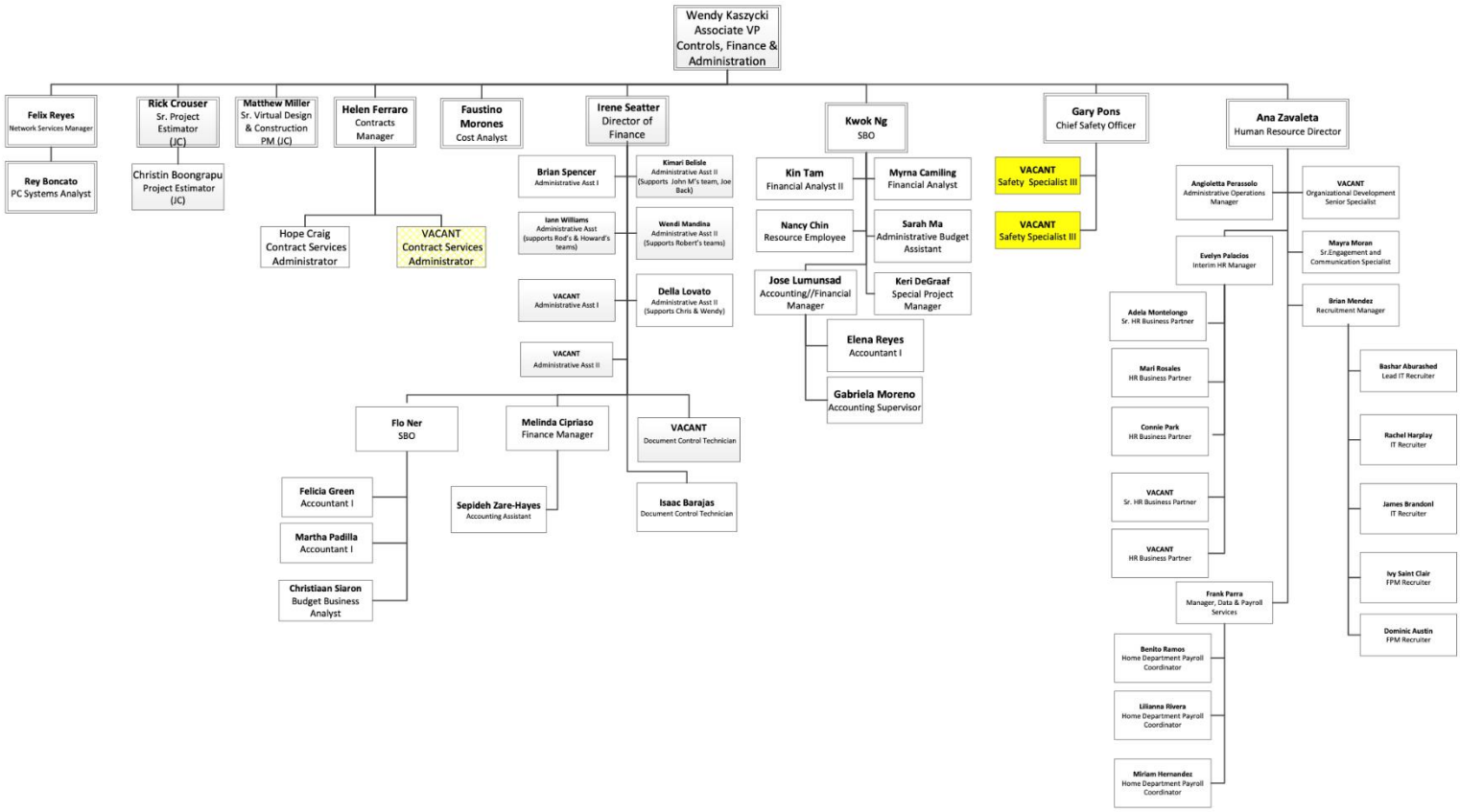
** EH&S has determined that the Priority 2 buildings pose the least threat to life, environment, and property and will remain open.

CONSTRUCTION SERVICES (CCD) SPECIFIC APPENDICES

CCD Emergency 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.





Rev. 07.31.2021

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/uscard_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 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:

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.

CCD UPC EMERGENCY OPERATIONS PLAN

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, 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.
- 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 univerisity, 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.

3. Conduct building assessments using the Damage Report Form. Do not enter obviously unsafe structures. Notify the FPM Command Center of serious emergency problems requiring immediate attention. Keep radio communications brief.

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 ASESSMENT 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 in 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).

<u>External Consulting Engineers:</u>

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
Mitch Lavine (contact)
714-519-9466 – cell
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 located 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 is 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.

<u>If a fire occurs:</u>

- 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.

<u>After the fire is out:</u>

- 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

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

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 Clashlight 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 Cirst Aid Kit

Backpacks (x 4)

1 Hard Hat
1 Clashlight 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

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
Staple Remover
1 box of staples
10 boxes of paper clips
2 2-packs of clipboards (1 for sign-in sheet)
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

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.

Zone 1 Leader:	Russell Wright
Alternate:	Victor Garcia
Meeting Point:	Lot 1 (behind FPM Trailer)
Equipment Needed:	(6) Gas Vehicles, (2) Cell Phones, (3) Emergency Kits

Zone 1A Leader:	Robert Gil
Alternate:	Eric Warren
Meeting Point:	The Village
Equipment Needed:	

Zone 2 Leader:	Joe Nichols
Alternate:	Dave Forney
Meeting Point:	Parking Lot SSR1
Equipment Needed:	(1) Cell Phone, (1) Emergency Kit

Zone 3 Leader:	Richard Orozco
Alternate:	Enrique Garcia
Meeting Point:	McCarthy Quad/Doheny Fountain
Equipment Needed:	(1) Cell Phone, (1) Emergency Kit

Zone 4 Leader:	Albert Montanez
Alternate:	Shane Daywalt
Meeting Point:	Gate 1 (Watt/Expo)
Equipment Needed:	(1) Cell Phone, (1) Emergency Kit

CCD Team Leader	Tony Mugavero
Alternate:	John Morrill
Meeting Point:	Lot 1 (behind FPM Trailer)
Equipment Needed:	Supplies located in the Emergency Bin

ZONE 1 BUILDING ASSIGNMENTS MEETING POINT: LOT 1

BUILDING NAME	CODE	TYPE	PRIORITY
Century Aparts 1 &11	CAP	Residence	1
Denney Res Bldg	DRB	Lab	1
EGG Company II	EGG	Classroom	1
Engemann Stud Health	ESH	Admin/Health	1
Flour Tower	FLT	Residence	1
Gerontology Center	GER	Lab	1
Ickovics Family Trust	IFT	Classroom	1
International Residence Coll.	IRC	Residence	1
King Olympic Hall	KOH	Adm/Kitchen	1
Lyon Univ Center	LRC	Athletic	1
Parkside Apartments	PKS	Residence	1
Parkside Residential	PRB	Residence	1
Parking Structure A	PSA	Parking Structure	1
Parking Structure B	PSB	Parking Structure	1
Temporary Research Facility	TRF	Lab	1
Uytengsu Aquatic Ctr	UAC	Athletic	1
Webb Tower	WTO	Residence	1
Brooks Memorial Pavilion	BDF	Admin	2
Drama Center	DRC	Admin	2
Facilities, Planning, & Mgmt	FPM	Shop	2
Kaprielian Hall	KAP	Classroom	2
McDonald's Swim Stadium	MAC	Athletic	2
Michelson Center	MCB	Lab/Admin	2
McClintock Theater	MCC	Classroom	2
Marks Tennis Stadium	MTS	Athletic	2
Scene Dock	SCD	Admin	2
Shrine Auditorium	SHR	Other	2
Tennis Court 1	TCX	Athletic	2

