

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH  
**GUEST INFORMATION**

**Contact Person:**

Lorraine Vigil, Manager: Office of Educational Services (OES)  
Administration Building, Room 123  
323-226-4911/6511  
[lvigil@dhs.lacounty.gov](mailto:lvigil@dhs.lacounty.gov)

**Parking:**

- Guest speakers/program coordinators may park in Lot 14. Please provide the names to Office Manager
  - Class/program participants may park in Lot 10.
- EXCEPTION: Participants requiring handicapped parking may park in Lot 14

**Security/Check In & Check Out:**

- Los Angeles County (LAC) employees must wear their ID badges
- Visitors without LAC ID badges, who enter the College Administration building, must sign in with the security guard
- Most classrooms, conference rooms, and computer labs are equipped with:
  - Telephone and emergency phone numbers
  - Panic button. County police will respond when the button is pushed. Please notify OES immediately if panic button is accidentally pushed. After 6 p.m. notify County Police (ext 3333)

**Class Materials:**

- Bring any needed class materials to the class/meeting room
- The College has no space for storing class materials and will not provide photocopying services

**Classroom Equipment:**

- Each classroom is equipped with:
  - Television with DVD/VHS
  - Slide projector, overhead projector, screen
  - White board, nonpermanent markers, erasers
- Speakers must provide any other equipment/supplies needed such as:
  - Lap top and multimedia projector
  - Easels, flip charts

**Facilities:**

- Room temperatures may vary. Dress in layers
- Bathrooms are located in every building. Vending machines (no coffee) are located in Tower Hall lobby.
- No eating or drinking in classrooms. Only water is allowed.
- Please be respectful of other classes in session. Class participants should not congregate or use cell phones in hallways

**Classroom Maintenance:**

- Please adhere to the Classroom Maintenance Expectations and return completed form to Administration room 123 at the completion of class

Thank you for promoting an optimal learning environment