LONG BEACH COMMUNITY COLLEGE DISTRICT
Office of Academic Services
INTERDEPARTMENTAL MEMORANDUM

TO:    Long Beach City College Colleagues                     DATE:  February 5, 2013

FROM:  Eva Bagg, Interim Dean of Academic Services/Library

SUBJ:  How to Survive the Opening of the Spring 2013 Term

This packet contains information that is essential in the early weeks of the term:

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The Faculty Handbook which is available online includes topics of interest to
you and provides information which will be helpful throughout the term. Faculty
members should check the Office of Academic Services web site under Faculty
Resources at http://www.lbcc.edu/OAS/FacultyHandbook.cfm.
1. FIRST DAY PROCEDURES FOR ADMISSION OF STUDENTS

Faculty may go to the Faculty Self Service area in Oracle/PeopleSoft to print the Web Class Roster page to obtain a paper-based roll book. Assistance is available by online help, by phone, e-mail or in person. To access the Oracle/PeopleSoft Faculty Self Services Help Files, go to the LBCC Homepage > Faculty and Staff > “PeopleSoft Help” Button > “Instructor Self Service” link > Choose the “Web Class Roster” area. Refer to page 6 in this guide for information on editable class roll books. Contact the IITS HelpDesk for assistance: 562-938-4357 or helpdesk@lbcc.edu or visit the Instructional Technology Development Center (ITDC) http://lbcc.edu/itdc  LAC: L-142, PCC: LL-124.

This is the only avenue to view “real-time” enrollment. If a student appears in your class with proof of registration, the student’s name should appear on your online class roster as it is “real-time” processing. If the student does not appear on your “real-time” online class roster, please send the student to Admissions and Records immediately for processing (if the class is closed it is your decision to add the student to the class at that point in time with a permission number Students must use the permission number prior to the census date to be legally enrolled). Students who are not legally enrolled are NOT allowed to attend your class. Admissions and Records LAC* will be located in TBA/PCC will remain in MD-135.

Hours of Open Registration: January 28, 2013- February 1, 2013 Monday-Thursday 8am- 6pm and Friday 8AM – 4:00PM*
*The college will be closed Friday, January 1, 2013

2. REGISTRATION

Open Registration is on a first-come/first-served basis for all students. Students may also change their schedule in person or on the web on a first-come/first served basis during the times listed below:

   Admission and Records is available to assist students: Monday-Thursday, 8:00AM-6:00PM

   Students may enroll in open-entry/open-exit classes at any time up to the deadline shown in the online schedule of classes, if seats are available.

   Late Registration, Program Changes, and Petitioners, begins the first week of classes.
   ➢ For all classes students must be enrolled prior to the census date associated with each course. (Classes that only have 6 meetings typically need to use the permission number the first day of class.

Late Registration: Beginning Spring 2013, students must have a permission number to enroll after the Saturday before the session begins, even if the class is not full.

Mon-Thurs, August 27-30  8am – 6 pm  LAC- L251/ PCC – MD -135
Friday, August 31 8am – 4:30 pm  LAC - L251/ PCC – MD -135
Permission numbers can be used online: If a student needs assistance using a permission number they must go to an Admissions & Records Office during the regular business hours prior to the census deadline (if the census falls on a weekend they will need to see A&R the Friday prior by Noon).

Mon-Thurs 8:00 am – 6:00 pm (in the admissions office)
Friday 8:00 am – Noon (in the admissions office)
Saturday and Sunday (permission numbers only) Online only

Permission cards are no longer used. On and after the census date of a course, permission numbers will NOT be honored. Please check the deadlines online for each of your classes.

Dropping/Withdrawing Students from a Class:
➢ Last day to drop a student from a 16-week class without a record is February 18, 2013.
➢ Last day to withdraw a student from a 16 week class with a “W” is April 29, 2013.
The system will be available to instructors and students 7 days a week from 7:00 am to 11:00 pm.
The Office of Admissions and Records is open Monday- Thursday 8:00 am – 6:00 pm and Friday 8:00 - Noon and closed Saturday and Sunday.