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

BUILDING NAME	CODE	TYPE	PRIORITY
La Sorbonne	LAB	Residence	1
Manor Apartments	MAB	Residence	1
Pacific Apartments	PCA	Residence	1
Robert Zemeckis Center	RZC	Classroom	1
Stardust Apartments	SAI	Residence	1
Seven Gables Apartments	SGA	Residence	1
Sierra Apartments	SIE	Residence	1
Senator Apts. A & Garage	SNA	Residence	1
Senator Garage	SNA	Residence	1
Severance Street Apartments	SSA	Residence	1
Severance Street House	SSH	Residence	1
Sunset Apartments	SUN	Residence	1
Troyland Apartments	TAP	Residence	1
Twin Palms Apartments	TPA	Residence	1
Troy Hall Apartments**	TRH	Residence	1
Terrance Apartments	TSA	Residence	1
University Parking Center	UPX	Parking Str.	1
University Regents Apartments	URA	Residence	1
Vista Apartments	VIS	Residence	1
Windsor Apartments	WIN	Residence	1
Annenberg House	ANH	Admin	2
Capital Design & Facilities	CDF	Admin	2
LA Memorial	CLS	Athletic	2
Cockins House	COH	Admin	2
Credit Union Building	CUB	Admin	2
Exposition Parking Structure	EPS	Admin	2
Galen Athletic Pavillion**	GAP	Admin	2
Max Kade Center 1	GEH	Admin	2
Max Kade Center 2	GEX	Residence	2
Kerckhoff Carriage House	KCH	Admin	2
Kerckhoff Hall	KER	Admin	2

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 1A BUILDING ASSIGNMENTS MEETING POINT: The Village

BUILDING NAME	CODE	TYPE	PRIORITY
One Institute	ONE	Admin	2
Parking Structure One	PSO	Parking Str.	2
Hoffman Contracts Building	RAN	Admin	2
Regent Apartments	RGA	Residence	2
Radisson Hotel**	RHR	Admin	2
Radison Midcity Hotel	RMH	Kitchen	2
Royal Street House	ROY	Admin	2
Regal Trojan Apartments	RTA	Residence	2
Royal Street House 1	RYO	Admin	2
Royal Street House 2	RYT	Admin	2
John and Alice Tyler Building	TYL	Admin	2
University Gardens Building	UGB	Admin	2
University Parking Center	UPX	Admin	2
Max Kade Garage	GEG	Admin	3
Thirty Fifth Street	TFE	*	3
University Village Eight	UVE/NBC	Admin	3
University Village Four	UVF/MHC	Admin	3
University Village Nine	UVN/CRC	Admin	3
University Village One	UVO	Admin	3
University Village Six	UVS/CIC	Admin	3
University Village Seven	UVV/MRC	Admin	3

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 2 BUILDING ASSIGNMENTS MEETING POINT: PARKING LOT SSR1

BUILDING NAME	CODE	TYPE	PRIORITY
Bovard Administration**	ADM	Admin.	1
Dean Bartlett Cromwell Field	CFX	Other	1
Dental School**	DEN	Lab/First Aid	1
Galen Center Kitchen	GEH	Admin.Kitch	1
John McKay Center	JMC	Other	1
Alice and Eleonore Schoenfeld Symphonic Hall	AES	Other	2
Dosan and Chang Ho Family House	AHN	Other	2
Annenberg School**	ASC	Classroom	2
Bing Theatre	BIT	Classroom	2
Mrs. Willis Booth Ferris Rehearsal Hall	BMH	Classroom	2
Cromwell Field House	CFH	Other	2
College Letters House	CLH	Admin.	2
Cinema TV Center Complex	CTV	Other	2
Heritage Hall	HER	Admin.	2
Jefferson Building	JEF	Admin.	2
JEP House	JEP	Admin.	2
John Williams Scoring Stage	JWS	Admin.	2
Kauffman General Classroom	KDC	Admin.	2
Loker Track Stadium	LTS	Track/Blds	2
Raubenheimer Music	MUS	Classroom	2
Norris Cinema Theatre	NCT	Classroom	2
Physical Education Building	PED	Admin.	2
Ramo Hall Of Music**	RHM	Admin.	2
School of Cinematic Arts	SCA	Classroom	2
School of Cinematic Arts-B	SCB	Classroom	2
School of Cinematic Arts-C	SCC	Classroom	2
School of Cinematic Arts-D	SCE	Classroom	2
School of Cinematic Arts-I	SCI	Classroom	2
School of Cinematic Arts-E	SCX	Classroom	2
Taper Hall Of Humanities	THH	Classroom	2
The Music Complex	LPB	Classroom	2
University Religious Center	URC	Admin.	2
University Park Elec	EVB	Storage	

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 3 BUILDING ASSIGNMENTS MEETING POINT: HOOVER CORRIDOR

BUILDING NAME	CODE	TYPE	PRIORITY
Birnkrant Residence Hall	BSR	Residence	1
College Residence Hall	COL	Residence	1
Marks Tower	DMT	Residence	1
Marks Residence Hall	DXM	Residence	1
Elizabeth Von Kleinsmid**	EVK	Res/Kitch	1
Harris Residence Hall**	HRH	Residence	1
Parking Structure D	PSD	Parking Str	1
Parking Structure C	PSX	Parking Str	1
Pardee Tower	PTD	Residence	1
Trojan Residence Hall	TRO	Residence	1
University Residence Hall	URH	Residence	1
School Of Accounting	ACC	Classroom	2
Widney Alumni House	ALM	Admin.	2
Bridge Hall	BRI	Classroom	2
College Academic Svcs. (LAS II)	CAS	Admin.	2
Davidson Conference Center	DCC	Admin.	2
Doheny Library**	DML	Classroom	2
Figueroa Building	FIG	Admin.	2
Galen Event Center	GEC	Other	2
Hoffman Hall Of Business	HOH	Classroom	2
Jill and Frank Fertitta Hall	JFF	Admin.	2
Student Administrative Services	JHH	Admin.	2
Jane Hoffman Popovich Hall	JKP	Classroom	2
University Club at King Stoops Hall	KSH	Dining/Kitchen	2
Law Center	LAW	Classroom	2
Leavey Library	LVL	Classroom	2
Merle Norman Stadium	MNS	Athletic	2
Montgomery R. Fisher Building	MRF	Classroom	2
Ralph And Goldy Lewis Hall	RGL	Classroom	2
Social Science Building	SOS	Classroom	2
Social Work Center	SWC	Classroom	2
Town & Gown Foyer	TGF	Admin.	2
The Center For International and Public Affairs	CPA (VKC)	Classroom	2
Verna and Peter Daughterty	VPD	Admin.	2
Waite Phillips Hall	WPH	Classroom	2

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)

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

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.

