

## AVC Employee - Assignment of Duties

The specific assignments for AVC employees are outlined, and additional assignments may be given via the chain of command.

### Faculty members, managers, and supervisors:

- Will escort their students, employees, and visitors to their designated evacuation assembly areas.
- Will determine who did not arrive, seek medical attention for the injured, and note any additional people who may be present in their evacuation assembly area.
- Will report this information and the last known location of the missing via cell phone or in-person to their deans, directors, or executive directors. During evening hours this information must be reported to the Administrator on Duty or to campus Law Enforcement.
- Will report to their deans, directors, executive directors, the Administrator on Duty, or campus Law Enforcement other information they deem important such as hazards noted in their areas during their egress.

### 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 as well as the presence of any additional people in the evacuation assembly area.
- If needed assign their personnel further activities which may include aiding the injured, relocating groups of people, or responding to the Emergency Command Post to assist as necessary.
- Will report their findings to their respective assistant superintendents/vice presidents via radio, cell phone, or in person.

### Assistant Superintendents/Vice Presidents and Executive Directors:

- Will be briefed by their respective deans, directors, and managers 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.
- Help to determine if any individuals may be trapped or injured so severely that they cannot reach an evacuation assembly area and require rescue.
- Will give their deans, directors, and managers instructions for further activities and forward their findings to the appropriate Incident Command Staff personnel (which includes Law Enforcement personnel).

### The Administrator on Duty:

- Will be contacted immediately by telephone and apprised of the emergency situation by campus Law Enforcement.
- Will report information from campus Law Enforcement directly to the superintendent/president or designee and to the executive director of marketing & public information (public information officer).
- Will travel to campus and will direct the college staff in the implementation of the Emergency Operations Plan and the assignment of duties as outlined until the superintendent/president or designee assumes control of the emergency situation.

### 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) oversees the college staff (including the college's Incident Commander) in the implementation of the Emergency Operations Plan and the assignment of duties as outlined.
- Determines if the Incident Command Staff will be activated to respond to the emergent situation.
- Gives directions to the college's Incident Commander to assemble the Incident Command Staff.
- Gives directions to Incident Command Staff for further activities if necessary.
- Will brief the Board of Trustees as necessary and to the extent possible on the state of affairs as the situation permits.

#### Incident Command Staff:

- When activated, will meet at the location designated for the Emergency Operations Center after the Staff members have quickly given any necessary preliminary instructions to their own personnel.
- Confer with and brief the Superintendent/President on their findings from their personnel.
- Follow through with any additional directions from the Superintendent/President and the college Incident Commander.

#### Community Emergency Response Team (CERT):

- Members on CERT are trained personnel assigned to an Emergency Operations Plan functional group.
- After completing their duties of assignments as outlined herein and obtaining permission from their supervisors to report to the Emergency Operations Center, they will await direction from their Emergency Operations Plan functional group.
- 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.
- Will operate within the organizational structure of the Emergency Operations Plan while performing activities such as the following:
  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 institutional 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.

### Assignments for Staff Participating in Drills:

- Various Administrative Council personnel will volunteer in advance to serve as highly visible crime deterrents along with the Los Angeles County Sheriff's Department AVC Unit personnel and AVC Maintenance & Operations personnel during emergency drills that are held in drill zones other than those where the Administrative Council personnel offices are located. (If the emergency drill is held for their Drill Zone, they must participate as an evacuee.)
- When volunteer members serve as a crime deterrent role they will be posted inside and outside of buildings being evacuated and will be identified as non-evacuees to fire and police personnel by wearing lime green reflective vests.
- Will carry radios and report observed suspicious activity to the sheriff's department AVC unit via radio channel 3.

