

EMERGENCY PREPAREDNESS POLICY:

YOUR SAFETY MATTERS: In the event of challenges, unforeseen circumstances, or emergencies, follow these steps to get the help you need quickly and efficiently.

1. Contact information:

- **LLE Email:** info@lifelong-education.org
- **Class Instructor:** Use the contact details provided in your class materials to reach your instructor directly.

2. Such events may include:

- a. **Class cancellations, postponements or interruptions** such as via internet or equipment failure, In those events, LLE and/or partners will:
 - 2) Post updates on the homepage of the website at www.lifelong-education.org and
 - 3) Notify staff and attendees through contact information the User provided such as texts, email or postal addresses or phone calls.
- b. **Student attendance or participation issues.** If, for any reason, the enrolled User is unable to attend or participate in courses or events, either partially or in whole, contact the class instructor or LLE email.
- c. **Enrollment or purchasing issues** on the website. Contact LLE email.
- d. **LLE social media site challenges.** Contact LLE or class instructor.
- e. **On-site Institution emergencies** during on-site classes or events. Follow the specific emergency procedures for the venue. Staff at the location will guide you if needed.
- f. **Personal emergencies** during on-site classes or events. Notify the nearest authority and follow the emergency guidelines as instructed.
- g. **Personal equipment challenges** necessary for attendance. Contact class instructor or LLE email.

Disclaimer: While Lifelong Education and our partners make great efforts to resolve challenges, unforeseen circumstances and emergencies, LLE assumes no liability.