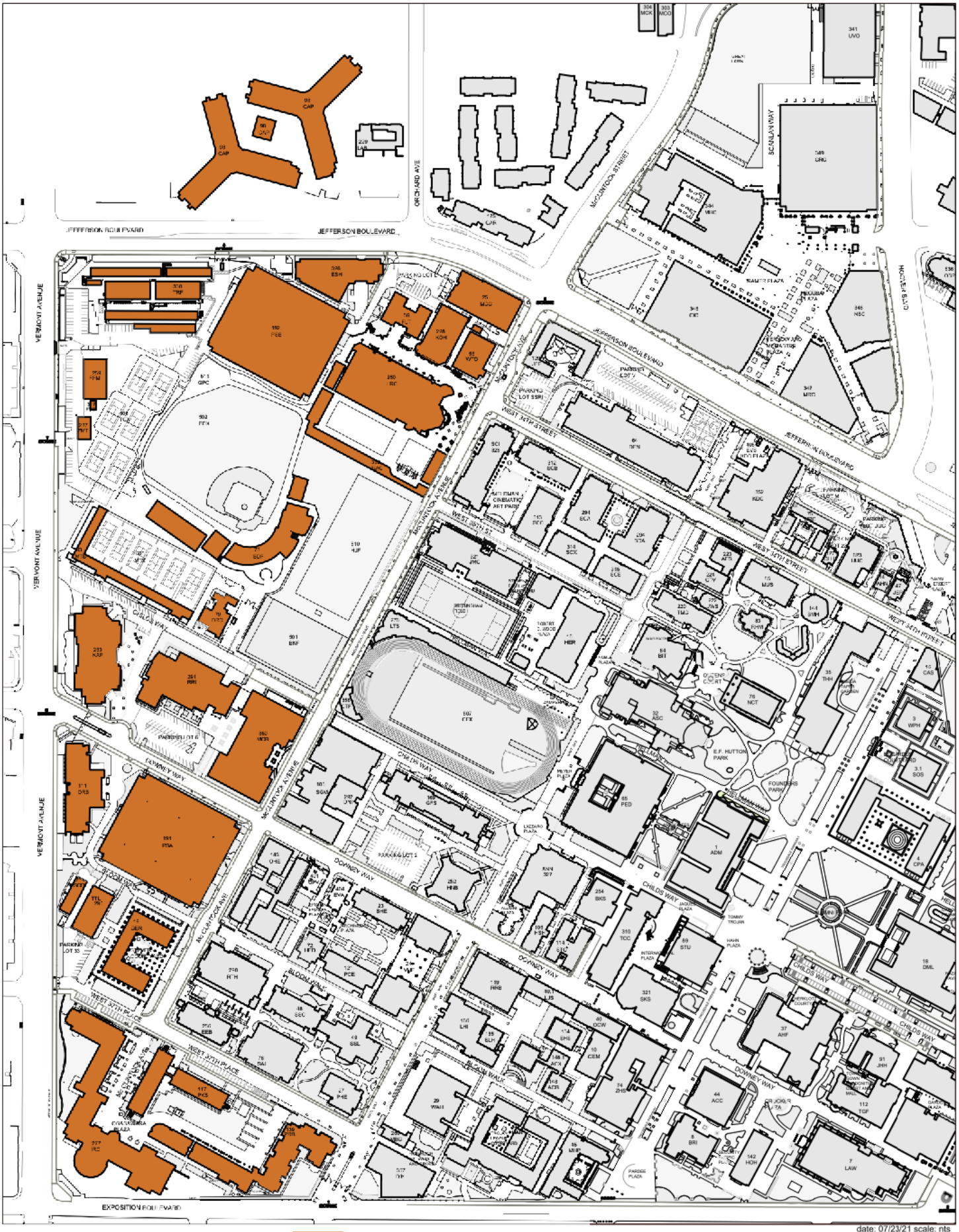
ZONE 4 BUILDING ASSIGNMENTS MEETING POINT: GATE 1 (BETWEEN WATT/EXPO)

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

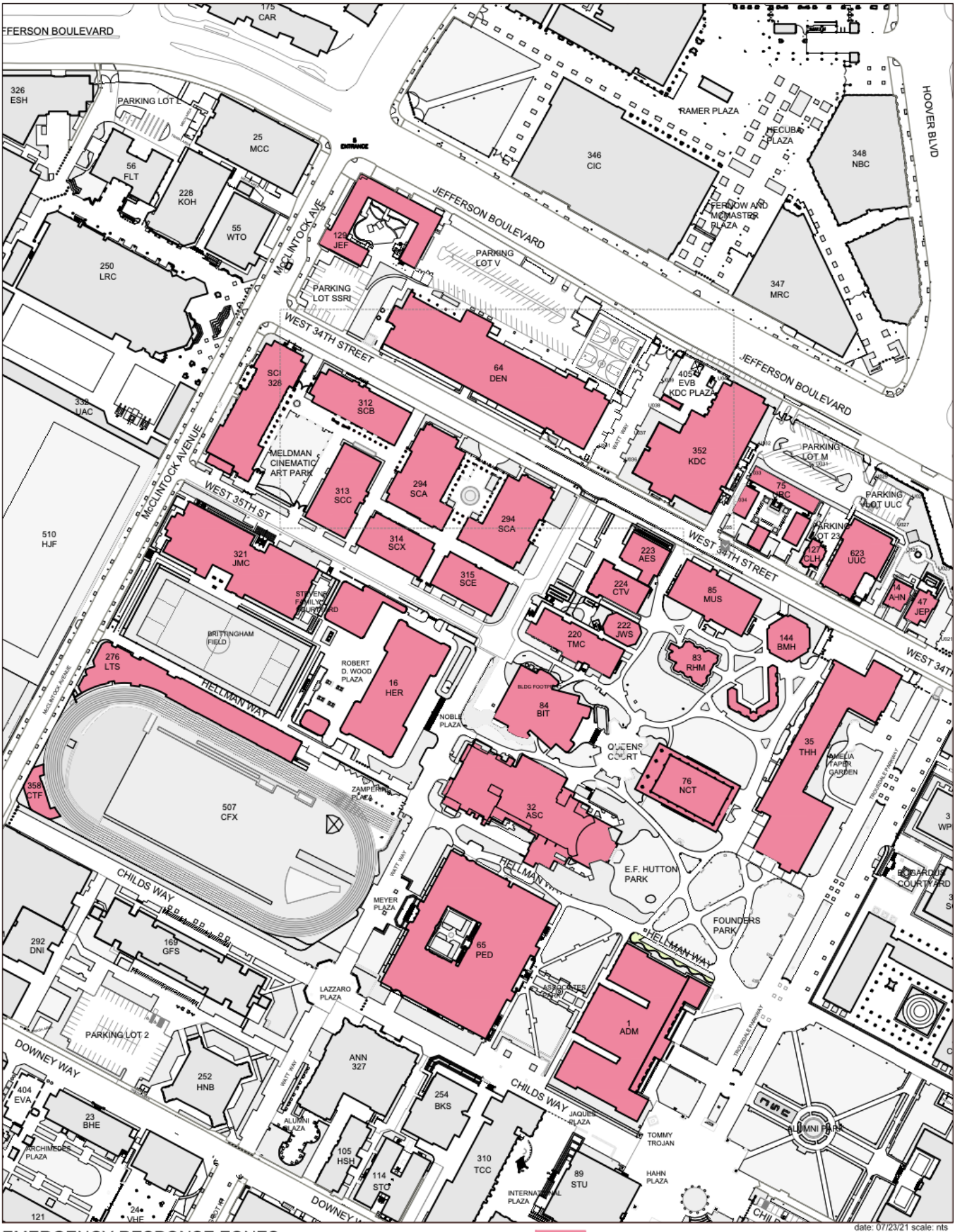
Damage Assessment Priorities
1 Residential buildings and critical emergency response facilities, laboratory/hazardous materials facilities
2 Administrative buildings and other buildings

*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.

