

LASC STRUCTURAL FIRES

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

- ☐ Notify Fire Department
- ☐ Evacuate immediate area of the fire (College or large area evacuations are done at order 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/affected area

COLLEGE STAFF/STUDENTS

- ☐ Notify Fire Department, use fire alarms pulls
- ☐ Notify College Sheriff's 323-241-5311
- ☐ Evacuate affected areas
- ☐ Assist people with disabilities
- ☐ Render first aid as necessary
- ☐ Check with staff to ensure the accountability of students/staff ☐ Determine need to resume or cancel classes
- ☐ Send LACCD staff member to act as a liaison at the command post
- ☐ Facilities respond to command post

RECOVERY

- ☐ Facilities to inspect buildings
- ☐ College administrator will make the determination on as to whether to resume or cancel classes
- ☐ Notify LACCD insurance personnel
- ☐ Conduct damage assessment
- ☐ Request with crisis counselors

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