

LASC EARTHQUAKE  
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**

- Notify Fire Department
- Evacuate campus at direction of college president
- Identify and secure immediate hazards
- Assist fire with treating and searching for victims
- Establish joint FIRE/LASD Incident Command Post (if warranted)
- Request mutual aid (if needed)
- Establish staging areas (family re-unification, media, etc. If needed)
- Maintain security over campus
- Complete a survey of the College, looking for injuries, damage to buildings and other hazards
- Critical facilities check
- Assessment reports to Sheriff's Communication Center

**COLLEGE STAFF**

- Give the drop cover and hold command, stay away from windows
- If you are outside move to open space away from building, trees and powerlines
- After shaking has stopped assess any injuries to students and damage to classrooms
- Shelter in place - do not evacuate until directed to do so by first responders or building marshals
- If the building is unsafe, gain control of your students and evacuate to a safe location outside
- Do not use elevators
- Follow the directions of building marshals (if they are on-site)
- Ensure the disabled are able to evacuate or assist. Use evacuation chairs if needed
- Request treatment for all of the injured through the Command Post if activated otherwise through the Sheriff's
- Complete a quick analysis of the situation and danger to faculty staff and students
- Direct students to walk away from buildings, trees, poles and exposed wires
- Assist individuals with disabilities
- Do not re-enter buildings until it is deemed safe by authorized personnel

**RECOVERY**

- Once the Command Post determines that the incident is over the College Administrator will make the determination as to whether to resume or cancel classes
- Notify students as to status of classes
- Request EAP to dispatch crisis counselors
- Notify Facilities to repair/clean affected areas of the College
- Advise students of available resources
- Coordinate with ESC requests for additional resources

**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.

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