

LASC FLOOD  
PROCEDURAL CHECKLIST

**COMMON COMMAND FUNCTIONS APPLICABLE TO ALL ELEVATED INCIDENTS**

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

LASD	COLLEGE STAFF/STUDENTS
<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete a survey of the College - Assess affected areas Assist with evacuation of staff/students (if campus is closed)</li> <li><input type="checkbox"/> Establish Incident Command Post (if needed)</li> <li><input type="checkbox"/> Notify Fire (if needed)</li> <li><input type="checkbox"/> Request mutual aid (if needed)</li> <li><input type="checkbox"/> Locate and assist any injured</li> <li><input type="checkbox"/> Identify and secure immediate hazards, and notify the College Administrators / Facility Manager</li> <li><input type="checkbox"/> Secure campus buildings and control access</li> <li><input type="checkbox"/> Note any sink holes developing and cordon off area</li> <li><input type="checkbox"/> Control access to campus - Traffic direction and road closures.</li> <li><input type="checkbox"/> Consider if Sheriff's Station relocation is needed</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Initiate appropriate response actions, which may include shelter-in-place, or evacuations</li> <li><input type="checkbox"/> Notify College Sheriff's 323-241-5311</li> <li><input type="checkbox"/> Supervise evacuation until first responders arrive in scene</li> <li><input type="checkbox"/> Ensure accountability of staff and students</li> <li><input type="checkbox"/> Coordinate with facilities to limit damage</li> <li><input type="checkbox"/> Determine whether to resume or cancel classes</li> <li><input type="checkbox"/> Monitor weather conditions</li> <li><input type="checkbox"/> Have facilities shutoff water mains so contaminated water will not back up into the campus supply</li> <li><input type="checkbox"/> Only resume classes after a determination of building safety has been made</li> <li><input type="checkbox"/> Render first aid</li> <li><input type="checkbox"/> If situation is emergent, activate the building alarm</li> <li><input type="checkbox"/> Assist individuals with disabilities</li> </ul> <p><b>AFTER THE FLOOD</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> College administrator to make determination as to whether to resume or cancel classes</li> <li><input type="checkbox"/> Notify students as to status of classes</li> <li><input type="checkbox"/> Facilities to lead the effort on inspections</li> <li><input type="checkbox"/> IT to conduct inspections</li> <li><input type="checkbox"/> If needed request additional resources through</li> <li><input type="checkbox"/> Notify LACCD insurance personnel</li> <li><input type="checkbox"/> Determine which buildings are operable</li> <li><input type="checkbox"/> Plan to move classes from affected/inoperable buildings</li> <li><input type="checkbox"/> Advise updates via the web page and social media</li> </ul>

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