



**EH&S**  
**FACT SHEET**  
February 2005

**Fire Safety Precautions**

**Building Evacuation**

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Visit us at: <http://ehsnet.usc.edu/ehs/>

# Fire Evacuation

USC's primary concern in the event of an emergency is the safety of our students, faculty, staff and visitors. So be proactive in planning the primary and alternate escape routes for emergency purposes while taking time to familiarize yourself with the location of the fire alarm pull stations, stairways and emergency exits near your living and work areas.

Discuss the following fire safety precautions with your co-workers and students:

- Keep hallway doors closed in unattended offices and rooms.
- Keep corridors and hallways clear at all times to prevent obstructing the exit paths.
- Do not smoke inside buildings or near entrances. *All USC facilities are designated as non-smoking areas.*
- Avoid the use of candles or other open flame. *The use of candles is prohibited in University buildings.*

Observe the following guidelines in the event of an emergency:

- Everyone must immediately exit the building when the fire alarm sounds or if directed to do so by a Public Safety Officer or Building Manager.
- Use the nearest safe exit or stairwell to leave the building. Hold on to the handrails and stay to one side of the staircase. *Never use the elevator.*
- Once outside the building, assemble away from the facility, preferably in an assembly location agreed upon in advance with your co-workers. Wait to be accounted for and to receive further instruction.
- Do not re-enter the building until instructed to do so by emergency personnel.

Unauthorized fires on campus such as bon fires, open pit fires, or dumpster fires are ***strictly prohibited***. Contact the Fire Safety Office with any questions 213-740-6197.

**Use the EH&S Fact Sheets to facilitate safety discussions in your work area. Post the monthly topic on your bulletin board.**