

**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**

- Notify Fire Department
- Evacuate immediate area of the fire (College or large area evacuations are done at order 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/affected area

**COLLEGE STAFF/STUDENTS**

- Notify Fire Department, use fire alarms pulls
- Notify College Sheriff's 323-241-5311
- Evacuate affected areas
- Assist people with disabilities
- Render first aid as necessary
- Check with staff to ensure the accountability of students/ staff  Determine need to resume or cancel classes
- Send LACCD staff member to act as a liaison at the command post
- Facilities respond to command post

**RECOVERY**

- Facilities to inspect buildings
- College administrator will make the determination on as to whether to resume or cancel classes
- Notify LACCD insurance personnel
- Conduct damage assessment
- Request with crisis counselors

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