UPC MAPS, ZONES 1-4


JEFFERSON BOULEVARD
ORCHARD AVE
MCCLINTOCK AVENUE
SCRIBNER WAY
VERMONT AVENUE
WEST 34TH STREET
WEST 35TH ST
CHILDS WAY
DOWNEY WAY
BLOOM WALK
WEST 37TH PLACE
EXPOSITION BOULEVARD
HOOVER BLVD
E.F. HUTTON PARK
TOMMY TROJAN
PARKING LOT 3
PARKING LOT 35
PARKING LOT 7
PARKING LOT 55R
EMERGENCY RESPONSE ZONES
ZONE 1
date: 07/23/21 scale: nts


EMERGENCY RESPONSE ZONES
ZONE 1A
date: 07/23/21 scale: nts



EMERGENCY RESPONSE ZONES

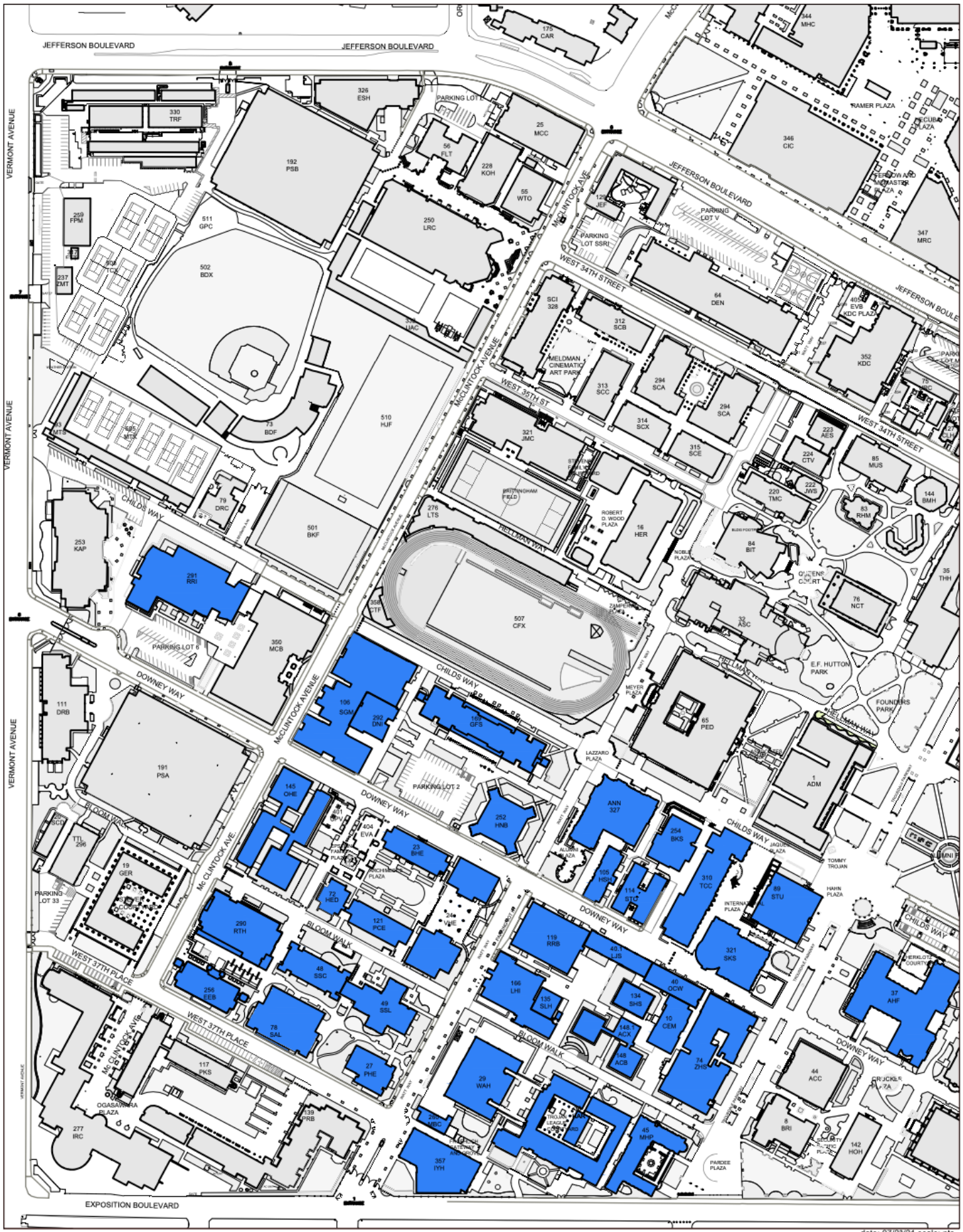
ZONE 2

date: 07/23/21 scale: nts

EMERGENCY RESPONSE ZONES

ZONE 3

date: 07/23/21 scale: nts



EMERGENCY RESPONSE ZONES

date: 07/23/21 scale: nts

ZONE 4

BUILDING INPSECTION 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

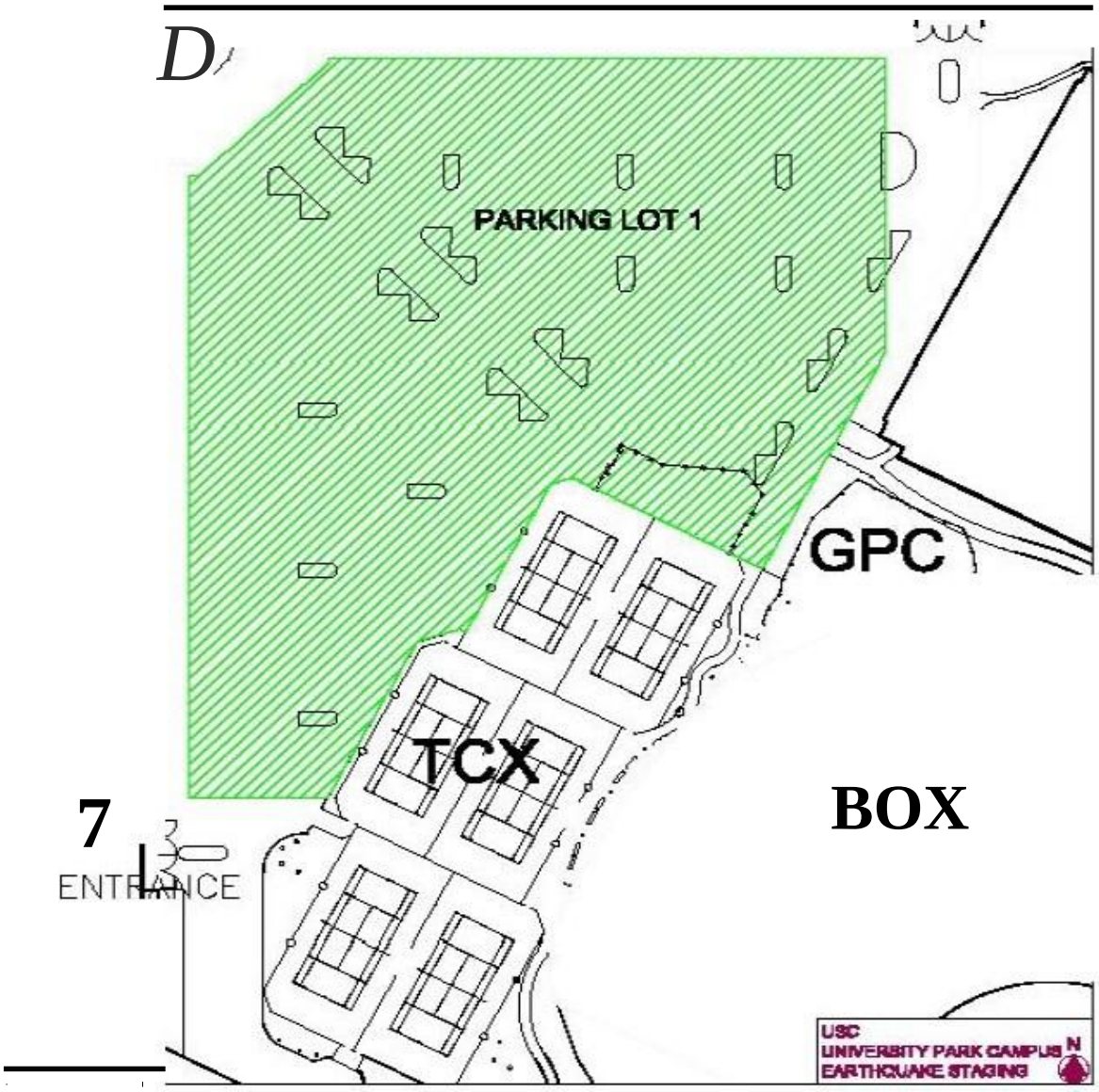
This area is hazardous and will remain closed until further notice.

