



Darla Moore School of Business

Moore School Fire Policy

Fire Drills:

Fire Evacuation Drills are conducted once per year. These evacuations are mandatory for all occupants during all fire alarm activations. When a fire alarm sounds, you **MUST LEAVE** the building **IMMEDIATELY**. Never assume that the alarm is false or that the system is being tested. Even if your area is clear of any smoke or odor, do not disregard the alarm, as there could be an incident on a floor away from your area. **NEVER** use an elevator. Proceed to the nearest stairwell and leave the building.

General Tips in Case of a Fire:

- Become familiar with emergency escape routes before an incident
- If the fire is small, and you are properly trained, use a fire extinguisher to control the fire
- If you smell or see smoke/fire, pull the nearest fire alarm
- Evacuate the building through the stairs – **DO NOT** use the elevator
- Once out of the building, Moore School faculty/staff/students should go to the following locations:
 - If exiting the main entrance – cross Greene Street and wait in the grassy areas in front of Koger Center
 - If exiting at the rear of the building – cross Park Street and wait in front of Energy Building
 - If exiting Coliseum side – cross sidewalk and wait against Coliseum outside walls or continue through tunnel to other side of Assembly Street
- Close doors behind you as you exit to confine the heat and smoke
- Feel closed doors with the back of your hand before opening – **DO NOT** open a door that is hot
- If there is smoke, stay low to the ground
- Call USC Police at 911
 - State the location of the fire
 - Stay on the phone until released by dispatcher
- Once outside, move away from the building
 - Keep streets, fire lanes, fire hydrants and all walkways clear
- Staff members:
 - Bring class/building roster with you
 - Take inventory of all personnel evacuated from the building
 - Report missing persons (and their last known location) to emergency personnel

- Return to building only when permitted by emergency personnel

If Caught in Smoke:

- Drop to hands and knees, and crawl toward the exit
- Stay low
- Breathe shallowly through your nose

If Forced to Advance Through Flames:

- Hold your breath
- Move quickly
- Cover your head and hair
- Keep your head down and your eyes closed

If Trapped and Unable to Evacuate:

- Wedge wet towels or other cloth materials along the bottom of the door to keep smoke out
- Close any doors between you and the fire
- Call USC Police at 911
 - State your location
 - Stay on the phone until released by the dispatcher
- If you are trapped and need air, break the window, but only as a last resort
 - Hang a towel from the window (this signals the firefighters that you are trapped)
- If you are disabled and cannot use the stairs, get to the stairwell keeping doors closed and have someone notify responding emergency personnel of your exact location

Moore School Safe Zones:

If you are unable to get out of the building, interior stairwells are your safe zones. Wait there until emergency personnel comes to help you. There are four interior stairwells in the building, so become familiar with which one is closest to your office.¹

¹ Rev. 10/23/15