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