

LASC TERRORIST ACTIVITY
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 | <input type="checkbox"/> |

LASD

- Locate, contain, and stop suspect(s)
- Lock-Down the campus
- Complete survey of the College, looking for injuries, damage to buildings and other hazards
- Establish an Incident Command Post
- Ensure administrators are sending out notifications to the college (Sheriff's personnel use loud speakers)
- Request IT to remotely lock all exterior electronic access control doors (if applicable)
- Request mutual aid if needed
- Locate victims and request EMS
- Assist fire with treating victims
- Establish Staging Areas (Fire/EMS, Family Reunification, Media)
- Secure the scene
- Send a liaison to the JIC
- Advise investigators on the need for resumption of school functions

COLLEGE STAFF/STUDENTS

- Notify College Sheriff's 323-241-5311
- Identify number of assailants
- Identify number of hostages, if any
- Identify exact location
- Attempt to Identify names of the assailants
- Descriptions of assailants and weapons
- What is the demand of the assailants
- Notify students and staff to clear of the area
- Assist people with disabilities
- Gather all facts of the situation
- Provide campus Sheriffs keys for access; locations of water, gas, and power shutoffs 'access to roofs: and locations of phones or other communication devices
- Send LACCD employee to command post (When Safe)
- Send Facilities employee to command post (When Safe)
- Gather witnesses
- Consider transportation needs
- Consider emotional impact
- Request members from the local utilities respond to command post
- Activate a JIC
- Consider the reunification of personal articles left behind

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