



ANTELOPE VALLEY COLLEGE

EMERGENCY PROCEDURES



EMERGENCY NUMBERS

- CAMPUS SECURITY (on-campus phones)4444
- CAMPUS SECURITY (on-campus pay phones) *80
- MEDICAL, FIRE, POLICE..... 911
- POISON CONTROL1(800) 876-4766

NON-EMERGENCY NUMBERS

- CAMPUS SECURITY 722-6399
- FACILITIES & MAINTENANCE ...722-6300, ext. 6480
- AVC OPERATOR 0

YOU ARE IN BUILDING: _____



ALARM SIGNAL

Evacuate building: Proceed to the designated parking lot for your building. Keep walkways clear for emergency vehicles. Refer to the Area Evacuation Map to determine your designated parking lot. Remember that security personnel may order an event-specific change in evacuation route and destination in order to avoid a hazard.

DO NOT RETURN TO THE BUILDING UNTIL TOLD TO DO SO.

ROOM: _____



FIRE

1. Know the location of fire extinguishers in your area and know how to use them.
2. Drop and roll if you and/or your clothes catch on fire.
3. Immediately call campus security at **ext. 4444 or 6399 or use a campus pay phone and dial *80 or use a cell phone and dial (661) 722-6399**. Give your name and describe the location and size of the fire.
4. If necessary, or if directed to do so by campus security personnel, activate the building alarm.
5. On large fires that are not immediately controllable, or after using the fire extinguisher, close all doors to confine the fire and reduce oxygen—but do not lock them.
6. Proceed to the designated parking lot for your building. Keep walkways clear for emergency vehicles. **Refer to the Area Evacuation Map to determine your designated parking lot.**
7. **Do not return to the building until told to do so.**

FIRE

MEDICAL & FIRST AID

1. In case a serious injury or illness occurs on campus, immediately call campus security at ext. 4444 or 6399 or use a campus pay phone and dial *80 or use a cell phone and dial (661) 722-6399. Give the campus location of the injured or ill person, describe the nature of the medical problem and provide your name.
2. Quickly perform these six steps if your first aid training is current:
 - a. Ask the injured or ill person “Are you okay?” and “What is wrong?”
 - b. Call campus security or send someone to call campus security.
 - c. Tell the person you are first aid trained and ask “May I help you?”
 - d. Check airway, breathing, and circulation.
 - e. Treat the injured or ill person to the level of care within your scope of training.
 - f. Remain with the injured or ill person until help arrives.

NOTE: The public telephone directory contains specific first aid instructions.

3. If you have not been trained in first aid or if your first aid training is not current, call campus security and continue to aid the injured or ill person until help arrives by the following three steps:
 - a. If possible, determine extent of injury or probable cause of illness without moving the person.
 - b. Protect from all disturbance, reassure the person, and do not move him or her unless absolutely necessary.
 - c. Look for emergency medical tags and bracelets, question witnesses, and give all information to campus security.
4. Campus security personnel will contact outside medical response services as necessary.
5. In case of a minor injury or illness, provide first aid care. Use the first aid materials that are available in the nearest department office.

MEDICAL & FIRST AID

BUILDING EVACUATION

1. Prior to any emergency, familiarize yourself with the evacuation route from your building and your building's evacuation assembly area by referring to the Area Evacuation Map.
2. Be aware of all marked exits from your area and building.
3. **When you hear the evacuation alarm—leave the building immediately**
4. Do not use elevators.
5. To activate the building alarm, pull the handle on one of the red fire alarm boxes.
6. When the building evacuation alarm is sounded or when you are ordered to leave by campus security personnel or college staff, walk quickly to the nearest marked exit and ask others to do the same.
7. Once outside, proceed to the designated parking lot for your building. Keep walkways clear for emergency vehicles. **Refer to the Area Evacuation Map to determine your designated parking lot.**
8. Remain in your designated assembly area until your Instructor, supervisor, or sponsor determines that all of the people in the class, office, or other function have evacuated or if one or more people may not have left the building. The Instructor, supervisor, or sponsor will report this information up the chain of command so that rescue personnel can begin searching for the missing at their last known location.
9. To the best of your ability, and without re-entering the building, assist campus emergency response personnel or college staff in their attempt to determine that everyone has evacuated safely.
10. An emergency command post may be set up near the emergency site. Keep clear of the command post unless you have important information to report.
11. **Do not return to the building until told to do so.**

