

Syllabus



Course Information

Semester & Year: Spring 2024

Course ID & Section #: MATH-30-V6069

Instructor's name: Erin Wall

Day/Time of required meetings: None, this is an asynchronous online course

Location: Online - Canvas

Number of proctored exams: None proctored, but four timed exams, including the final

Course units: 4



Instructor Contact Information

Office location or *Online: SC 216G and online via Zoom.

Office hours: By appointment (In person and via Zoom).

Phone number: (707) 476-4351

Email address: erin-wall@redwoods.edu (<mailto:erin-wall@redwoods.edu>) (Can also contact me via Canvas Inbox) - Best ways to Contact Me



Catalog Description

A course for students studying in science, technology, engineering, and mathematics (STEM) fields and some areas of business. Both Math 30 and Math 25 (Trigonometry), are prerequisites for Math 50A (Differential Calculus). Topics include: polynomial, rational, radical, exponential, absolute value, and logarithmic functions; systems of equations; theory of polynomial equations; analytic geometry; arithmetic and geometric sequences and series.



Note: Students without experience in Algebra II or Intermediate Algebra are strongly recommended to take Math 30S College Algebra support course concurrently.



Course Student Learning Outcomes

1. Analyze and investigate functions and equations graphically, algebraically, and verbally.
2. Solve equations, systems of equations, and inequalities.
3. Apply functions and other algebraic techniques to model real-world applications.



Prerequisites / Co-requisites / Recommended Preparation

Math 30: Appropriate STEM Math placement, or completion of Intermediate Algebra.





Educational Accessibility & Support

College of the Redwoods is committed to providing reasonable accommodations for qualified students who could benefit from additional educational support and services. You may qualify if you have a physical, mental, sensory, or intellectual condition which causes you to struggle academically, including but not limited to:

- Mental health conditions such as depression, anxiety, PTSD, bipolar disorder, and ADHD
- Common ailments such as arthritis, asthma, diabetes, autoimmune disorders, and diseases
- Temporary impairments such as a broken bone, recovery from significant surgery, or a pregnancy-related disability
- A learning disability (e.g., dyslexia, reading comprehension), intellectual disability, autism, or acquired brain injury
- Vision, hearing, or mobility conditions



Available services include extended test time, quiet testing environments, academic assistance and tutoring through the [LIGHT Center](https://www.redwoods.edu/dsps/DSPS-Home/LIGHT-Center)  (<https://www.redwoods.edu/dsps/DSPS-Home/LIGHT-Center>), counseling and advising, alternate formats of course materials (e.g., audio books, braille, E-texts), assistive technology, learning disability assessments, approval for personal attendants and service animals, interpreters, priority registration, on-campus transportation, adaptive physical education and living skills courses, and more. If you believe you might benefit from disability- or health-related services and accommodations, please contact [Disability Services and Programs for Students \(DSPS\)](https://www.redwoods.edu/dsps/)  (<https://www.redwoods.edu/dsps/>). If you are unsure whether you qualify, please contact DSPS for a consultation: dsps@redwoods.edu. (<mailto:dsps@redwoods.edu>)

Eureka: 707-476-4280, Student Services Building, first floor

Del Norte: 707-465-2324, Main Building, near the library

Klamath-Trinity: 707-476-4280



Student Support Services

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

The following online resources are available to support your success as a student:

- [CR-Online \(https://www.redwoods.edu/online\)](https://www.redwoods.edu/online) (Comprehensive information for online students)
- [Library Articles & Databases \(https://redwoods.libguides.com/az.php\)](https://redwoods.libguides.com/az.php)
- [Canvas help and tutorials \(https://webapps.redwoods.edu/tutorial/\)](https://webapps.redwoods.edu/tutorial/)
- [Online Student Handbook \(https://www.redwoods.edu/Portals/72/Documents/Students/CR-OnlineStudentHandbook.pdf\)](https://www.redwoods.edu/Portals/72/Documents/Students/CR-OnlineStudentHandbook.pdf)
- [Online Tutoring ResourcesLinks to an external site. \(https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fredwoods.libguides.com%2FTutoring%2FOnline&data=05%7C01%7CAmber-Atkins%40Redwoods.edu%7Cbcfe068f8aca4941dde408daee9eaea9%7C8c90edff0a7243a795683eb28b3c8f82%7C0%7C0%7C638084662554822741%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6Ik1haWwiLCJXVCi6Mn0%3D%7C30](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fredwoods.libguides.com%2FTutoring%2FOnline&data=05%7C01%7CAmber-Atkins%40Redwoods.edu%7Cbcfe068f8aca4941dde408daee9eaea9%7C8c90edff0a7243a795683eb28b3c8f82%7C0%7C0%7C638084662554822741%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6Ik1haWwiLCJXVCi6Mn0%3D%7C30)



To learn more about the resources available to you, click on a title bar below, or click the down arrow to expand them all.


Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821



Community College Student Health and Wellness

If you are in distress or are with someone at risk right now, call the National Suicide Prevention Lifeline at 1-800-273-TALK (8255) or TEXT 741-741

Timely Care

When you're feeling under the weather physically or distressed mentally, you can find the help you're looking for in just a few quick taps. Students can schedule an appointment anytime via phone, video, and chat. Visit [TimelyCARE](https://www.timelycare.com/redwoods)  (<https://www.timelycare.com/redwoods>).

Mental Health Counseling

Students should text, email, or fax Shawna Bell directly for scheduling and/or services.


Contact info

Text: 707-496-2856


Email: shawnabmft@gmail.com (<mailto:shawnabmft@gmail.com>)

Fax: 707-237-2318 (voicemail can be left via fax)

Wellness Central

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges [Wellness Central](https://cvc.edu/wellness/)  (<https://cvc.edu/wellness/>).



Counseling

[Counseling & Advising](https://www.redwoods.edu/counseling/)  (<https://www.redwoods.edu/counseling/>) can assist students in need of academic advising and professional counseling services. Visit the Welcome Center



in the lower level of the student services building Monday –Friday 9am – 4pm (during the semester, summer hours may vary).

Basic Needs Center

[The Basic Needs Center](https://www.redwoods.edu/student-services/Home/Basic-Needs)  provides for the health and safety of students by providing access to healthy food, financial resources, and referrals to safe and secure housing. Students can also [submit a request for services and information](https://cm.maxient.com/reportingform.php?Redwoods&layout_id=7)  online.

Contact info

Phone: 707-476-4153

Email: the-grove@redwoods.edu

Learning Resource Center

Learning Resource Center includes the following resources for students:

- [Library Services](https://www.redwoods.edu/library) (<https://www.redwoods.edu/library>) to promote information literacy and provide organized information resources.
- [Multicultural & Diversity Center](https://www.redwoods.edu/student-services/Home/Multicultural-and-Diversity-Center) (<https://www.redwoods.edu/student-services/Home/Multicultural-and-Diversity-Center>)
- [Academic Support Center](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.redwoods.edu%2Fasc%2F&data=05%7C01%7CAmber-Atkins%40Redwoods.edu%7Cbcfe068f8aca4941dde408daee9eaea9%7C8c90edff0a7243a795683eb28b3c8f82%7C0%7C0%7C638084662554822741%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6Ik1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=Riz9ZxeBWEWFm69aT5OdlMsHyFsoonUcvZJLf5yQ1I%3D&reserved=0) (<https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.redwoods.edu%2Fasc%2F&data=05%7C01%7CAmber-Atkins%40Redwoods.edu%7Cbcfe068f8aca4941dde408daee9eaea9%7C8c90edff0a7243a795683eb28b3c8f82%7C0%7C0%7C638084662554822741%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6Ik1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=Riz9ZxeBWEWFm69aT5OdlMsHyFsoonUcvZJLf5yQ1I%3D&reserved=0>) – offers tutoring and test proctoring for CR students.
- [Student Tech Help](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.redwoods.edu%2Fsts&data=05%7C01%7CAmber-Atkins%40Redwoods.edu%7Cbcfe068f8aca4941dde408daee9eaea9%7C8c90edff0a7243a795683eb28b3c8f82%7C0%7C0%7C638084662554822741%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6Ik1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=%2FJ23kPg%2FGw0UgR98LB1fPf7Gik7JzRZUBESsb1Vzf%2BQ%3D&reserved=0) (<https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.redwoods.edu%2Fsts&data=05%7C01%7CAmber-Atkins%40Redwoods.edu%7Cbcfe068f8aca4941dde408daee9eaea9%7C8c90edff0a7243a795683eb28b3c8f82%7C0%7C0%7C638084662554822741%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6Ik1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=%2FJ23kPg%2FGw0UgR98LB1fPf7Gik7JzRZUBESsb1Vzf%2BQ%3D&reserved=0>) – provides students with assistance around a variety of tech problems.