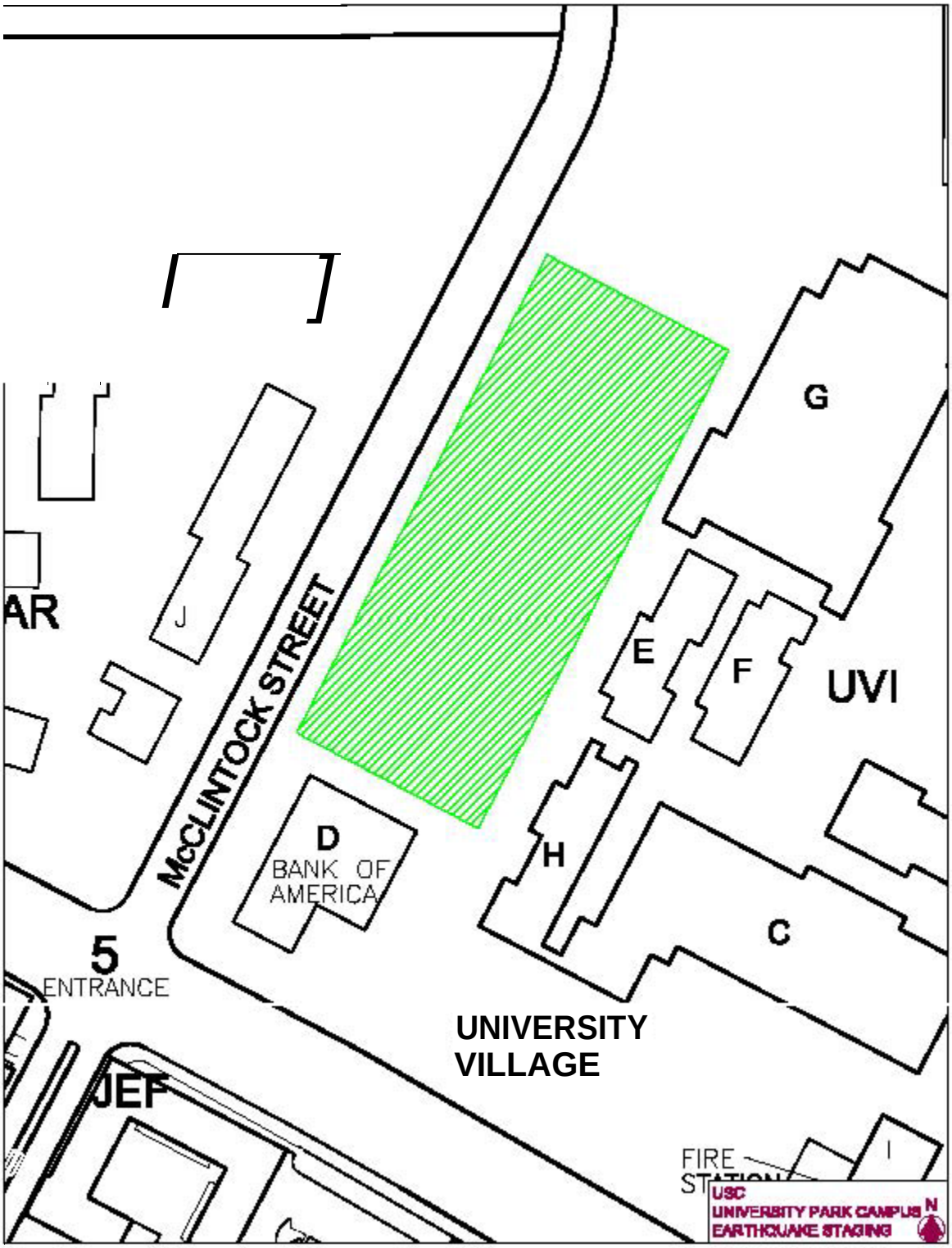
For more information contact:
Facilities Operations and Maintenance Services
213-740-6833 (UPC) 323-224-7001(HSC)

