

EMEC Staff

Yolanda Emerson

Dean, Educational Centers

Delmis Alvarado

Counselor

Gloria Reyes

Secretary

Robert Graham

Instructional Assistant

Graciela Trejo

Evening Clerk II

Computer Lab-EM102 Hours:

Monday	8:00 AM-12:00 PM
Tuesday	8:30 AM-10:00 AM AND 2:00-4:30 PM
Wednesday	9:00 AM-12:00 PM AND 2:00-4:30 PM
Thursday	2:00 PM-4:30 PM
Friday	8:30 AM-1:30 PM

Office Hours

Mon/Tues/Thurs	8:00 AM to 9:00 PM
Wednesday	8:00 AM to 5:00 PM
Friday	8:00 AM to 2:00 PM

Fall 2018



**Rio Hondo College
El Monte Educational Center**

3017 Tyler Ave.
El Monte, CA 91731
(626) 443-8932

Welcome

The EMEC staff welcomes you to our campus. We look forward to working with you this semester in creating an educational environment that is pleasant to both Faculty and students.

Office Information

The following services are available for instructors:

1. Scantron Reader
2. Limited printing for class handouts
3. Office hours for instructors, coordinate with onsite staff
4. DSPS proctor, arrangements made directly with DSPS
5. Exam proctor, arrangements made with onsite Instructional Assistant

Parking Information

Parking permits are not required at the EMEC Campus. Staff and students can park in any open parking stall within the parking lot.

Wi-Fi Access

EMEC offers Wi-Fi access for all Rio Hondo Students and Faculty. Because we are a satellite campus, we need to assign each student is assigned a User Name and Password for this campus. Please send students to the office to complete the Computer and Network User form to receive Wi-Fi access.

Snack Machine

EMEC has a snack machine located in the alcove next to the women's restroom. There is a refund process if by chance the item does not get dispensed, please refer the student to the office for assistance in requesting a refund.

Miscellaneous

There is a Faculty work station for you to use with a computer, printer and telephone. Also, we have a small first aid kit, a small refrigerator, microwave and coffee machine available for you to use in the office. Scantrons are provided to students at no cost. Please make sure we have the Scantron you request of students.

EMEC Logistics

Emergency Evacuation Procedures for EMEC

Earthquake

Take cover under the tables and when it is safe to do so, all occupants will exit the building towards the parking lot, next to Church's Chicken.

Fire

Calmly exit the classroom and walk towards Church's Chicken and wait for further instructions.

Active Shooter

1. Be aware of your environment and any possible dangers.
2. Take note of the nearest exit in any facility you occupy.
3. If you are in an office, stay in there and secure the door.
4. Quickly determine the most reasonable way to protect your own life. "Run, Hide, Fight"
5. Be out of the active shooter's view, find a place to hide.
6. Silence your cell phone.
7. Remain calm.
8. Call 911 when it is safe to do so!!
9. As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate the shooter. Act as aggressively as possible against the shooter, by throwing items and yelling, communicating your actions.
10. When law enforcement officers arrive, remain clam, follow instructions. Put down any items in your hand, immediately raise your hands and spread your fingers, Keep your hands visible at all times.
11. For more detailed instructions, check the "Active Shooter Response Guide," in the Faculty Handbook.