Extended Opportunity Programs & Services (EOPS) ▲

[Extended Opportunity Programs & Services \(EOPS\)](https://www.redwoods.edu/student-services/Home/EOPS)

[\(https://www.redwoods.edu/student-services/Home/EOPS\)](https://www.redwoods.edu/student-services/Home/EOPS) provides services to eligible income disadvantaged students including: textbook awards, grants, career academic and personal counseling, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!


TRiO Student Success Program ▲

The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka \(https://www.redwoods.edu/trio/eureka\)](https://www.redwoods.edu/trio/eureka) or in [Del Norte \(https://www.redwoods.edu/delnorte/TRiO\)](https://www.redwoods.edu/delnorte/TRiO).

Veterans Resource Center ▲

The [Veteran's Resource Center \(https://www.redwoods.edu/student-services/Home/Vets\)](https://www.redwoods.edu/student-services/Home/Vets) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.

CalWORKS ▲

[CalWORKs](https://www.redwoods.edu/calworks)  [\(https://www.redwoods.edu/calworks\)](https://www.redwoods.edu/calworks) – California Work Opportunity & Responsibility to Kids (CalWORKs). Provides supportive services to student parents with children under the age of 18, who are receiving cash assistance (TANF benefits), to become self-sufficient. Services include: transportation assistance, basic student supplies, tutoring, priority registration, laptop and calculator loans, career, academic, and personal counseling, and more!



Evaluation & Grading Policy



The material in this course has been organized into a set of seventeen Learning Objectives. Your grade is determined by how well and often you demonstrate mastery of these Learning Objectives which are listed below. More detail regarding each Learning Objective is provided in Canvas.

Learning Objectives

L.O.1: I can identify and describe functional relationships (3 times)

L.O.2: I can apply transformations to the graphs and formulas of toolkit (parent) functions to create related functions. (3 times)

L.O.3: I can evaluate, compose, and decompose a composition of functions. (2 times)

L.O.4: I can recognize the relationship between functions and their inverses graphically and algebraically (2 times)

L.O.5: I can analyze and investigate properties of linear functions (1 time)

L.O.6: I can analyze and investigate properties of absolute value functions (1 time)

L.O.7: I can analyze and investigate properties of polynomial functions (1 time)

L.O.8: I can apply techniques for finding zeros of polynomials and roots of equations (1 time)

L.O.9: I can analyze and investigate properties of rational functions (1 time)

L.O.10: I can solve equations and applications of radical functions (1 time)

L.O.11: I can analyze and investigate properties of exponential functions (1 time)

L.O.12: I can analyze and investigate properties of logarithmic functions (1 time)

L.O.13: I can apply functions and other algebraic techniques to model real-world STEM applications (3 times)

L.O.14: I can solve systems of linear equations and inequalities (1 time)

L.O.15: I can recognize, identify, and use formulas related to sequences and series. (1 time)

L.O.16: I can analyze conics algebraically and graphically (1 time)

L.O.17: I practice mathematical habits of mind (Earn at least 80% of the weekly discussion/activity, online homework, and written homework points)

Grades will be assigned as follows:



A: 17 of 17 Learning Objectives at Mastery

A-: 16 of 17 Learning Objectives at Mastery

B+: 15 of 17 Learning Objectives at Mastery

B: 14 of 17 Learning Objectives at Mastery

B-: 13 of 17 Learning Objectives at Mastery

C+: 12 of 17 Learning Objectives at Mastery

C: 11 of 17 Learning Objectives at Mastery

D: 10 of 17 Learning Objectives at Mastery

F: Below 10 Learning Objectives at Mastery

Weekly Module Discussion/Activities

Your presence and participation in the Weekly Module Discussions/Activities will help you connect ideas and prepare you to demonstrate mastery of the Learning Objectives. They also help us develop and maintain a supportive learning community. There will be 1 in each weekly module. Each will be worth 10 points. 5 points for your initial post and 5 points for completing the required follow-up posts. These cannot be made up nor completed after that week's module closes as folks will have moved on to the next week's module.