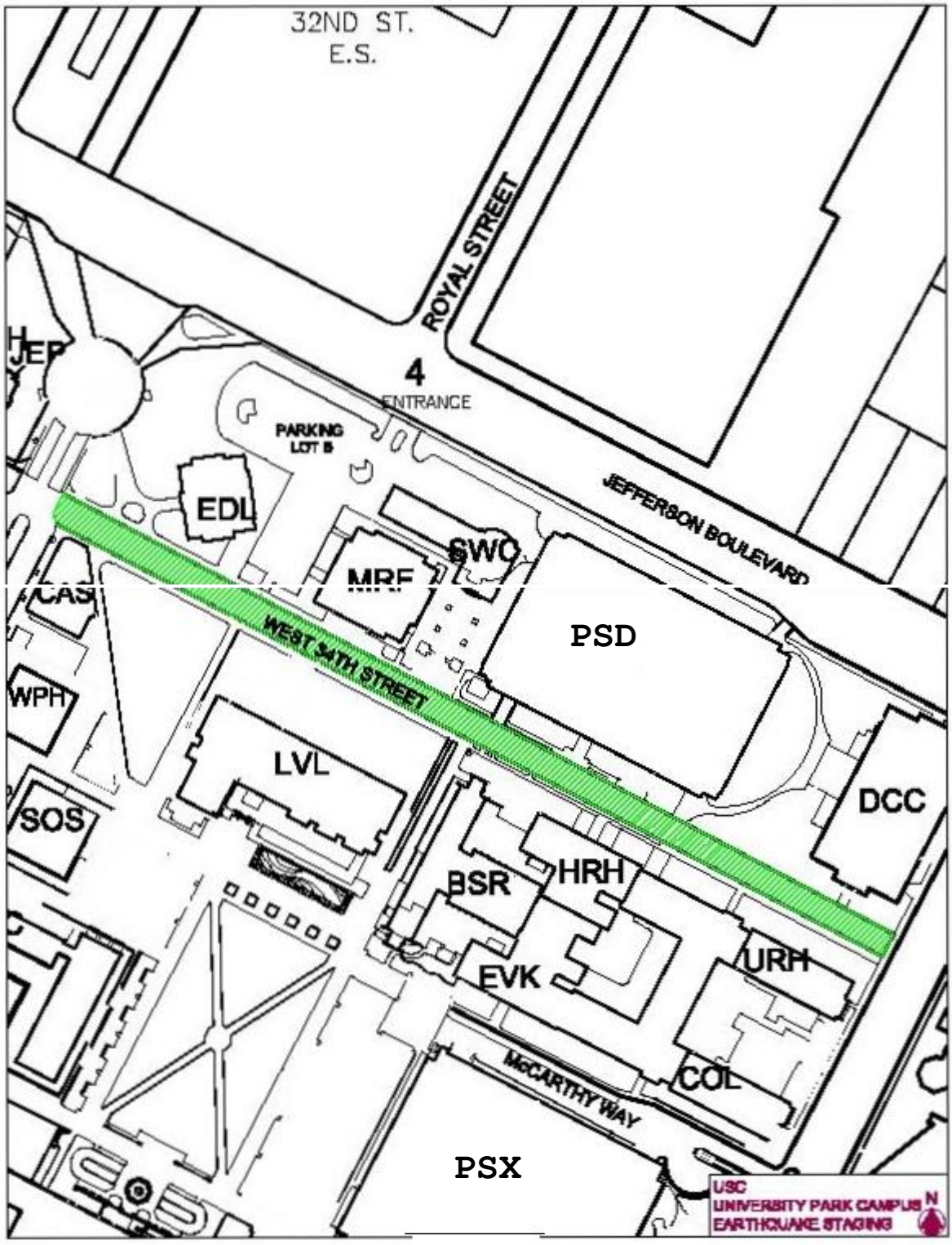
DATE:_TIME:_____INSPECTOR:_____

Do Not Remove this Placard Until Authorized

BELFOR STAGING LOCATIONS




G
AR
J
McCLINTOCK STREET
E
F
UVI
D
BANK OF
AMERICA
H
C
5
ENTRANCE
UNIVERSITY
VILLAGE
JEF
FIRE
I
USC
UNIVERSITY PARK CAMPUS
EARTHQUAKE STAGING
N


32ND ST.
E.S.
ROYAL STREET
4
ENTRANCE
PARKING
LOT 5
JEFFERSON BOULEVARD
EDL
SWC
MRF
CAS
WEST 34TH STREET
PSD
WPH
LVL
SOS
DCC
BSR
HRH
EVK
URH
McCARTHY WAY
COL
PSX
USC
UNIVERSITY PARK CAMPUS
EARTHQUAKE STAGING
N

CCD HSC Emergency Operations Plan

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.

3. Conduct building assessments using the Damage Report Form. Do not enter obviously unsafe structures. Notify the FPM CHP Incident Command Center of serious emergency problems requiring immediate attention. Keep radio communications brief.

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 in 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 located 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 peronal 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:

NFPA DjAMOND

COLOR BAR

HEALTH HAZARD	FIRE HAZARD
4 - Deadly	Flash Points
3 - Extremely Hazardous	4 - Below 73°F
2 - Hazardous	3 - Below 100°F
1 - Slightly Hazardous	2 - Below 200°F
0 - Normal Material	1 - Above 200°F
	0 - Will Not Burn

REACTIVITY HAZARD	SPECIFIC HAZARD	
4 - May Detonate	Oxidizer	OXY
3 - May Detonate with Heat or Shock	Acid	ACID
	Alkali	ALK
2 - Violent Chemical Change	Corrosive	COR
1 - Not Stable if Heated	Use NO WATER	W
0 - Stable	Radiation Hazard	

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	Examples
4 Too dangerous to enter vapor or liquid even with air packs	*arsine, chloroform*
3 Extremely dangerous; use full protective clothing	*aery/amide, nitric acid*
2 Hazardous: Use breathing apparatus	*tetrahydrofuran, pyridine*
1 Slightly hazardous	*glyceroboric acid*
0 Uke ordinary material	*sodium thiosuljite*

FIRE	
4 Extremely flammable	*diethyl ether*
3 Ignites at normal temperature	*tetrahydrofuran*
2 Ignites when moderately heated	*iso-amyl alcohol*
1 Must be preheated to bum	*glycerochloroform*
0 Will not bum	*boric acid, hydrochloric acid*

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

SPECIAL HAZARD		
-W-	Reactivity to water	*sulfuric acid sodium*
RAD	Radioactivity	*iodide 131*
ALK	Alkali	*potassium hydroxide*
COR	Corrosive	*sulfuric acid*
OXY	Oxidizing agent	*nitric acid ethylene,*
P	Polymerization	*butadiene*

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
1 Whiperwatt/Denyo MQ Power 220 Diesel Powered AC Generator Model #DCA 220 SSL Ser# 3799508
1 Water Filtration System W/Trailer
10 Honda Poertable Generators Model 3000
1 DeWalt Emglo 200 PSI 15 Electric Compressor
5 Tripod Worklights 1000 Watt
7 Stretchers
6 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

1 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

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

SRH	Seaver Student Residence
RMR	Raulston Medical Research
MMR	Mudd Memorial Research
MCH	McKibben Hall
MCA	McKibben Annex
BMT	Bishop Medical
HMR	Hoffman Medical
PSC	Stauffer Phamaceutical
KAM	Keith Administration
NML	Norris Medical Library
HSP	Parking Structure
DOH	*[Doheny Eye Foundation]*

Zone 4

NOR	Norris Hospital
NRT	Harlene Norris Tower
NTT	Norris Topping Tower

Zone 2

EVH	DWP Electrical Vault
HCC	Healthcare Consultation Center
HCT	Healthcare Consultation Center 2
ZNI	Zilkha Neurogenetics Institute
CHP	Center for Health Professions
HSV	Telephone Vault
DEI	***[****Doheny Eye Institute****]***
UNH	***[****University Hospital****]***
UHP	***[****University Hospital Parking****]***
PMB	***[****Parkview Medical****]***

Zone 5

Utility Team

Zone Coordinator

L. Simpson - HZM

Zone 3

SSB	Soto Street Building
CCC	Child Care Center
CSA	Clinical Science Annex
CSC	Clinical Science Center
EDM	Edmondson Research
CSB	Central Services
VBB	Valley Boulevard
CRL	***[****Cancer Research Lab****]***
LRA	***[****Livingston Research Annex****]***

CRC-DOC

M. Purcell - L eader

C. Clay

R. Arredondo

Zone 1

J. Froom (HBT) - Leader

J. Lopez (LS)

P. Covarrubias (ZM)

L. Lam (AC)

C. Camargo (AC)

B. Ogawa (MS)

F. Viramontes (LS)

S. Kachatourians (PA)

Zone 2

J. Lopez (UT) - Leader

S. Back (CA)

C. Melara (CU)

L. Ceballos (EG)

F. Esquivel (EL)

J. Scott (PA)

D. Firner(PL)

A. Navarro (CU)

Zone 3

V. Valencia (HUT) - Leader

R. Albuera (GM)

P. Orona (EL)

M. Avila (AC)

G. Francis (PA)

D. Ramiso (EG)

J. Enriquez (LS)

A. Gonzales (CU)

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)

D. Rodrigue (PL)

A. Jaquez (NGM)

W. Arcangel (AC)

H. Metry (EL)

Zone 5

**************- Leader**

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)

FPM - DOC

M. May (HOMADM)

J. Alvarez (PA)

EMERGENCY RESPONSE TEAM - ZONE ASSIGNMENTS-NIGHTS

Zones

Zone 1		*Zone 2*		*Zone 3*	
SRH	Seaver Student Residence	**EVH**	DWP Electrical Vault	**SSB**	Soto Street Building
RMR	Raulston Medical Research	**HCC**	Healthcare Consultation Center	**CCC**	Child Care Center
MMR	Mudd Memorial Research	**HCT**	Healthcare Consultation Center 2	**CSA**	Clinical Science Annex
MCH	McKibben Hall	**ZNI**	Zilkha Neurogenetics Institute	**CSC**	Clinical Science Center
MCA	McKibben Annex	**CHP**	Center for Health Professions	**EDM**	Edmondson Research
BMT	Bishop Medical	**HSV**	Telephone Vault	**CSB**	Central Services
HMR	Hoffman Medical	**DEI**	***[****Doheny Eye Institute****]***	***VBB***	Valley Boulevard
PSC	Stauffer Phamaceutical	**UNH**	***[****University Hospital****]***	***CRL***	***[****Cancer Research Lab****]***
KAM	Keith Administration	**UHP**	***[****University Hospital Parking****]***	***LRA***	***[****Livingston Research Annex****]***
NML	Norris Medical Library	**PMB**	***[****Parkview Medical****]***		
HSP	Parking Structure				
DOH	***[****Doheny Eye Foundation****]***				

