## LASC TERRORIST ACTIVITY PROCEDURAL CHECKLIST

COMMON COMMAND FUNCTIONS APPLICABLE TO ALL ELEVATED INCIDENTS	
<ul> <li>□ Establish command and control of the incident</li> <li>□ Make notifications to students and staff</li> <li>□ Notify College admin staff</li> </ul>	□ Notify ESC (213) 840-4447 □ Notify Public Relations 323-241-5401 □
LASD	COLLEGE STAFF/STUDENTS
<ul> <li>□ Locate, contain, and stop suspect(s)</li> <li>□ Lock-Down the campus</li> <li>□ Complete survey of the College, looking for injuries, damage to buildings and other hazards</li> <li>□ Establish an Incident Command Post</li> <li>□ Ensure administrators are sending out notifications to the college (Sheriff's personnel use loud speakers)</li> <li>□ Request IT to remotely lock all exterior electronic access control doors (if applicable)</li> <li>□ Request mutual aid if needed</li> <li>□ Locate victims and request EMS</li> <li>□ Assist fire with treating victims</li> <li>□ Establish Staging Areas (Fire/EMS, Family Reunification, Media)</li> <li>□ Secure the scene</li> <li>□ Send a liaison to the JIC</li> <li>□ Advise investigators on the need for resumption of school functions</li> </ul>	<ul> <li>Notify College Sheriff's 323-241-5311</li> <li>Identify number of assailants</li> <li>Identify number of hostages, if any</li> <li>Identify exact location</li> <li>Attempt to Identify names of the assailants</li> <li>Descriptions of assailants and weapons</li> <li>What is the demand of the assailants</li> <li>Notify students and staff to clear of the area</li> <li>Assist people with disabilities</li> <li>Gather all facts of the situation</li> <li>Provide campus Sheriffs keys for access; locations of water, gas, and power shutoffs 'access to roofs: and locations of phones or other communication devices</li> <li>Send LACCD employee to command post (When Safe)</li> <li>Send Facilities employee to command post (When Safe)</li> <li>Gather witnesses</li> <li>Consider transportation needs</li> <li>Consider emotional impact</li> <li>Request members from the local utilities respond to command post</li> <li>Activate a JIC</li> <li>Consider the reunification of personal articles left behind</li> </ul>

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