

LASC BOMB THREAT
PROCEDURAL CHECKLIST

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

- Complete a quick survey of the College, looking for injuries, damage to buildings and other hazards
- Activate a command post, advise admin staff of location
- Assess the situation (i.e. scouting activity)
- Identify and secure immediate hazards, and notify the command post
- Assist fire with treating and searching for victims
- Request mutual aid if required
- Identify a triage area
- Stage Medical Personnel
- Identify a PIO
- Request Air Support
- Make all Executive Notifications

COLLEGE STAFF

- Follow Bomb Threat checklist
 - Call College Sheriff's 323-241-5311
 - Send a staff member to act as a liaison to the Command Post
 - Have Facilities respond to command post
 - Evacuate immediate area
 - Make decision to cancel or resume classes
 - Assist in identifying specific containment areas
 - Identify buildings impacted
 - Assist with building evacuations
 - Attempt to control situation to avoid panic
 - Provide counseling as needed
- SUSPICIOUS PACKAGE OR DEVICE FOUND**
- Do not touch or disturb the suspected bomb
 - Do not use cell phones
 - Notify College Sheriff's XXX XXX-XXXX
 - Initiate building evacuation procedures or shelter in place
- If it is determined that it is safer to remain in classroom, lock or barricade the doors
- Brief students and advise to remain calm
 - Review evacuation procedures with students
 - Ask facilities to shutoff gas and electrical power to affected infrastructure

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