Zone 4		*Zone 5*	*FPM -DOC*
NOR	Norris Hospital	Utility Team	**M. Purcell - Leader**
NRT	Harlene Norris Tower		
NTT	Norris Topping Tower		***EOC***
		Zone Coordinators	**M. May (HOMADM)**
		J. Soto, H. Garcia	

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

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

Damage Assessment Priorities

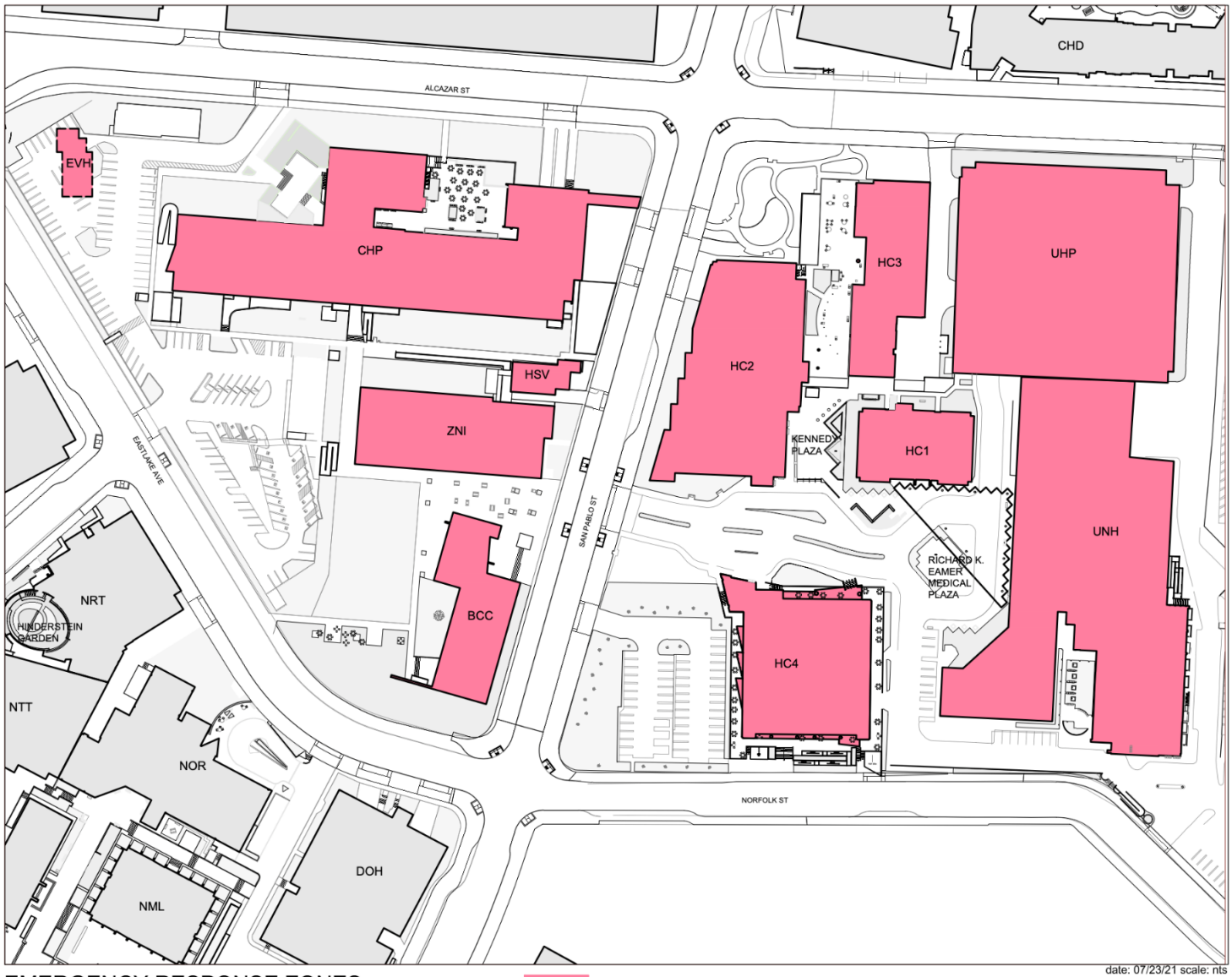
1 Residential buildings and critical emergency response facilities, laboratory/hazmat facilities *

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.

