LASC STRUCTURAL FIRES   PROCEDURAL CHECKLIST

COMMON COMMAND FUNCTIONS APPLICABLE TO ALL ELEVATED INCIDENTS

☐ 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	COLLEGE STAFF/STUDENTS
☐ Notify Fire Department	☐ Notify Fire Department, use fire alarms pulls
☐ Evacuate immediate area of the fire (College or large area evacuations are done at order of college president)	☐ Notify College Sheriff's 323-241-5311
☐ Identify and secure immediate hazards	☐ Evacuate affected areas
☐ Assist fire with treating and searching for victims	☐ Assist people with disabilities
☐ Establish joint FIRE/LASD Incident Command Post (if warranted)	☐ Render first aid as necessary
☐ Request mutual aid (if needed)	☐ Check with staff to ensure the accountability of students/ staff ☐ Determine need to resume or cancel classes
☐ Establish staging areas (family re-unification, media, etc. If needed)	☐ Send LACCD staff member to act as a liaison at the command post
☐ Maintain security over campus/affected area	☐ 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