Online & Written Homework

There will usually be two weekly online homework assignments (using MyOpenMath linked through Canvas) each week for this class, except the first week, the week of an Exam, and the week of the Final. Each will be worth 10 points. The first will be due on Wednesday and the second will be due on Sunday on all weeks besides exam weeks. Here you'll be able to practice and get immediate feedback about where your understanding is at for the mathematical content in each weekly module. It is best to submit these on time as the material in algebra often builds from week to week. These may be worked on up until the end of the next Exam week on that material.

Each week there will also be a written homework assignment that will consist of you writing up and showing your work on a few problems from your weekly online homework and/or problems from the textbook. You will need to submit these on Canvas in a single Word or PDF document. Written homework will be graded mainly on neatness, proper notation, and completeness. Minor deductions will occur for incomplete answers or answers without appropriate supporting work. It is important that you are learning the algebraic techniques presented in this class, as well as learn to write and present your work appropriately. Each of



these will be worth 10 points. These may be submitted up until the end of the week of the next Exam on that material. It is best to submit these on time, so you are able to benefit from the feedback before your Exams.

Exams & Final

Three timed exams are tentatively scheduled as indicated on the Tentative Schedule below. 16 of the 17 Learning Objectives will be assessed on the exams. The Final, which is also timed, will provide an opportunity for you to assess Learning Objectives 1-15 and will be given the 16th week of the semester, which is the week of May 6-10.

With the Exams and the Final, it is not about accumulating points. It is about demonstrating Mastery of the Learning Objectives. Therefore, you will notice that Canvas will indicate that these are worth 0 points.

Please contact me ASAP regarding issues you have with respect to taking Exams and Final on time. Make-ups and other opportunities to demonstrate mastery of Learning Objectives are given at my discretion. Timely, honest communication increases one's chances of being granted an opportunity for a make-up or reassessment of a Learning Objective.

Tentative Schedule

Week	Material
1	Introductions, Section 1.1 & 1.2
2	Sections 1.3, 1.4, and 1.5
3	Sections 1.6, 1.7
4	Sections 2.1, 2.2, and 2.3
5	Review, Exam 1, Section 3.1
6	Section 3.2, 3.3, and 3.4
7	Section 3.5, 3.6, and 3.7
8	Review, Exam 2
Spring	Break
9	Section 3.8, 3.9, and 4.1
10	Section 4.2, 4.3, and 4.4
11	Section 4.5, 4.6, and 4.7
12	Review, Exam 3
13	Section 9.1, 9.2, 9.6
14	Sequences & Series
15	Conics

Week	Material
16	Review & Final

Late Work Policies

Weekly Discussion/Activities: Your initial post can be made after the Wednesday due date for 2.5 points instead of 5 points. Follow-up posts cannot be made after the end of the week these are assigned.

Online & Written Homework: These may be submitted up until the end of the week of the next Exam on that material. There is no late deduction. It is best to submit these on time, so you are able to benefit from the feedback before your Exams.

Exams & Final: Please contact me ASAP regarding issues you have with respect to taking Exams and Final on time. Make-ups and other opportunities to demonstrate mastery of Learning Objectives are given at my discretion. Timely, honest communication increases one's chances of being granted an opportunity for a make-up or reassessment of a Learning Objective.



Fake Student Policy

Fraudulent enrollments are on the rise. To ensure that real students can get seats in the class, no shows will be dropped in the middle of the first week of classes. Also, if you are suspected of being a bot, you will be dropped from the class. If you have been dropped but are a real student, please contact your instructor right away to be reinstated in the class.



Spring 2024 Dates

Date	To Remember
January 12	Last day to register for classes (day before the first class meeting)
January 13	Classes begin
January 15	Martin Luther King, Jr.'s Birthday Holiday (District-wide closure)
January 19	Last day to add a class

Date	To Remember
January 26	Last day to drop without a "W" and receive a refund
January 29	Census Date (20% of class)
February 16	Lincoln's Birthday Holiday (District-wide closure)
February 19	President's Day Holiday (District-wide closure)
March 7	Last day to petition to graduate
March 29	Last day for student initiated withdrawal (62.5% of class)
March 29	Last day for faculty initiated withdrawal (62.5% of class)
March 11-16	Spring break (no classes)
May 4-10	Final Examinations
May 10	Last day to file for P/NP Option
May 10	Semester Ends
May 17	Grades due
May 24	Grades available






Academic Dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](https://go.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](https://www.redwoods.edu/catalog) and on the [College of the Redwoods website](https://www.redwoods.edu/).