ALL STUDENTS MUST BE PROPERLY REGISTERED BY February 18, 2013- FOR SEMESTER-LENGTH CLASSES. Students who are not legally enrolled are NOT allowed to attend your class. For all other classes please check your roster for the census date (remember students must be enrolled prior to the census date).

Admissions and Records Offices hours are as follows:
Monday through Thursday 8:00 am – 6:00 pm
Friday from 8:00 am - 12 pm
Closed Saturday and Sunday
The online system is available daily (7:00 am to 11:00 pm).

3. PERMISSION NUMBERS

Permission numbers can be found online and are run the Sunday prior the start of the semester and auto enroll from the waitlist will end the Saturday prior to the session start date. Permission numbers are class specific for a course. The student still must complete the registration process immediately to add your class. Any student who fails to complete the process may not remain in your class, nor can he/she receive a grade for the course. Students who are not legally enrolled are NOT allowed to attend your class. Enrollment requests will not be processed on or after the census date of the course.

Permission numbers can be used online: If a student needs assistance using a permission number they must go to an Admissions & Records Office during the regular business hours prior to the census deadline (if the census falls on a weekend they will need to see A&R the Friday prior to the census deadline by Noon). Students must have a permission number to enroll after the Saturday before the session begins, even if the class is not full.
Admissions & Records hours:

- **Mon-Thurs**: 8:00 am – 6:00 pm (in the admissions office)
- **Friday**: 8:00 am - Noon (in the admissions office)
- **Saturday and Sunday (permission numbers only)**: Online only

Permission cards are no longer used. **On and after** the census date of a course, permission numbers will NOT be honored. Please check the census deadlines on your online roll-sheet for each of your classes.

4. **COURSE REPETITION**

Please refer students to Admissions and Records for information on course repetition limits and regulations.

5. **PREREQUISITES**

Please refer students to the online Long Beach City College Catalog for information on course prerequisites and co-requisite processes and regulations.

6. **TRANSFERS**

Transfers begin after the refund period:

- Step one: the student will complete the student information facet of the transfer form.
- Step two: Both faculty members must complete their respective portions on the form.
- Step three: The form must be returned to Admissions and Records for processing.

Students who are not legally enrolled are NOT allowed to attend your class.

7. **STUDENT CENSUS REPORTING**

All students who do not show up for your class are to be given a “NO SHOW” or “NS” prior to the census deadline of your class – **No exceptions**.

No Shows and dropping students before census

In California’s Code of Regulations, Title 5, section 50008 it states, “Districts shall, according to procedures adopted by the governing board, clear the rolls of inactive enrollment. Inactive enrollment in a course is defined as follows:

1. A student who has been identified as a no show NS symbol, or
2. A student who has officially withdrawn from the course, or
3. A student who has been dropped from the course by the instructor NA (Not Active) symbol.

Students who are not legally enrolled are NOT allowed to attend your class.
It is your legal obligation to clear your class roster of inactive students. Check your online roster for course specific deadlines. **All no shows must be cleared before the census date of the class.**

CCA contract Article X, C2 and CHI Contract Article VI, 2a states:
“Professional Responsibilities…Meets promptly and effectively all contractual obligations to the District, including but not limited to turning in attendance, grades, and other reports on time.”

Please do whatever you can to encourage student attendance and retention. We are funded based on our student attendance. Method of Attendance is coded at the top of your rollbook and Student Drop Report forms.

**Positive Attendance Classes** At the end of the course you must report the actual hours of attendance for each student; Grades and positive attendance are entered online through the Faculty online grading system. Courses that use the positive attendance method are listed below.

1. Atypical date classes in which all class meetings are not the same length. 
2. All non-credit classes (600-699). 
3. All open entry/open exit classes. 
4. All apprentice and in-service training courses. 
5. All classes meeting for fewer than five days. 
6. All classes that cross a semester dateline.