BUILDING EVACUATION

HAZARDOUS MATERIALS INCIDENT | EXPOSURE

1. Report any campus spillage or release of a dangerous chemical or substance immediately to campus security at **ext. 4444 or 6399 or use a campus pay phone and dial *80 or use a cell phone and dial (661) 722-6399**. Report the incident to your supervisor.
2. When reporting, be as specific as you can about the nature of the involved material and the location and approximate size of the spill or release. Campus security personnel will contact the on-campus hazardous material personnel via the Maintenance Department (extension 6480). The hazardous material personnel will evaluate the spill or release and either properly contain it or clean it up or contact any necessary specialized authorities and/or outside clean up personnel.
3. Vacate the affected area at once and seal it off to prevent further contamination of others.
4. If you have come into contact with the spilled material or vapor emanating from it, you must avoid further contact, remain in the vicinity so that you do not spread the contaminant and you are readily available in the area to be helped, and notify campus security personnel of your contact with the contaminant.
5. If a room or an entire building is involved and either the building evacuation alarm is sounded or you are ordered to leave by campus security personnel, or college staff, evacuate the room or building by quickly walking to the nearest exit. Leave the elevators for the disabled and assist them as necessary.
6. Proceed to the designated parking lot for your building. Keep walkways clear for emergency vehicles. **Refer to the Area Evacuation Map to determine your designated parking lot.**
7. **Do not return to the building until told to do so.**

HAZARDOUS MATERIALS INCIDENT | EXPOSURE

VIOLENT OR CRIMINAL BEHAVIOR

Report all crimes and suspicious situations to campus security at ext. 4444 or 6399 or use a campus pay phone and dial *80 or use a cell phone and dial (661) 722-6399.

1. Assist in making the campus a safe place by being alert to suspicious situations and by reporting them as outlined below.

Do not take any unnecessary chances

2. If you are the victim or are involved in any on-campus violation of the law such as assault, robbery, theft, unwanted sexual behavior, etc.:

Call campus security as soon as possible and supply them with the following information:

- a. Nature of the incident.
 - b. Campus location of incident.
 - c. Description of person(s) involved.
 - d. Description of property involved.
 - e. Your name.
 - f. Your current location.
 - g. Your contact telephone number.
 - h. Any injuries including how many and extent of injury (if known).
3. If you witness an on-campus violation of the law, immediately call campus security and give them the information outlined in number 2 above.
 4. Report to your departmental office anyone loitering or soliciting on campus. These people may be asked to leave if they do not have permission or a proper reason for being on campus. Call campus security if they refuse to leave when asked.
 5. Call campus security for an escort to and from class or your workstation if you are concerned about your safety.
 6. If in a room or building and you hear gunfire, lock your door(s) from the inside if the door(s) can be locked, call campus security to describe what you heard and give them your building name and room number, turn off room lights (whether day or night), and then take shelter so that you are not visible through a window to anyone outside of the window.
 7. Remain sheltered in place until campus security notifies you to take other action.

VIOLENT OR CRIMINAL BEHAVIOR

EARTHQUAKE

1. When the earth begins shaking, remember to DROP, COVER, and HOLD ON.
 2. During an earthquake, remain calm and quickly follow the steps outlined below.
 3. If indoors during an earthquake:
 - a. DROP to a position under a sturdy table or desk or, if there is no table or desk nearby, sit on the floor against an interior wall away from windows, bookcases, shelves, and heavy equipment.
 - b. COVER your eyes by pressing your face against your arm.
 - c. HOLD ON to a table, desk, or chair leg if one is near you to help brace yourself. Expect the table, desk, or chair to move.
 4. If outdoors during an earthquake:
 - a. Move quickly away from buildings, trees, utility poles and power lines, and other structures.
 - b. DROP to the ground in a clear area.
 5. After the shaking stops, evaluate the situation. If emergency help is necessary, call campus security at **ext. 4444 or 6399 or use a campus pay phone and dial *80 or use a cell phone and dial (661) 722-6399**. Expect aftershocks and react to them by following the same procedures as you did for the initial earthquake.
 6. Coordinate with your supervisor and begin turning off all potentially hazardous equipment such as gas and electric appliances.
 7. Evacuate the building by quickly walking to the nearest exit and alert people as you go. Be aware of structural damage and help both the disabled and the injured. **DO NOT USE ELEVATORS**.
 8. Proceed to the designated parking lot for your building. Keep walkways clear for emergency vehicles. **Refer to the Area Evacuation Map to determine your designated parking lot.**
 9. Additional information is available on the Emergency Broadcast System (EBS) which, for Los Angeles County, is comprised of the regular AM and FM radio frequencies including:

