

COMMON COMMAND FUNCTIONS APPLICABLE TO ALL ELEVATED INCIDENTS

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| <input type="checkbox"/> Establish command and control of the incident | <input type="checkbox"/> Notify ESC (213) 840-4447 |
| <input type="checkbox"/> Make notifications to students and staff | <input type="checkbox"/> Notify Public Relations 323-241-5401 |
| <input type="checkbox"/> Notify College Admin Staff | |

LASD	COLLEGE STAFF
<ul style="list-style-type: none"> <input type="checkbox"/> Locate, contain, and stop the shooter <input type="checkbox"/> Lock-Down the campus <input type="checkbox"/> Establish an Incident Command Post <input type="checkbox"/> Ensure administrators are sending out notifications to the college (Sheriff's personnel use loud speakers) <input type="checkbox"/> Request IT to remotely lock all exterior electronic access control doors <input type="checkbox"/> Request mutual aid if needed <input type="checkbox"/> Locate victims and request EMS <input type="checkbox"/> Assist fire with treating victims <input type="checkbox"/> Establish Staging Areas (Fire/EMS, Family Reunification, Media) <input type="checkbox"/> Secure the scene <input type="checkbox"/> Send a liaison to the JIC <input type="checkbox"/> Advise investigators on the need for resumption of school functions 	<ul style="list-style-type: none"> <input type="checkbox"/> RUN-HIDE-FIGHT <input type="checkbox"/> Attempt to get out of harm's way <input type="checkbox"/> Lock or barricade the door, if able. Block the door using whatever is available – desks, chairs, file cabinets, etc. <input type="checkbox"/> Turn off lights, radios and computer monitors <input type="checkbox"/> Silence cell phones <input type="checkbox"/> If it is safe to do so, close windows and shades <input type="checkbox"/> If it is safe to do so call the College Sheriff's 323-241-5311 give the specific location and direction of the shooter. The number of shooters, detailed description(s) and type of weapons. <input type="checkbox"/> Always consider the risk of exposure by opening the door for any reason <input type="checkbox"/> Stay in your secured location until law enforcement arrives and gives instructions <input type="checkbox"/> If all else fails FIGHT <input type="checkbox"/> Send a staff member to act as a liaison to the Command Post (When Safe) <input type="checkbox"/> Send a facilities staff member to the Command Post (When Safe) <input type="checkbox"/> RECOVERY <input type="checkbox"/> Once the LASD determines that the incident is over the College Administrator on scene will make the determination as to whether to resume or cancel classes <input type="checkbox"/> Notify students as to status of classes <input type="checkbox"/> Establish a Joint Information Center (JIC) <input type="checkbox"/> Request EAP to dispatch crisis counselors <input type="checkbox"/> Notify Facilities to repair/clean affected areas of the College upon release of the scene by the Sheriffs <input type="checkbox"/> Have PR create a press release <input type="checkbox"/> Incident Commander and College Administrator to approve the press release prior to dissemination <input type="checkbox"/> Advise students of available resources <input type="checkbox"/> Coordinate with ESC requests for additional resources <input type="checkbox"/> Remind staff not to talk to media, nor divulge any victim information if known

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