### 8. STUDENT FINANCIAL AID

Students who receive financial aid **must** attend class. No shows are not eligible for financial aid and all monies received become a debt to the District and must be repaid. Please help us give financial aid only to enrolled students by reporting no shows as soon as you can. If you ordinarily drop students who miss the first day of class, please do so by the end of the first week, if at all possible. If we find out in time we can reverse the disbursement.

Please let your students know that Long Beach City College administers a comprehensive student financial aid program to assist students in meeting their college costs. Financial aid awards are based on financial need. Students who apply on time will have their financial aid disbursement by the end of the first week of school. They may need that money to buy books and consequently not have their books at the beginning of the week. Almost all students who apply for financial aid at least qualify for a fee waiver that pays their enrollment fees if they are a California resident. Late applicants may receive an advance prior to receiving their financial aid so they can purchase their books. Please see our website for up-to-date information about our programs and services: [http://www.lbcc.edu/financialaid/](http://www.lbcc.edu/financialaid/)

### 9. FINAL EXAMS and POSTING OF GRADES

**IMPORTANT NOTICE!!**

With the SPRING 2013 semester, Long Beach City College will be on a 16-week schedule. Final Exams will be given on the last week of class. Please inform the students of your classes of the date and time of their Final Exam. 

**All grades are due five business days after the completion of the class.**
10. ROLL BOOKS (CLASS ROSTER)

Faculty may go to the Faculty Self Service area in Oracle/PeopleSoft to transfer your class roster, student contact information and waitlist to a spreadsheet. Visit the Oracle/PeopleSoft Help Files to access the MS Excel roll book template. Go to the LBCC Homepage > Faculty and Staff > “PeopleSoft Help” Button > “Instructor Self Service” link > Choose “Web Class Roster” or “Blank Excel Rollbook” link.

Assistance is available by online help, by phone, e-mail or in person. Contact the IITS HelpDesk for assistance: 562-938-4357, or helpdesk@lbcc.edu or visit the Instructional Technology Development Center (ITDC) LAC: L-142, PCC: LL-124. http://www.lbcc.edu/ITDC/Location-Information.cfm

Faculty members must send in their attendance and grades at the end of each term to fjefferson@lbcc.edu in the Admissions Office.

11. PASS/NO PASS DEADLINE

Students choosing this option must either choose the pass/no pass option online or complete and submit a "pass/no pass Option Request Form" (available in the Admissions Office) by the 30% mark of a class. Students can check this date for each class in their Student Self Service.

Admissions and Records Offices hours are as follows:
(Subject to change)
Monday through Thursday 8:00 am – 6:00 pm
Friday from 8:00 am - Noon
Closed Saturday and Sunday
The online system is available daily (7:00 am to 11:00 pm).

12. NON-CREDIT AND NON-GRADED ZERO UNIT COURSES AND GRADES

You must assign the grade “UG” for non-graded zero unit courses. Only non-credit (600-699) courses will use the credit/no credit grading symbols. All credit courses will use the pass/no pass symbols.

13. REINSTATEMENT

If you have accidentally dropped a student and have decided to reinstate the student please follow this process:

A. Faculty members should obtain a reinstatement form from Admissions & Records or your Departmental Office may also have the forms.
B. Complete the form and turn it into Admissions & Records. The form is very short and easy to complete.
Notes:
• Do not wait to complete this process and do not complete this process if the student has been coming to class but has NOT been legally registered for the class.
• Do not send students to Admissions and Records to obtain a reinstatement form.
• Do not give the reinstatement form to the student.

14. FLEX DAYS

The college will be engaging in two days in Spring 2013 for the purpose of accomplishing staff development. There will be no classes held (day or evening) on these dates:

February 4, 2013 (Monday)    March 6, 2013 (Wednesday)

At a later date you will be notified of the activities available and the extent of your obligation to participate.

