

Antelope Valley Community College District

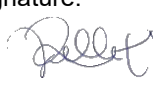
Emergency Action and Fire Prevention Plan

Document field	Information
District	Antelope Valley Community College District
Covered worksites	Lancaster Campus; Palmdale Center; Fox Field Site; covered off-site work
Executive authority	Jennifer Zellet, Ph.D., Superintendent/President
Program Administrator	Christian Hootman, Interim Director, Benefits and Risk Management
Program owner	Office of People, Culture & Talent - Risk Management
Regulatory authority	8 CCR §§3220, 3221, and 3203
Scope	All employees and AVCCD-controlled worksites; building-specific information maintained in appendices and postings
Status	Signed Final

Document Control and Approval

Version	Date	Owner	Approval
20260726.1	Jul 26, 2026	PCT - Risk Management	Signed

This program becomes effective upon approval by the Superintendent/President and will be reviewed at least annually and when regulations, operations, hazards, or responsibilities materially change.

Approver	Signature / Date
Jennifer Zellet, Ph.D., Superintendent/President	Signature: 
Effective upon approval	Date: Jul 26, 2026

1. Emergency Reporting

- For emergencies on District property, call AVC Campus Security/Sheriff at 661-722-6399 or extension 4444 for the quickest coordinated response.
- Call 911 when Campus Security/Sheriff cannot be reached without delay, when directed, or for an off-site emergency.
- Provide the exact location, nature of emergency, hazards, injuries, and callback information. Do not delay emergency notification to complete District reports.
- After immediate needs are addressed, notify the supervisor and Risk Management. After hours, notify the After Hours Administrator and/or Campus Security.

Roles and Responsibilities

Role	Responsibility
Campus Security/Sheriff	Coordinate emergency response, law-enforcement interface, alarms, and incident command within assigned authority.
Facilities	Maintain life-safety systems, evacuation maps, utilities, fire-prevention controls, and building correction.
Risk Management	Maintain the plan; coordinate training, post-incident review, regulatory reporting, and plan improvement.
Site leadership/supervisors	Direct evacuation when safe; account for employees to the extent practicable; report missing persons.
Employees	Report, evacuate, follow directions, assist only within training, and do not reenter until authorized.

2. Evacuation and Accountability

- Use the nearest safe exit, do not use elevators during fire or earthquake evacuation unless directed, and proceed to the posted assembly area.
- Assist persons needing help only when it can be done safely; otherwise tell responders their location.
- Supervisors use current rosters or another practical method to account for employees without delaying evacuation.
- Building coordinators or wardens may be designated by position and maintained on a separate roster as the emergency structure is developed.
- Building-specific maps, assembly areas, mobility-assistance methods, and critical-operation shutdown assignments are appendices or postings.

3. Evacuation-First Fire Policy

- Employees activate the alarm, report the emergency, warn others when safe, and evacuate. No employee is required to fight a fire.
- An extinguisher may be used only by a trained employee, on an incipient-stage fire, with the correct extinguisher and a safe exit continuously available behind the employee.

- Evacuate immediately for smoke accumulation, rapid growth, hazardous materials, uncertainty, equipment limitations, or loss of a safe escape path.
- Hot work, open flame, combustible storage, flammable liquids, electrical systems, and ignition sources are controlled under applicable permits and procedures.
- Exit routes, fire doors, panels, alarms, extinguishers, sprinklers, and emergency access remain unobstructed.

4. Other Emergencies and Drills

Building and site appendices address earthquake, medical emergency, violence, hazardous-material release, utility failure, severe weather, and other foreseeable events. Campus Security/Sheriff, Facilities, Risk Management, and site leadership coordinate drills at a frequency established through the emergency-preparedness process and document lessons learned.

Training

- All employees receive plan and evacuation information at assignment and when procedures change.
- Employees with assigned emergency, shutdown, accountability, or extinguisher roles receive role-specific training before assignment.
- Drills and post-drill reviews are documented.

Training must be understandable to employees and documented. Online training may supplement, but does not replace, task-specific instruction, demonstrations, or interactive opportunities required by an applicable standard.

Records, Review, and Access

- Risk Management maintains the controlled program and Districtwide compliance records; departments maintain task, inspection, authorization, and equipment records assigned to them.
- Medical records are confidential, kept separately from personnel files, and retained as required by 8 CCR section 3204 and the applicable program standard.
- The program is reviewed at least annually and after exposure incidents, significant changes, identified deficiencies, or regulatory revisions.
- Employees may obtain the program from the Risk Management webpage or by contacting Risk Management by email, telephone, or in person. Accessible and translated formats will be provided when needed.

Reporting and Contact Information

Purpose	Contact
Risk Management / PCT	risk.management@avc.edu 661-722-6300, extension 6311
Campus emergency	AVC Campus Security/Sheriff: 661-722-6399 or extension 4444
Off-site emergency or when campus response cannot be reached without delay	Call 911
After-hours District incident	After Hours Administrator and/or Campus Security
Facilities request	https://www.avc.edu/facilities-services/facilities-work-request
Employee injury triage	Company Nurse: 877-518-6702

Implementation Forms and Checklists

A. Building Emergency Appendix

Field	Entry
Building/site	
Alarm/reporting	
Primary/alternate exits	
Assembly area	
Accessible evacuation method	
Emergency equipment	
Critical shutdown roles	
Review date	

B. Drill and After-Action Record

Field	Entry
Date/site/scenario	
Participants	
Notification/evacuation time	
Accountability result	
Observed strengths	
Corrective actions	
Owner/due date	