XTRA 610 AM	KLKX 93.5 FM
KNX 1070 AM	KKZQ 100.1 FM
KAVC 1340 AM	KTPI 103.1 FM
KWJL (news/talk) 1380 AM, Lancaster	KOSS (Oasis) 105.5 FM
KUTY (Spanish–LaMera Mera) 1470 AM, Palmdale	KGMX 106.3 FM
KCEL (Spanish–Radio Lazer) 106.9 FM	
 10. **Do not return to the building until told to do so.**
- Additionally, AVC maintains an emergency message extension where employees can obtain recorded information related to campus closures or other emergency situations. The number is (661) 722-6600. One other possible means the College may employ to post messages is the “Campus Announcements” section of myAVC on the College Web site: www.avc.edu.

EARTHQUAKE

EXPLOSION, AIRCRAFT CRASH OR SIMILAR INCIDENT

If a volatile incident such as an explosion or aircraft crash occurs on campus and adversely affects your room or building, take the following actions:

1. Guard yourself against secondary explosions by immediately taking cover under a table or a desk that will provide protection against breaking glass and falling debris. Close your eyes and cover your ears with your hands.
2. After the concussion of the explosion or crash has subsided, call campus security at **ext. 4444 or 6399 or use a campus pay phone and dial *80 or use a cell phone and dial (661) 722-6399**. Give your name and describe the location and nature of the emergency.
3. Activate the building alarm if necessary or if directed to do so by campus security personnel or college staff.
4. Evacuate the immediate area of the explosion or crash and notify your supervisor.
5. Do not touch or move any potentially volatile or suspicious object.
6. Help others, including the injured and the disabled, to evacuate the area. Remember that you can write a note to alert deaf or hard of hearing people to evacuate the area.
7. Proceed to the designated parking lot for your building. Keep walkways clear for emergency vehicles. **Refer to the Area Evacuation Map to determine your designated parking lot.**
8. An emergency command post may be set up near the emergency site. Keep clear of the command post unless you have important information to report.
9. **Do not return to the room or building until told to do so.**

EXPLOSION, AIRCRAFT CRASH OR SIMILAR INCIDENT

UTILITY FAILURE

1. If a major utility failure occurs (such as an electrical outage) during regular working hours, immediately call the Maintenance Department at (661) 722-6300, ext. 6480.
2. If there is potential danger to the building occupants or if the utility failure occurs after hours or on a weekend or holiday, call campus security at **ext. 4444 or 6399 or use a campus pay phone and dial *80 or use a cell phone and dial (661) 722-6399.**
3. If an evacuation is ordered by campus security personnel or college staff, walk quickly to the nearest marked exit and ask others to do the same.
4. Once outside, proceed to the designated parking lot for your building. Keep walkways clear for emergency vehicles. **Refer to the Area Evacuation Map to determine your designated parking lot.**
5. Without re-entering the building, assist campus security personnel or college staff in their attempt to determine that everyone has evacuated safely.
6. An emergency command post will be set-up near the emergency site. Keep clear of the command post unless you have important information to report.
7. **Do not return to the building until told to do so.**

ADDITIONAL INFORMATION AND PROCEDURES

Electrical/Light Failure: All major campus buildings have an emergency light system that will provide enough illumination in corridors and stairs for safe exiting. It may also be advisable for your department to have some flashlights available.

Elevator Failure: All campus elevators have emergency alarms. If you discover an elevator failure, call campus security at **ext. 4444 or 6399 or use a campus pay phone and dial *80 or use a cell phone and dial (661) 722-6399.** Do not attempt to open elevator doors.

Plumbing Failure/Flooding: Cease using all electrical equipment, vacate the area, and call campus security at **ext. 4444 or 6399 or use a campus pay phone and dial *80 or use a cell phone and dial (661) 722-6399.**

Serious Gas Leak: Cease all operations, immediately vacate the area, and call campus security at **ext. 4444 or 6399 or use a campus pay phone and dial *80 or use a cell phone and dial (661) 722-6399.**

Ventilation: If smoke or the odor of burning materials comes from the ventilation system, call campus security at **ext. 4444 or 6399 or use a campus pay phone and dial *80 or use a cell phone and dial (661) 722-6399.**

UTILITY FAILURE

EVACUATION OF DISABLED

If there is an emergency that affects occupants of wheelchairs and other disabled persons, the following evacuation procedures should be adhered to:

1. All persons shall move toward the nearest marked exit. Remember the following:
 - a. Do not use elevators.
 - b. When a wheelchair occupant or other person with mobility impairment reaches an obstruction, such as a staircase, he/she should request help from others in the area. Yellow Evac-Chairs are located near the top of each stairwell and are to be used in assisting mobility-impaired persons down the stairs.
 - c. If help is not immediately available, the wheelchair occupant or other person with mobility impairment should stay in the area in front of the elevator or on the exit stairwells. He/she should continue to call for help until rescued.