15. SYLLABUS

All instructors are to distribute a written course syllabus to the students at the first class meeting, or no later than the end of the second week of class. At a minimum, the syllabus must contain the office location and office hours, TBA hours, the general way in which the course is taught (lecture, laboratory, discussion, etc.), and the grading requirements of the class. A copy of the instructor’s syllabus, must also be turned into the department no later than two weeks from the start of the semester. A syllabus for each class is to be filed in your School Office.

16. KEYS

Should your assignment require that you have access to locked facilities and you do not already have a key or Omni code access, you may request that a key or code be issued to you. The Facilities Department Key Issuance/Return form and the Omni-Code Issuance Request form are available at http://acit.lbcc.edu/dept_forms/KEY%20ISSUANCE%20FORM%20FINAL.pdf and at http://acit.lbcc.edu/dept_forms/OMNI-CODE.pdf or in the Division Office and must be signed by the Department Head, School Dean or Vice President. Keys & Omni Code access will be issued at LAC from the Facilities Office in Building Z at the corner of Conant and Clark from 8:00 a.m. – 5:00 p.m., Monday-Friday. You will also need a picture ID with you at time of pickup. Your keys will be ready for pickup 2-3 days after form submittal. Contact the Facilities Service Desk at ext. 4040 if you have any questions. At PCC keys will be issued in the Associate Vice President’s Office from 9:00 a.m. – 5:00 p.m., Monday-Thursday. 9:00 a.m. – 4:00 p.m. on Friday. Special arrangements can be made to pick up keys after 5:00 pm Monday-Thursday by contacting the Associate Vice President’s Office at ext. 3904.

17. DOOR OPENING REQUESTS

The Police will provide door openings for staff and faculty only when no other resources are available for the request. Facilities should be contacted first at x 4040 or 562 938- 4040 with the request. The police will only open a door for staff members if a valid district employee ID is in the employee’s possession. Employees needing regular access to their work areas should complete a key or Omni request form, and submit it to their Dean or Department Manager for approval. THE
18. STUDENT HEALTH SERVICES

Health Services are located on both campuses and are staffed by nurse practitioners, registered nurses, and health service technicians. Services are for current students who have paid their Student Health Fee and include: tuberculosis testing, glucose testing, cholesterol checks, hemoglobin testing, physicals, clinic referrals, prescriptions, pregnancy tests, vision screening, blood pressure checks, first aid treatment, health counseling, over the counter medications for colds, flu and headache, and health-related programs such as the annual LBCC Health Fair. In the event of an emergency or after-hours, please contact 911 for assistance. LAC Q120 (562) 938-4210 | PCC AA101 (562) 938-3992 | http://studenthealth.lbcc.edu/

19. PSYCHOLOGICAL SERVICES: PERSONAL COUNS & SCHOOL COACHING

Psychological services, group counseling and school coaching are available at Long Beach City College to help students handle the stress of everyday life and increase success in college. Resources are available online at http://studenthealth.lbcc.edu” to help faculty research and understand how to help students in need of services. Please contact LAC and PCC Psychological Services at (562) 938-3987 for availability of services and to schedule an appointment.

20. STUDENT DISCIPLINE

Student Affairs at Long Beach City College (LBCC) is responsible for acting on behalf of the College in matters of student discipline. The Director of Student Discipline or designee adjudicates alleged instances of student misconduct in order to determine how best to resolve these allegations consistent with the goals and mission of LBCC as an educational and intellectual community.

