

EMERGENCY PLANNING FOR MINORS PROGRAMS

Visit the [USC Law Enforcement and Safety website](#) for guidance on emergency procedures.

Program Directors: Keep this document updated and ensure that program staff can access it easily.

For any emergencies where life or property is threatened, call 911 or your local campus police dispatch

Program Name	
Building Address	
1st Contact Name, Email, Phone	
2nd Contact Name, Email, Phone	
Rooms where activities are held	

Campus Police Contact:

Severe Weather

During a **tornado warning**, seek shelter in the

Shelter on building lowest level in an interior room away from windows until warning expires

Evacuation Procedures – Fire Alarm, Fire, Bomb Threat, Gas Leak, etc.

Primary Evacuation Assembly Site:

Alternate Evacuation Assembly Site:

- Follow evacuation route to nearest exit as marked inside building using stairs, not elevators.
- Account for all participants and personnel following evacuation

Medical Emergencies- Call 911

- Provide name, exact location, and description of illness/injury and stay on the phone
- Move the victim only if danger is imminent.
- Give first aid if you are trained to do so; have someone bring the AED and first aid kit.
- Have someone meet first responders outside the building to guide them to your location.

AED and First Aid Kit Location/s

- **AED:**
- **First Aid Kits/Stop the Bleed Kit:**

Active Shooter – Call 911

- Avoid the threat by fleeing the area if safe to do so (RUN)
- Deny access by hiding and barricading if unable to escape – doors locked, lights off, remain silent (HIDE)
- Defend yourself by fighting back as a last resort (FIGHT)
- Remain in place until authorities advise.

Missing/Abducted/Runaway Minor or Vulnerable Adult: Call 911

- Provide as much information to police as possible
- Identify anyone on site who was last with the person for interview by first responders
- Check camera footage if available