

LASC EARTHQUAKE PROCEDURAL CHECKLIST

COMMON COMMAND FUNCTIONS APPLICABLE TO ALL ELEVATED INCIDENTS

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| ☐ Establish command and control of the incident | ☐ Notify ESC (213) 840-4447 |
| ☐ Make notifications to students and staff | ☐ Notify Public Relations 323-241-5401 |
| ☐ Notify College admin staff | |

LASD

- ☐ Notify Fire Department
- ☐ Evacuate campus at direction of college president
- ☐ Identify and secure immediate hazards
- ☐ Assist fire with treating and searching for victims
- ☐ Establish joint FIRE/LASD Incident Command Post (if warranted)
- ☐ Request mutual aid (if needed)
- ☐ Establish staging areas (family re-unification, media, etc. If needed)
- ☐ Maintain security over campus
- ☐ Complete a survey of the College, looking for injuries, damage to buildings and other hazards
- ☐ Critical facilities check
- ☐ Assessment reports to Sheriff's Communication Center

COLLEGE STAFF

- ☐ Give the drop cover and hold command, stay away from windows
- ☐ If you are outside move to open space away from building, trees and powerlines
- ☐ After shaking has stopped assess any injuries to students and damage to classrooms
- ☐ Shelter in place - do not evacuate until directed to do so by first responders or building marshals
- ☐ If the building is unsafe, gain control of your students and evacuate to a safe location outside
- ☐ Do not use elevators
- ☐ Follow the directions of building marshals (if they are on-site)
- ☐ Ensure the disabled are able to evacuate or assist. Use evacuation chairs if needed
- ☐ Request treatment for all of the injured through the Command Post if activated otherwise through the Sheriff's
- ☐ Complete a quick analysis of the situation and danger to faculty staff and students
- ☐ Direct students to walk away from buildings, trees, poles and exposed wires
- ☐ Assist individuals with disabilities
- ☐ Do not re-enter buildings until it is deemed safe by authorized personnel

RECOVERY

- ☐ Once the Command Post determines that the incident is over the College Administrator will make the determination as to whether to resume or cancel classes
- ☐ Notify students as to status of classes
- ☐ Request EAP to dispatch crisis counselors
- ☐ Notify Facilities to repair/clean affected areas of the College
- ☐ Advise students of available resources
- ☐ Coordinate with ESC requests for additional resources

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