21. ACADEMIC COUNSELING

Students will have the opportunity to schedule 30 minute academic counseling appointments. To ask a quick question, express counseling is available in 10 minute segments. To schedule a counseling appointment, contact Counseling: LAC in M221 or phone (562) 938-4560 or PCC in MM 129 or phone (562) 938-3920. On-line counseling is also available at: https://onlinecounseling.lbcc.edu. Additional information is available online at http://couns.lbcc.edu.
22. PARKING REGULATIONS

All vehicles parked in staff stalls areas must display a valid staff-parking permit. **The staff parking permits (new and replacements for lost permits) are now issued by the College Cashier’s Office in N-104 at LAC and MD136 at PCC.** To obtain a Staff Parking Permit Request form, contact the Cashier’s Office at extension 4455 at LAC or 3906 at PCC, Monday – Thursday 8:00am to 5:00pm, Friday 8:00 am to 4:00 pm, or from the following link: [http://acit.lbcc.edu/dept_forms/Staff_Permit_Request_Form_Final%20DOC1.pdf](http://acit.lbcc.edu/dept_forms/Staff_Permit_Request_Form_Final%20DOC1.pdf)

Cars parked in staff stalls without a current staff permit will be cited. Parking is being strictly enforced by the Long Beach Police, City College Unit at both campuses. **It is the staff member's responsibility to ensure that the permit is visibly displayed.** Visitors, including guest speakers, substitute instructors, etc., are required to obtain a visitor parking permit. These permits are available from the Department Head or Dean. The area Dean can better identify and assess your need for parking permits for these types of guests.

Students may park in LAC staff stalls only during times posted at each lot which authorizes this. Parking Lots A and H are exclusively staff lots and students may not park there. All staff spaces at PCC are for Staff only and students may not park there at any time.

Only students or staff possessing a State of California, DMV issued handicap placard may park in the designated handicapped stalls located on both campuses. If these stalls should be filled, handicapped individuals displaying a handicapped placard may park in any staff stall or student stall in any lot.

Day parking permits are available in most student lots. They are valid only in student stalls. Staff visitors must obtain their permit from the area Dean they are visiting. These permits are valid in both student or staff stalls. Additional staff parking at LAC is available on the south side of the campus in lot P which is located between the tennis courts and the gymnasiums. Please remind students that they may park at the Veterans Stadium, located one block south of Carson Street. The quickest access to the Vets Stadium lot is off of Conant Street. The Police Department patrols those lots, and there is ample parking available.

Other parking regulations, such as red zones, yellow zones, handicapped spaces, no parking zones, and no parking on sidewalks, will be enforced at all times. Cars are required to park "head in" rather than backing in. Regulations can vary from lot to lot so please read the sign at the entrance of each lot. Questions concerning parking regulations and enforcement should be directed to the Police Department Offices at LAC (x4807) or Parking Services Coordinators, John Meyer (X4713) or Adam Nyssen (X5085). Citations can only be voided if it can be demonstrated that the officer issued the citation in error. All questions regarding disputing a citation should be directed to the City of Long Beach at (562) 570-6822.
23. SAFETY and SECURITY

You can take steps to improve your personal security on campus. Lock your car, check to make sure your lights are off, and **don't leave any valuable property visible in your car.** Anti-theft devices and alarms are good deterrents. Report any suspicious persons in the parking lots or elsewhere on campus to the Long Beach Police Department (562-938-4910). An Omni cipher lock has been placed on all buildings at the college and after normal working hours and the exterior access door is the only point of entry into the building. If you need to access your work site after hours, speak to your supervisor. If you are working after hours, please inform the Long Beach Police Department College Unit (LBPD College Unit). If you are working alone, make sure that you securely close the building door and your office door. Do not leave any equipment or appliances on when you leave. Please know that police escorts are available and easily obtained. LBPD officers patrol both campuses 24/7. If you are in need of police services or an escort call 562 938-4910. The dispatcher will obtain your information and dispatch an officer accordingly.

The Dean of Student Affairs at LAC and the PCC Associate Vice President, along with the LBPD College Unit, are available to assist you with disruptive students. The deans are available for mediation and dispute resolution, as well as for referrals for possible disciplinary action. LBPD officers can assist you with dispute resolution and will restrain and/or remove seriously disruptive students to restore a peaceful learning environment.

