

# UNUSUAL OCCURRENCE REPORT

The "Unusual Occurrence Report" form should be used to report all unusual occurrences. Please report any damage or attempted damage, fire, theft, vandalism, or other such incidents involving personnel or property.

## Procedure:

- I. If any injury occurs, render first aid, notify the nurse's office 562-692-0921, extension 3438 ask for an ambulance, if needed or after hours please call 911.
- II. Notify Security Office to complete the Unusual Occurrence Report form. Answer all questions on the form, and file it immediately with the Facilities Services Office, Room MT102.
- III. When necessary, call the campus security office by phoning the switchboard. (Dial "O". Contact the Office of Evening College, at extension 3437, evenings before 9:30 p.m. or Security Office at Extension 3490. Call the sheriff, (562) 949-2421, when the switchboard is closed.
- IV. If college property is lost, damaged, or stolen, follow the procedures for "Lost/Stolen - Damaged Property."
  - A. Make a search and inquiry of your division for lost or stolen property.
  - B. If a break-in occurs, notify the Security Office at Extension 3490 or Facilities Services Office, Extension 3441 and the Sheriff's Office (562) 949-2421. File Unusual Occurrence Report at the Security Office, Room G001 located at the Science Building.