

LASC BOMB THREAT  
PROCEDURAL CHECKLIST

**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                    |   |

**LASD**

- Complete a quick survey of the College, looking for injuries, damage to buildings and other hazards
- Activate a command post, advise admin staff of location
- Assess the situation (i.e. scouting activity)
- Identify and secure immediate hazards, and notify the command post
- Assist fire with treating and searching for victims
- Request mutual aid if required
- Identify a triage area
- Stage Medical Personnel
- Identify a PIO
- Request Air Support
- Make all Executive Notifications

**COLLEGE STAFF**

- Follow Bomb Threat checklist
  - Call College Sheriff's 323-241-5311
  - Send a staff member to act as a liaison to the Command Post
  - Have Facilities respond to command post
  - Evacuate immediate area
  - Make decision to cancel or resume classes
  - Assist in identifying specific containment areas
  - Identify buildings impacted
  - Assist with building evacuations
  - Attempt to control situation to avoid panic
  - Provide counseling as needed
- SUSPICIOUS PACKAGE OR DEVICE FOUND**
- Do not touch or disturb the suspected bomb
  - Do not use cell phones
  - Notify College Sheriff's XXX XXX-XXXX
  - Initiate building evacuation procedures or shelter in place
  - If it is determined that it is safer to remain in classroom, lock or barricade the doors
  - Brief students and advise to remain calm
  - Review evacuation procedures with students
  - Ask facilities to shutoff gas and electrical power to affected infrastructure

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