July 16, 2026

PLEASE READ NEW GUIDELINES FOR EMS AND EVENTS WITH FOOD TRUCKS

Hello Event Coordinators:

The USC Fire Safety & Emergency Planning team is looking forward to another great academic year filled with excellent events and programs. As you plan out your events for fall and spring, we would like to provide some new details and review a few existing items related to fire safety and emergency medical services for events.

USC Fire Safety & Emergency Planning Events Contacts:

- For all UPC events, Jarrin Black is the primary contact. jarrinbl@usc.edu
- For all HSC events, Robert Forsberg is the primary contact. forsberg@usc.edu

Emergency Medical Services (EMS):

Select events may require the event organizer to have Emergency Medical Services (EMS) stand-by at the event to provide immediate medical aid on site. USC Fire Safety staff will provide guidance including assistance with determining the type of EMS and number of teams needed.

The need is based on several factors including:

- Type of event
- Location
- Number of attendees
- Type of activity
- Weather
- Access restrictions
- Other factors based on the date, time, and safety assessment

There are two levels of Emergency Medical Services (EMS):

- Basic Life Support (Emergency Medical Technicians)
- Advanced Life Support (Paramedics)

The cost for EMS event stand-by services is at the expense of the event organization and will be direct billed. USC Fire Safety will work with you to obtain quotes and determine the appropriate level of resources.

Only the vendors listed below may be utilized for FY27:

  - Royalty Ambulance (Advanced Life Support Ambulance)
  - EVOLVE (Basic Life Support Non-Transport Services)

LAFD Fire Safety Officer Requirement (FSO):

Many events conducted on campus may require the Los Angeles Fire Department to assign a Fire Safety Officer (FSO) to attend in order to inspect and maintain safety.

LAFD and USC Fire Safety require a minimum of 2-weeks notice. Please avoid waiting to the last minute. Any event with less than 2-weeks notice will result in having the permit denied.

- The LAFD FSO fee is $508.00 covering the first 4 hours. Each additional hour is $129.00 (These fees are subject to change at anytime)

- **All events with 1 or more <u>FOOD TRUCKS</u> require an FSO**. Please ensure USC Fire Safety is aware of the use of food trucks.
- **<u>Food Trucks</u>** may park in the following locations if no other significant vehicle restrictions are in place due to event set-up, construction, or filming activities. These spaces must be reserved as part of the normal event permit protocol.
    - South end of Trousdale (flagpole area)
    - McCarthy Quad (not in fire lanes)
    - Trousdale side of Alumni Park (Not directly in front of a building or sticking out into the fire lane. (Note: The west side of Trousdale must remain completely clear)
    - Founders Park (Not directly in front of a building or sticking out into the fire lane. (Note: The east side of Trousdale must remain completely clear)
    - Epstein Plaza (east side away from Biegler Hall) weight limits may apply.
- To avoid the cost, catering from a vendor that does not serve from a food truck or using USC catering is recommended.
- Please note your department may not be invoiced for the FSO until 6-9 months after your event. Billing from LA City is a very delayed process. USC Fire Safety receives the invoice, pays, and will obtain an internal transfer of funds from your school/department.

<u>LAFD & LADBS Permits:</u>

When USC Fire Safety states an event is approved contingent on obtaining proper city permits, this means it is the responsibility of the event organizer to ensure event diagrams are created and submitted to LAFD and LADBS via your vendor. Once permits are officially received, the event organizer must inform USC Fire Safety. If an LAFD FSO is required at that point, please work with USC Fire Safety to submit the formal LAFD FSO documentation. We understand the city process can be confusing. We recommend communicating with USC Fire Safety staff no later than 3-weeks prior to the event to ensure all requirements are squared away to avoid any delays or denials.

We hope this summary helps to clarify the requirements. Feel free to reach out with any questions.

Thank you & Fight On!

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