The Emergency Response Plan contained in this document is authorized and required by both Federal and State of California laws.

Policy: It shall be the policy of Palo Verde College (PVC) to maintain and adhere to the basic tenets of the Palo Verde College Emergency Response Plan (PVCERP), and to utilize it as required during events or incidents of an emergency nature.

Authority: The College Superintendent/President shall have the authority to oversee the development and maintenance of, and adherence to, the PVC Emergency Response Plan.

Responsibility: The following PVC staff positions shall be responsible for the identified areas as noted.

- Plan development oversight – PVC Superintendent/President
- Plan implementation and training oversight – Chief Instruction Officer
- Plan distribution, revision, record keeping – Chief Business Officer
- Plan intranet/web page development and maintenance – Director of Information Technology
- Student Liaison – Chief Student Services Officer
- Physical Plant (buildings, systems and grounds) Consultant – Maintenance, Custodian, Grounds Supervisor
- SEMS Incident Command System (ICS) Positions – Note: Alternates/subordinates shall be designated for each position in the Command and General Staff elements
    - Incident Commander – PVC Superintendent/President
    - Deputy Incident Commander – Chief Instruction Officer (or designee)
    - Public Information Officer – Outreach/Events Coordinator (or designee)
    - Liaison Officer – Outreach/Events Coordinator (or designee)
    - Safety Officer – Maintenance, Custodian, Grounds Supervisor (or designee)
    - Operations Section Chief – Chief Instruction Officer
    - Planning Section Chief – Instructional Services Manager
    - Logistics Section Chief – Maintenance, Custodian, Grounds Supervisor
    - Finance/Administration Section Chief – Chief Business Officer

Objectives: The Palo Verde College Emergency Response Plan addresses five basic objectives:

1. **Save Lives**
   Manage building evacuations, fire suppression, hazardous materials release response, search and rescue, safe haven, personnel and student accountability, medical aid, communications, and utility stabilization.

2. **Protect Property**
   Perform: small fire extinguishment, building safety inspections, secures vital records, establish security, maintain critical service elements.

3. **Protect the Environment**
   Mitigate or summon help to mitigate toxic and hazardous releases in a systematic and expedient manner. During the shelter operations facilitate expedient waste disposal in accordance with federal state and local regulations. Maintain a tidy shelter facility; timely trash removal, repair and maintenance for sanitary facilities, follow sanitation regulations regarding food service. Be watchful for biohazards and mitigate threat if discovered.

4. **Serve the Student Population**
   Provide shelter, food, water and physical needs to students during and after and emergency. Provide post-traumatic stress counseling following a major emergency or traumatic incident. Manage students and provide guidance in the event of a potential/actual incident such as; a building flood, emerging wild land fire, severe wind and/or dust storm, lightning storm, micro-burst and heavy rains.

5. **Assist the Palo Verde Community during an Emergency**
   Provide available space to participating and cooperating agencies for emergency management. Establish and maintain evacuation shelters for the Palo Verde Valley citizens. Provide clerical and logistical support, both off-site and on-site, to cooperating and participating agencies.

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Interim PVC Superintendent/President **Date**