

LASC ACTIVE SHOOTER

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

- ☐ Locate, contain, and stop the shooter
- ☐ Lock-Down the campus
- ☐ Establish an Incident Command Post
- ☐ Ensure administrators are sending out notifications to the college (Sheriff's personnel use loud speakers)
- ☐ Request IT to remotely lock all exterior electronic access control doors
- ☐ Request mutual aid if needed
- ☐ Locate victims and request EMS
- ☐ Assist fire with treating victims
- ☐ Establish Staging Areas (Fire/EMS, Family Reunification, Media)
- ☐ Secure the scene
- ☐ Send a liaison to the JIC
- ☐ Advise investigators on the need for resumption of school functions

COLLEGE STAFF

- ☐ **RUN-HIDE-FIGHT**
- ☐ Attempt to get out of harm's way
- ☐ Lock or barricade the door, if able. Block the door using whatever is available – desks, chairs, file cabinets, etc.
- ☐ Turn off lights, radios and computer monitors
- ☐ Silence cell phones
- ☐ If it is safe to do so, close windows and shades
- ☐ If it is safe to do so call the College Sheriff's 323-241-5311 give the specific location and direction of the shooter. The number of shooters, detailed description(s) and type of weapons.
- ☐ Always consider the risk of exposure by opening the door for any reason
- ☐ Stay in your secured location until law enforcement arrives and gives instructions
- ☐ If all else fails **FIGHT**
- ☐ Send a staff member to act as a liaison to the Command Post (When Safe)
- ☐ Send a facilities staff member to the Command Post (When Safe)
- ☐ **RECOVERY**
- ☐ Once the LASD determines that the incident is over the College Administrator on scene will make the determination as to whether to resume or cancel classes
- ☐ Notify students as to status of classes
- ☐ Establish a Joint Information Center (JIC)
- ☐ Request EAP to dispatch crisis counselors
- ☐ Notify Facilities to repair/clean affected areas of the College upon release of the scene by the Sheriffs
- ☐ Have PR create a press release
- ☐ Incident Commander and College Administrator to approve the press release prior to dissemination
- ☐ Advise students of available resources
- ☐ Coordinate with ESC requests for additional resources
- ☐ Remind staff not to talk to media, nor divulge any victim information if known

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.