

**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
<input type="checkbox"/> Maintain order on campus <input type="checkbox"/> Assess affected areas <input type="checkbox"/> Notify Fire (if needed) <input type="checkbox"/> Request mutual aid (if needed) <input type="checkbox"/> Locate and assist any injured <input type="checkbox"/> Assist with evacuation of staff/students (if campus is closed) <input type="checkbox"/> Identify and secure immediate hazards, and notify the College Administrators / Facility Manager <input type="checkbox"/> Establish Incident Command Post (if needed) <input type="checkbox"/> Secure campus buildings and control access <input type="checkbox"/> Post fire watch for occupied buildings with impaired fire alarms or sprinkler systems	<input type="checkbox"/> Shelter in place <input type="checkbox"/> If safe to do so evacuate buildings <input type="checkbox"/> Assist individuals with disabilities <input type="checkbox"/> Remember elevators will not function <input type="checkbox"/> If it localized to your building, notify the college Sheriff's at 323-241-5311 and Facilities <input type="checkbox"/> If activated send a staff member to act as a liaison at the command post <input type="checkbox"/> Send Facilities employee to command post <input type="checkbox"/> Determine extent of outage <input type="checkbox"/> Determine source of outage <input type="checkbox"/> Contact utility company <input type="checkbox"/> Have IT power down critical systems <input type="checkbox"/> Resume or cancel classes <input type="checkbox"/> Secure empty buildings

**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.