

USC Faculty Earthquake Checklist - Teaching

DURING AN EARTHQUAKE

1. **Drop, cover, & hold on** during the earthquake. Avoid falling objects. Encourage all students to do the same.
 - In a classroom or auditorium, drop down between rows of seats
 - In an office take cover under a desk or sturdy table
 - In a hallway, drop near an interior wall away from windows
2. Check for injuries to people in your area. Do not attempt to move seriously injured persons unless they are in immediate danger. Call for medical assistance (213.740.4321), and render first aid if required. Request aid from building emergency response team if needed.
3. Check the area for safety hazards such as building damage, fires, or gas leaks. If the area or building appears to be unsafe, leave the building. If there are no evident safety hazards, no need to evacuate.
4. Guide students to your building's designated emergency assembly area. All building assembly areas are identified at <http://emergencyplan.usc.edu>.
5. For emergency information, call 213.740.9233, or go to <http://emergency.usc.edu>.
6. Guide students as to leaving campus or staying. Encourage them to let family know their status when possible.
7. The university will establish emergency services as needed.

RECOVERY

1. After a major earthquake, the university will first take all necessary steps to ensure the well-being of staff, faculty, & students.
2. Classes and normal operations will continue unless announced otherwise by the President or Provost.
3. Academic instruction should resume within one week. Either classroom space will be provided, or faculty should resume instruction using Blackboard, or any available means to re-establish the teaching program. (Faculty should ensure that all classes are activated in Blackboard, with the name of instructor of record, and with the class syllabus.)

PREPAREDNESS TIPS

- Familiarize yourself with emergency exits, emergency assembly area, and location of emergency supply kit in your building. Maintain a small emergency kit in your office with flashlight, batteries, AM/FM radio, and a small first aid kit.
- Teaching assistants should also be trained in emergency procedures. (Contact emergency planning office if training is needed.)
- Bolt tall bookcases in faculty offices to wall to prevent toppling in an earthquake.
- Ensure that all research materials are backed up electronically to prevent loss of grants, valuable data, etc.
- Consult with department chair and colleagues to prepare for disaster; identify ways to mutually collaborate & support each other.
- To make possible personal communication with you about your classes, check now on eTrac to make sure that your preferred e-mail address is correct in the screen called "Work Information Update." The eTrac login page is www.usc.edu/etrac.
- Sign up now for *Trojans Alert* at <https://trojansalert.usc.edu>
- All faculty should sign up now for automatic payroll deposit, to ensure proper pay after a disaster.

USC Faculty Earthquake Checklist - Research

DURING AN EARTHQUAKE

1. **Drop, cover, & hold on** during the earthquake. Avoid falling objects.
2. Check for injuries to people in your area. Do not attempt to move seriously injured persons unless they are in immediate danger. Call for medical assistance (213.740.4321), and render first aid if required. Request aid from building emergency response team if needed.
3. Check the area for safety hazards such as building damage, fires, or gas leaks. If the area or building appears to be unsafe, leave the building. If there are no evident safety hazards, no need to evacuate.
4. Guide students to your building's designated emergency assembly area. All building assembly areas are identified at <http://emergencyplan.usc.edu>.
5. For emergency information, call 213.740.9233, or go to <http://emergency.usc.edu>.
6. Guide students as to leaving campus or staying. Encourage them to let family know their status when possible.
7. The university will establish emergency services as needed.

RECOVERY

1. After a major earthquake, the university will first take all necessary steps to ensure the well-being of staff, faculty, & students.
2. The President of the university will announce any necessary suspension of classes. Classes will be resume within one week after the disaster.

PREPAREDNESS TIPS

- Familiarize yourself with emergency exits, emergency assembly area, and location of emergency supply kit in your building. Maintain a small emergency kit in your office or laboratory with flashlight, batteries, AM/FM radio, and a small first aid kit.
- Research assistants should also be trained in emergency procedures. Ensure that all R.A.s complete Laboratory Safety Training, which includes a segment on emergency procedures in the lab. (Contact emergency planning office if training is needed.)
- Bolt tall bookcases & equipment in laboratories to wall to prevent toppling in an earthquake.
- Ensure that all lab data books are backed up electronically to prevent loss of grants, valuable data, etc. Computerized data should be backed up and stored off-site.
- Protect valuable frozen samples stored in sub-zero freezers with backup power; if necessary store a portion of the samples in an alternate freezer at another location on emergency power.
- Work with Animal Resources to ensure valuable research animals are protected against loss.
- Consult with department chair and colleagues to prepare for disaster; identify ways to mutually collaborate & support each other.
- To make possible personal communication with you, check now on eTrac to make sure that your preferred e-mail address is correct in the screen called "Work Information Update." The eTrac log in page is www.usc.edu/etrac
- Sign up now for *Trojans Alert* at <https://trojansalert.usc.edu>
- All faculty should sign up now for automatic payroll deposit, to ensure proper pay after a disaster.