

Los Angeles City College Administrative Services "How To" Book	Information Technology Department	IV
		E-4
How Do I Find the College Emergency Procedures on the College Website?		

A. Brief Description

These procedures are established to assist employees in finding the College emergency procedures on the College Website.

B. How To

1. From your computer, go to the College website at www.lacitycollege.edu.
2. Select and click on the link **For Faculty & Staff**.
3. Next select and click on the link **Emergency Procedures**.
4. All emergency procedures will appear.
5. Scroll from the top to the bottom of the screen to find the exact set of procedures desired or the topic needed.