Rescue personnel, campus security personnel, or the emergency response team will first check elevator lobby areas and exit stairwells for trapped persons. Once they have evacuated any trapped persons, they will then check restrooms, classrooms, offices, and all common use areas. They will flash lights in addition to doing visual and verbal checks to alert deaf/hard of hearing persons.

2. Assist a hearing impaired person in an emergency as follows:
 - a. FLASH LIGHTS ON and OFF, wave, or tap the shoulder of a deaf or hard of hearing person to alert him/her to an emergency.
 - b. Face a deaf person directly and speak clearly and naturally. He/she may be trying to read your lips.
 - c. Have a pad and pencil available so that you can attempt to communicate in writing. Print clearly.
3. Assist a blind person in an emergency as follows:

Assign a “buddy” to help the blind person evacuate according to the regular procedures.

EVACUATION OF DISABLED

BOMB THREAT

1. Any person receiving a phone call that an explosive device has been placed on campus should ask the caller the following questions and write down the answers:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why did you place the bomb?
 - f. What is your name? **Many times, the caller wants recognition for himself/herself or his/her organization and will provide this and other useful information.**
 - g. Who do you represent?
2. Keep talking to the caller as long as possible while you write down the following:
 - a. Time of call.
 - b. Estimated age and gender of caller.
 - c. Speech pattern or accent of caller.
 - d. Emotional state of caller.
 - e. Background noises of caller's location.
3. Immediately call campus security at **ext. 4444 or 6399** from the nearest land line telephone **or use a campus pay phone and dial *80** and supply them with the information outlined above. **Do not use a cell phone or 2-way radio to make the call.** Report to your supervisor as soon as it is practical to do so.
4. If the bomb threat or suspicious object is received by mail, do not further handle the letter, envelope, or package. Immediately proceed to the nearest land line telephone and call campus security at **ext. 4444 or 6399 or use a campus pay phone and dial *80. Do not use a cell phone or 2-way radio to make the call.** Report to your supervisor as soon as it is practical to do so.
5. If you see a suspicious object on campus that could contain or be an explosive device, **do not handle the object.** Immediately proceed to the nearest land line telephone and call campus security at **ext. 4444 or 6399 or use a campus pay phone and dial *80. Do not use a cell phone or 2-way radio to make the call.** Report to your supervisor as soon as it is practical to do so.
6. Campus security personnel will conduct a detailed bomb search. Employees in the area(s) affected may be requested to make a brief inspection of their area(s) for out of place or suspicious objects that could contain or be an explosive device. **Do not touch the object and remember to turn off cell phones and 2-way radios BEFORE beginning the inspection.**
7. Campus security will assess the situation and determine if evacuation procedures are warranted.
8. If an evacuation is ordered, walk quickly to the nearest marked exit and, once outside, proceed to the **OUTERMOST AREA** of the designated parking lot for your building. **Refer to the Area Evacuation Map to determine your designated parking lot.**
9. An emergency command post will be set up a minimum of 300 feet from the emergency site. Keep clear of the command post unless you have important information to report.
10. **Do not return to the building until told to do so.**

BOMB THREAT

LEGAL RESPONSIBILITIES & DUTY ASSIGNMENTS

LEGAL RESPONSIBILITIES OF PUBLIC EMPLOYEES DURING AN EMERGENCY

The Government Code of the State of California (Title 1, Division 4, Chapter 8, Section 3101) has defined the term “public employees” to include all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed. It also defines the term “disaster service worker” to include all public employees.

State of California, Government Code Title 1, Division 4, Chapter 8, Section 3100:

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or in extreme peril of life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, **all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by superiors or by law.**

CIVILIAN EMERGENCY COMMAND POST

The Civilian Emergency Command Post, from which the superintendent /president will direct operations, will be dictated by safety considerations and the superintendent’s/president’s choice as any one of the following: Administration Building, Campus Public Safety Office, Library Plaza, or other location necessitated by the emergency situation.

