

LASC POWER FAILURE

PROCEDURAL CHECKLIST

COMMON COMMAND FUNCTIONS APPLICABLE TO ALL ELEVATED INCIDENTS

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| ☐ 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

- ☐ Maintain order on campus
- ☐ Assess affected areas
- ☐ Notify Fire (if needed)
- ☐ Request mutual aid (if needed)
- ☐ Locate and assist any injured
- ☐ Assist with evacuation of staff/students (if campus is closed)
- ☐ Identify and secure immediate hazards, and notify the College Administrators / Facility Manager
- ☐ Establish Incident Command Post (if needed)
- ☐ Secure campus buildings and control access
- ☐ Post fire watch for occupied buildings with impaired fire alarms or sprinkler systems

COLLEGE STAFF

- ☐ Shelter in place
- ☐ If safe to do so evacuate buildings
- ☐ Assist individuals with disabilities
- ☐ Remember elevators will not function
- ☐ If it localized to your building, notify the college Sheriff's at 323-241-5311 and Facilities
- ☐ If activated send a staff member to act as a liaison at the command post
- ☐ Send Facilities employee to command post
- ☐ Determine extent of outage
- ☐ Determine source of outage
- ☐ Contact utility company
- ☐ Have IT power down critical systems
- ☐ Resume or cancel classes
- ☐ Secure empty buildings

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