

LASC FLOOD  
PROCEDURAL CHECKLIST

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

- |  |   |
|--|---|
| <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/STUDENTS**

- Complete a survey of the College - Assess affected areas  
Assist with evacuation of staff/students (if campus is closed)
- Establish Incident Command Post (if needed)
- Notify Fire (if needed)
- Request mutual aid (if needed)
- Locate and assist any injured
- Identify and secure immediate hazards, and notify the College Administrators / Facility Manager
- Secure campus buildings and control access
- Note any sink holes developing and cordon off area
- Control access to campus - Traffic direction and road closures.
- Consider if Sheriff's Station relocation is needed

- Initiate appropriate response actions, which may include shelter-in-place, or evacuations
- Notify College Sheriff's 323-241-5311
- Supervise evacuation until first responders arrive in scene
- Ensure accountability of staff and students
- Coordinate with facilities to limit damage
- Determine whether to resume or cancel classes
- Monitor weather conditions
- Have facilities shutoff water mains so contaminated water will not back up into the campus supply
- Only resume classes after a determination of building safety has been made
- Render first aid
- If situation is emergent, activate the building alarm
- Assist individuals with disabilities

**AFTER THE FLOOD**

- College administrator to make determination as to whether to resume or cancel classes
- Notify students as to status of classes
- Facilities to lead the effort on inspections
- IT to conduct inspections
- If needed request additional resources through
- Notify LACCD insurance personnel
- Determine which buildings are operable
- Plan to move classes from affected/inoperable buildings
- Advise updates via the web page and social media

**WARNING:** This document is FOR OFFICIAL USE ONLY (FOUO). It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with DHS policy relating to FOUO information and is not to be released to the public or other personnel who do not have a valid "need-to-know" without prior approval of an authorized LACCD official.