Do not leave any purses, briefcases, equipment or other valuable property unattended or in an unlocked office. Be aware of college property that is unsecured. If appropriate, request anti-theft or lock-down devices for valuable equipment in your area. Close and lock your classroom and office doors and windows. If students leave their belongings in your classroom or your office, notify the LBPD College Unit. Lost and found is also handled at the College Center at LAC and by the Associate Vice President's Office at PCC. Report all instances of stolen or lost property to the Long Beach Police Department.

**IN EMERGENCIES CALL:** Immediately call 9-911 from campus phones or 911 from off campus or cell phones. For any questions or comments regarding these notes or for clarification, please contact Brendan Hayes, Manager, Environmental Health and Safety Services at x4797.

**Procedures for Reporting Employee Accident/Illness and Students/Official Visitors Accidents**

The *Accident/Illness Response Flow Chart* outlines the appropriate procedures for students/visitor, as well as, District employees. If you have any questions: Contact Risk Services, Cindy Smith x4038 with questions regarding employee injury/illness. Contact Student Health Services regarding student/official visitor’s accidents, LAC x4210 or PCC x3992.
Building Evacuation Procedures

1. When evacuation is determined to be necessary by the Emergency Operations Manager, and approved by the College President, occupants will leave their buildings immediately by the nearest plan-designated "Staging Area" or as advised. In each building, a chart is posted identifying the appropriate evacuation route from the building.

2. Building Emergency Coordinators designated in the Disaster Plan will assist district employees, students and campus visitors and will ensure that evacuation instructions are carried out according to building evacuation plans. As shown on the campus maps, people will be evacuated to designated "Staging Areas" around the campus.

3. Evacuation of disabled persons will be given high priority by Building Emergency Coordinators in all emergencies; they will be evacuated in accordance with the district evacuation plan. Elevators are not to be used. Building Emergency Coordinators may request assistance of faculty. Based on specific circumstances, Building Emergency Coordinators are responsible for designating the safest evacuation routes for disabled persons. If a disabled person cannot reasonably be assisted out of the building due to the nature of the disability, arriving emergency personnel must be made aware of the location of the individual inside the building.

4. If total evacuation from the campus is necessary, specific instructions for a safe evacuation procedure will be given by the Emergency Operations Manager at that time.

On-Campus

Areas on campus have been designated as "Staging Evacuation Areas" for evacuation. These include:

- Baseball Fields
- Tennis courts
- Parking Lots (All persons should assemble in the middle of lots)
- Stadium Parking Lot (All persons should assemble in the middle of lot)

If only on-campus evacuation is necessary (i.e., the emergency is confined to a specific area and people are not required to leave campus), evacuated persons will remain at location(s) until an "all clear" signal is given by the Emergency Operations Manager.
Lockdown Procedures

Room Lockdown Guidelines

1. If a “Lockdown” notification is received, announce “Lockdown” to your group

2. Remain calm and stay with your group of students, faculty, staff, or visitors

3. Receive students, faculty, staff and visitors from hallway (if possible)

4. If possible, lock room doors and windows, barricade door if circumstances permit

5. Close shades

6. Move people away from doors and windows so they cannot be seen

7. Shut off lights

8. Remain quiet (silence cell phones but do not shut them off)

9. Ignore Fire Alarm (contact 911 if you believe there is a fire danger)

10. Notify law enforcement (911) of the type of disturbance, its location, the number of people causing it, who is involved, any weapon presence, and your name. Provide as much information as possible.

11. If a gunshot is heard, keep people down near the floor and shielded under/behind room furniture as much as possible.

12. Maintain a calming influence over your group. Reassure students, faculty, staff, and visitors that everything possible is being done to return the situation to a normal condition.

13. Notify law enforcement (911) as soon as possible of any medical emergencies.

14. Remain in the secure room until released by law enforcement.

15. If gunshots are fired and fleeing is necessary, run away in a zigzag manner, not a straight line.
Earthquake Response

1. During an earthquake, remain calm and quickly follow the steps outlined below.

2. If indoors, seek refuge in a corner, under a desk or a table. Avoid windows, shelves, and heavy equipment.

3. When the earth is shaking, DROP to your knees, clasp both hands behind the neck, bury your face in your arms, make your body as small as possible, close your eyes and cover your ears with forearms.

