

**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
<ul style="list-style-type: none"> <li><input type="checkbox"/> Locate, contain, and stop the shooter</li> <li><input type="checkbox"/> Lock-Down the campus</li> <li><input type="checkbox"/> Establish an Incident Command Post</li> <li><input type="checkbox"/> Ensure administrators are sending out notifications to the college (Sheriff's personnel use loud speakers)</li> <li><input type="checkbox"/> Request IT to remotely lock all exterior electronic access control doors</li> <li><input type="checkbox"/> Request mutual aid if needed</li> <li><input type="checkbox"/> Locate victims and request EMS</li> <li><input type="checkbox"/> Assist fire with treating victims</li> <li><input type="checkbox"/> Establish Staging Areas (Fire/EMS, Family Reunification, Media)</li> <li><input type="checkbox"/> Secure the scene</li> <li><input type="checkbox"/> Send a liaison to the JIC</li> <li><input type="checkbox"/> Advise investigators on the need for resumption of school functions</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>RUN-HIDE-FIGHT</b></li> <li><input type="checkbox"/> Attempt to get out of harm's way</li> <li><input type="checkbox"/> Lock or barricade the door, if able. Block the door using whatever is available – desks, chairs, file cabinets, etc.</li> <li><input type="checkbox"/> Turn off lights, radios and computer monitors</li> <li><input type="checkbox"/> Silence cell phones</li> <li><input type="checkbox"/> If it is safe to do so, close windows and shades</li> <li><input type="checkbox"/> If it is safe to do so call the College Sheriff's 323-241-5311 give the specific location and direction of the shooter. The number of shooters, detailed description(s) and type of weapons.</li> <li><input type="checkbox"/> Always consider the risk of exposure by opening the door for any reason</li> <li><input type="checkbox"/> Stay in your secured location until law enforcement arrives and gives instructions</li> <li><input type="checkbox"/> If all else fails <b>FIGHT</b></li> <li><input type="checkbox"/> Send a staff member to act as a liaison to the Command Post (When Safe)</li> <li><input type="checkbox"/> Send a facilities staff member to the Command Post (When Safe)</li>   <li><input type="checkbox"/> <b>RECOVERY</b></li> <li><input type="checkbox"/> Once the LASD determines that the incident is over the College Administrator on scene will make the 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"/> Establish a Joint Information Center (JIC)</li> <li><input type="checkbox"/> Request EAP to dispatch crisis counselors</li> <li><input type="checkbox"/> Notify Facilities to repair/clean affected areas of the College upon release of the scene by the Sheriffs</li> <li><input type="checkbox"/> Have PR create a press release</li> <li><input type="checkbox"/> Incident Commander and College Administrator to approve the press release prior to dissemination</li> <li><input type="checkbox"/> Advise students of available resources</li> <li><input type="checkbox"/> Coordinate with ESC requests for additional resources</li> <li><input type="checkbox"/> Remind staff not to talk to media, nor divulge any victim information if known</li> </ul>

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