LAW ENFORCEMENT EMERGENCY COMMAND POST

The Law Enforcement Emergency Command Post, from which the director of security (or designee in the absence of the director of security) will direct law enforcement operations, will be dictated by safety considerations and the superintendent’s/president’s choice as any one of the following: Administration Building, Campus Public Safety Office, Library Plaza, or other location necessitated by the emergency situation.

ASSIGNMENT OF DUTIES

Every staff member has a responsibility for performing certain duties in times of emergency. Specific assignments are outlined and additional assignments may be given via the chain of command.

The superintendent/president of the Antelope Valley Community College District is responsible for the control and welfare of its students. The superintendent/president (or designee in the absence of the superintendent/president) directs the college staff in the implementation of EMERGENCY PROCEDURES and the assignment of duties as outlined. The superintendent/president is the overall commander of any and all operations on the campus during normal and emergency operations. After the people present on campus have evacuated to an appropriate evacuation assembly area, the superintendent/president will instruct the assistant superintendents /vice presidents, director of security and director of public and governmental relations (public information officer) to meet him /her at the location of the Civilian Command Post where he/she will be briefed by them on their findings from their personnel after which he/she will give them direction for further activities. He/she will brief the Board of Trustees as necessary and to the extent possible on the state of affairs as the situation permits.

The administrator on duty will direct the college staff in the implementation of EMERGENCY PROCEDURES and the assignment of duties as outlined until the superintendent/president or his or her designee assumes control of the emergency situation. The administrator on duty will be contacted immediately and apprised of the emergency situation by Campus Security and will, in turn, report this information directly to the superintendent/president or his or her designee and to the director of public and governmental relations (public information officer).

LEGAL RESPONSIBILITIES OF PUBLIC EMPLOYEES DURING AN EMERGENCY
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LEGAL RESPONSIBILITIES & DUTY ASSIGNMENTS

LEGAL RESPONSIBILITIES & DUTY ASSIGNMENTS

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LEGAL RESPONSIBILITIES OF PUBLIC EMPLOYEES DURING AN EMERGENCY

The assistant superintendents / vice presidents will instruct the deans and directors to meet them at the location of the Civilian Emergency Command Post where the assistant superintendents / vice presidents will be briefed by their respective deans and directors of any students, staff members, and/or visitors whose presence was not accounted for at their evacuation assembly area and the names of students, staff members, and visitors whose presence was noted at other than their evacuation assembly area. The main objective will be to determine who may be trapped or injured so severely that they cannot reach an evacuation assembly area and require rescue. The assistant superintendents / vice presidents will give the deans and directors instructions for further activities.

Deans and directors will proceed to the evacuation assembly areas designated for their personnel and confer with them to determine who may need rescue and the last known location(s) of the missing. The deans and directors will assign their personnel further activities which may include providing assistance to the injured, relocating groups of people, or responding to the Civilian Emergency Command Post to assist as necessary.

Faculty members, managers, and supervisors will escort their students, personnel, and visitors to their designated evacuation assembly areas and determine who did not arrive as well as seek medical attention for the injured and note any additional people who may be present in their evacuation assembly area. They will report this information and the last known location of the missing to their deans and directors. They will also report to their deans and directors other information they deem important such as hazards noted in their areas during their egress.

Community Emergency Response Team (CERT) trained personnel will report to the Law Enforcement Emergency Command Post after completing any other duties outlined herein. They may then be directed to perform a variety of activities including, but not limited to, the following:

1. Conduct search and rescue operations.
2. Evacuate and escort any remaining personnel from affected building(s).
3. Survey buildings for damage and re-entry.
4. Perform first aid.
5. Establish long-term care priorities.

Facilities Department personnel will be responsible for the use of emergency equipment, the handling of emergency supplies, and the safe use of available utilities. They will:

1. Survey the campus and report damage through their chain of command.
2. Assist in rescue operations as directed (examples: rig and operate lifting equipment and cutting torches to liberate victims trapped by or beneath structural components).
3. Assist in disaster fire suppression activities if trained and directed to do so.
4. Assist in controlling main shut-off valves for gas, water, and electricity.
5. Disburse emergency equipment as needed.

Clerical staff will help provide for the safety of essential school records and documents, operate telephones, and act as messengers and couriers when directed.

Cafeteria staff will make food stock and water available to campus emergency service providers whenever feeding becomes necessary during a disaster.

LEGAL RESPONSIBILITIES & DUTY ASSIGNMENTS