4. If outdoors, move quickly away from buildings, utility poles and other structures.

5. After initial shock, evaluate the situation and if emergency help is necessary call the Campus Police (938-4910 or 938-4911) after calling 9-9-1-1. Protect yourself at all times and be prepared for after shocks.

6. Turn off all potentially hazardous equipment such as gas and electric appliances. Damaged facilities should be reported to Facilities, Maintenance & Operations (938-4040 or 938-4484).

7. If necessary to evacuate, activate the building alarm system.

8. Evacuate the building by quickly walking to the nearest exit, alerting people as you go. Be aware of structural damage and assist both the disabled and injured.

9. FLASH THE LIGHTS ON AND OFF to alert deaf or hard of hearing students. Write notes to explain what is happening.

10. Once outside, move to a clear area at least 150-300 feet away from the affected building(s). Keep walkways clear of emergency vehicles.

11. To the best of your ability, and without re-entering the building, assist in determining that everyone has evacuated safely.

12. Do not return to an evacuated building unless directed by appropriate authorities.

Survival Notes Revised Spring 2013  Rev. 12/5/12
ACCIDENT/ILLNESS RESPONSE FLOW CHART

EMERGENCY

CALL 911 from a cell phone or 9-911 from a campus phone. Request paramedics, and state which campus and the exact location of the incident. Call LBPD College Unit Dispatch (4910) to let them know emergency vehicle(s) will be coming on campus.

ACCIDENT/ILLNESS OCCURS

FIRST AID

Student Health Services

OPEN

Student Health Services

CLOSED

OTHER EMPLOYEE GROUPS

Federal Work Study students:
If injured during paid work hours – Call Risk Services (4038). Obtain an “Employee Information Packet.” Complete the forms and return them to Risk Services immediately.

Work Experience students at NON-PAID work location:
Call Risk Services (4038) to obtain an “Employee Information Packet.” Complete the forms and return them to Risk Services immediately.

Health & Technology students:
In class – Student Accident Insurance applies
At Clinical Site – Call Risk Services (4038) to obtain an “Employee Information Packet.” Complete the forms and return them to Risk Services immediately.

Aramark Employees:
Refer to Aramark Supervisor immediately.

ASB Employees:
Call ASB Enterprises (4590) to obtain “Employee Information Packet.” Complete the forms and return to ASB immediately.

Foundation Employees:
Refer to Foundation office (4490).

STUDENT/OFFICIAL VISITOR

A district employee completes a “Confidential School Accident/Incident Report” and sends it to Risk Services G-4. Do not give a copy to anyone. (The Confidential School Accident/Incident Report can be obtained from: Risk Services, Student Health Services and on the Intranet (Click on Administrative Services. Scroll down and click on Risk Services, then click on Reporting Student Accident and Injuries).)

If a student/official visitor has private medical insurance, that coverage is primary. Follow procedures provided by your insurance carrier.

If student/official visitor does not have private medical insurance, or has Medi-Cal, Medicare, TriCare or Champus, - direct them to Student Health Services, within 72 hours, to complete a Student Accident Insurance claim form.

NOTE: Student Accident Insurance has a $50 deductible due at the end of treatment. The deductible for athletes may differ, check with Athletics.

Treatment for Student Accident Insurance MUST be rendered by a Blue Cross Prudent-Buyer Provider for maximum coverage. Non-emergency providers can be located at studentinsuranceagency.com, bluecrossca.com or by calling 1-866-811-7946.

EMERGENCY PROVIDERS

Lakewood Regional Medical Center
St. Mary Medical Center
Long Beach Memorial Medical Center

If you have any questions, do not hesitate to contact: Risk Services – 4038, Mail Code G4 Student Health Services: LAC – 4210, Mail Code G19; PCC – 3992, Mail Code PCC 8/2007