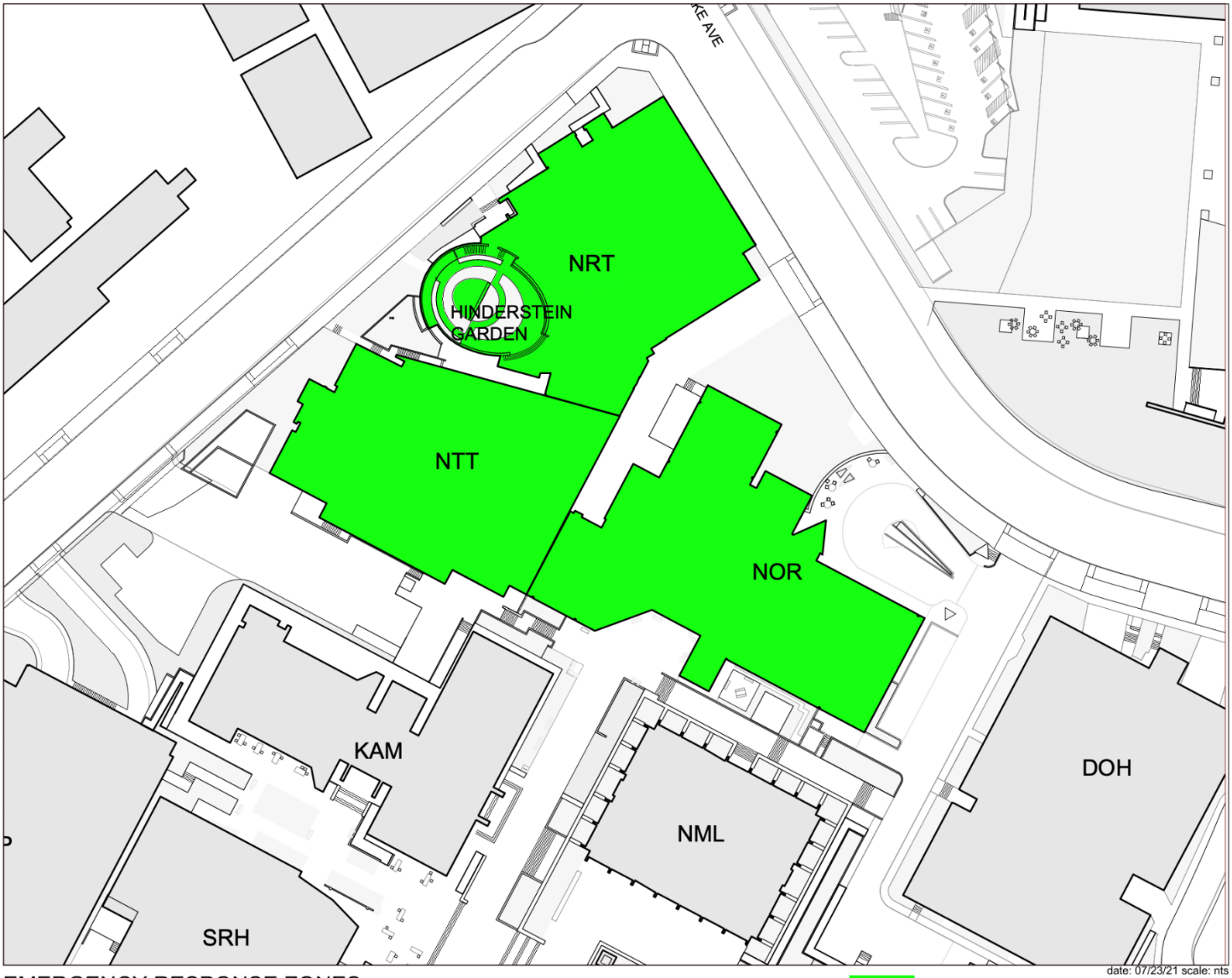
HSC MAPS, ZONES 1-4


CHD
ALCAZAR ST
EVH
CHP
HSV
ZNI
HC3
UHP
HC2
KENNEDY PLAZA
HC1
UNH
EASTLAKE AVE
SAN PABLO ST
RICHARD K. EAMER MEDICAL PLAZA
NRT
HINDERSTEIN GARDEN
BCC
HC4
NTT
NOR
NORFOLK ST
DOH
NML
date: 07/23/21 scale: nts
EMERGENCY RESPONSE ZONES
ZONE 2

EMERGENCY RESPONSE ZONES

ZONE 3

date: 07/23/21 scale: nts



EMERGENCY RESPONSE ZONES

ZONE 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 Gaine

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.

Action Item	Supports Which Critical Function(s)	Estimated Cost	Status / Due Date	Comments
Move data backup tapes from Felix's residence to a better location.	IT Recovery	$0	COMPLETE	*Lead for this item would be FMS*
Evaluate the L Drive capacity to ensure space for all critical documentation	All	$0	COMPLETE	*Lead for this item would be FMS*
Evaluate Blackboard Connect for department emergency communications.	Emergency Response	$0	COMPLETE	*Lead for this item would be FMS*
Evaluate getting encrypted flash drives for key staff.	Document Recovery	$TBD	In Process –	
Update version of employee roster with alternate email address and phone number	Emergency Preparation	$0	In Process –	

Upload all relevant Business Continuity and Disaster Recovery related information to e-Builder	Emergency Preparation	$0	In Process –	

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.

Year	Plan Reviewed and Updated	Approved by (Name & Title)	Date
2016	☒	**Wendy Kaszycki, AVP Finance & Controls**	
2017	☒	**Wendy Kaszycki, AVP Finance & Controls**	
2018	☒	**Wendy Kaszycki, AVP Finance & Controls**	
2019	☒	**Wendy Kaszycki, AVP Finance & Controls**	
2020	☒	**Wendy Kaszycki, AVP Finance & Controls**	
2021	☒	**Wendy Kaszycki, AVP Finance & Controls**	
2022	☐		
2023	☐		
2024	☐		
2025	☐		
2026	☐		

REAL ESTATE & ASSET MANAGEMENT (REAM) SPECIFIC APPENDICES

REAM Critical Vendors and Suppliers

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

REAM Internal and External Contacts

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

Department	Description	Key Contact	Office Phone	Email Address

Senior Vice President, Administration	Senior Vice President	David Wright	213-740-4218	dwwright@usc.edu
Capital Construction	AVP, CCD & FMS	Wendy Kaszycki	213-821-6754	kaszycki@usc.edu
Capital Construction	AVP, CCD & FM	Joe Back	213-821-5492	joeback@usc.edu
Facilities Maintenance Services	AVP, FMS	John Welsh	213-740-6977	john@fms.usc.edu
ITS	CIO	Douglas Shook	213-740-7197	shook@usc.edu
University Hospital	SVP/CEO	Rod Hanners	323-442-8677	Rod.Hanners@med.usc.edu
USC Care	President	David H. Peng	323-442-6200	dpeng@usc.edu
Office of the Provost	Vice Provost	Mark Todd	213-821-4400	mtodd@usc.edu

REAM Employee Emergency Contact List

Name	Home Phone	Cell Phone	Primary Email	Alternate Email
David Cook	661-373-3200	323-229-2581	d.cook@usc.edu	davidbrentcook@gmail.com
Aline Mora Diaz	N/A	213-509-3644	aline.moradiaz@usc.edu	aline.moradiaz@gmail.com
Felicia Green	323-377-7551	323-377-7551	fgreen@usc.edu	green.felicia@yahoo.com
Dee Jackson	213-321-4954	213-321-4954	deejacks@usc.edu	deejac1@gmail.com
Claudia Macieira	310-666-7221	213-361-8805	claudia.macieira@usc.edu	c.macieira@yahoo.com
Florence Ner	310-487-3733	310-487-3733	florence.ner@usc.edu	florencener@gmail.com
Martha Padilla	N/A	213-905-2789	mpadilla@usc.edu	Mpadilla.re@gmail.com
Hector Puga	626-991-0989	323-447-5917	hpuga@usc.edu	Puga.he@gmail.com
Peter Songster	626-466-8330	213-280-6568	peter.songster@usc.edu	petersongster@gmail.com
Laurie Stone	626-398-9305	626-676-9195	laurie.stone@usc.edu	stonebehr@sbcglobal.net
Jose Ramirez	213-309-3098	213-309-3098	jose.ramirez@usc.edu	j.dejesus33@aol.com

Brian Wilson	818-802-5080	818-802-5080	brian.k.wilson@usc.edu	brikwilson@gmail.com
Christine Yamaguchi	626-627-7009	626-627-7009	christine.atobe@usc.edu	christineatobe@hotmail.com
Jeffrey Zychowski	619-398-6128	619-398-6128	zychowsk@usc.edu	jzycho0@yahoo.com

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.

STAR

Laurie Stone → ↓	Brian Wilson ↓	Florence Ner ↓
Christine Yamaguchi	David Cook	Martha Padilla
Claudia Macieira	Peter Songster	Felicia Green
Jeffrey Zychowski	Aline Mora Diaz	
Dee Jackson	Hector Puga	
Jose Ramirez		

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.

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

ROLE: INFORMATION TECHNOLOGY COORDINATOR – HECTOR PUGA (ALINE MORA DIAZ)

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

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)

	Determine scope and impact of the disaster on the school/ department (coordinate with Recovery Team Members)
	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.
	Coordinate updates to school/department website, voicemail and other mediums used for emergency communications.
	Instruct all staff and faculty to direct all media inquiries to you and coordinate with university administration.
	Provide additional resources to other team members during the recovery effort as needed.
	Support the demobilization of the Department Operations Center (DOC)

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

ROLE: FACILITIES & SPACE MANAGEMENT COORDINATOR – DAVID COOK (PETER SONGSTER)	
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 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 to 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/), 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)
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:

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.

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 ☐ Home Phone Number (_____) _____ - _____
Department _____ Job Title _____
Work Address _____ Work Phone Number (_____) _____ - _____
Work _____ hours/day for _____ days/week. Full-time ☐ Work-study ☐ Casual ☐
Date of Hire_____ Years in this occupation _____
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.

Action Item	Supports Which Critical Function(s)	Estimated Cost	Status / Due Date	Comments
		$		
		$		
		$		
		$		
		$		
		$		

Business Continuity Plan Log

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

Year	Plan Reviewed and Updated	Approved by
2016	☒	**Laurie M. Stone**
2017	☒	**Laurie M. Stone**
2018	☒	**Laurie M. Stone**
2019	☒	**Laurie M. Stone**
2020	☒	**Laurie M. Stone**
2021	☒	**Laurie M. Stone**