Disruptive Behavior



Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#) ) (<https://go.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies>) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) ) (<https://www.redwoods.edu/catalog>) and on the [College of the Redwoods website](#) ) (<https://www.redwoods.edu/>).



Support of Diversity & Inclusiveness

Each of us is responsible for creating and maintaining inclusive environments. Inclusive environments require us to work to identify, examine, and limit the ways our implicit social biases impact our actions. Learning can happen when diversity and individual differences are understood, respected, appreciated & recognized as a source of strength, benefit and resource. Incidents of bias, discrimination, and microaggressions do occur, whether intentional or unintentional. These things contribute to creating unwelcoming environments for individuals and groups at our college. CR encourages anyone who experiences or observes environments at our college that become unfair or hostile on the basis of peoples' identities to speak out for justice and support. Speaking out can take place within the moment of the incident or after the incident has passed. Anyone can share these experiences with a trusted CR faculty/staff/administrator, or by using using the following CR resources CR resources: [Student Complaint Process](#) ) (<https://www.redwoods.edu/Students/Student-Complaint-Process>); [Unlawful Discrimination form](#) ) (<https://www.redwoods.edu/Portals/0/Students/unlawful-discrimination-form-2020.03.24.pdf>); [Non-Academic Discrimination incident](#) ) (<https://www.redwoods.edu/Students/Student-Complaint-Process>); [Title IV incident](#) ) (<https://www.redwoods.edu/student-services/Home/Title-IX>).



Canvas



Canvas Information

Log into Canvas at [My CR Portal](http://www.redwoods.edu/sso)  (<http://www.redwoods.edu/sso>)

For help logging in to Canvas, visit [My CR Portal](http://www.redwoods.edu/sso).  (<http://www.redwoods.edu/sso>)



For help with Canvas once you're logged in, click on the Help icon on the left menu.

For tech help, email its@redwoods.edu (<mailto:its@redwoods.edu>) or call 707-476-4160

Canvas online orientation workshop: [Canvas Student Orientation Course \(instructure.com\)](https://redwoods.instructure.com/courses/6781) (<https://redwoods.instructure.com/courses/6781>)

Setting Your Preferred Name in Canvas


Students have the ability to have an alternate first name and pronouns to appear in Canvas.


Contact [Admissions & Records](https://www.redwoods.edu/admissions/Forms)  (<https://www.redwoods.edu/admissions/Forms>) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. This does not change your legal name in our records. See the [Student Information Update form](https://www.redwoods.edu/Portals/28/A.R.Forms.Docs/Miscellaneous/Student%20Information%20Update.pdf) .

(<https://www.redwoods.edu/Portals/28/A.R.Forms.Docs/Miscellaneous/Student%20Information%20Update.pdf>).



Emergency Procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into [WebAdvisor](https://webadvisor.redwoods.edu)  (<https://webadvisor.redwoods.edu>) and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu (<mailto:security@redwoods.edu>) if you have any questions. For more information see the [Redwoods Public Safety Page](https://www.redwoods.edu/publicsafety)  (<https://www.redwoods.edu/publicsafety>).

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel



Do not leave campus, unless it has been deemed safe by the campus authorities.





To learn more about campus-specific Emergency Procedures, click on a title bar below, or click the down arrow to expand them all.



Del Norte Campus Emergency Procedures

Please review the [Crescent City campus emergency map](https://www.redwoods.edu/Portals/70/pdfs/DN%20CampusSafetyMap_010819-2.pdf)  (https://www.redwoods.edu/Portals/70/pdfs/DN%20CampusSafetyMap_010819-2.pdf) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information, see the [Redwoods Public Safety Page](https://www.redwoods.edu/publicsafety)  (<https://www.redwoods.edu/publicsafety>).

Eureka Campus Emergency Procedures

Please review the [campus emergency map](https://internal.redwoods.edu/Portals/180/Maps%20and%20Phone%20Lists/EurekaMaps_Emergency_F19.pdf?ver=2020-02-18-112433-920×tamp=1628553718609)  (https://internal.redwoods.edu/Portals/180/Maps%20and%20Phone%20Lists/EurekaMaps_Emergency_F19.pdf?ver=2020-02-18-112433-920×tamp=1628553718609) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [CR Police Department Public Safety](https://www.redwoods.edu/publicsafety)  (<https://www.redwoods.edu/publicsafety>). It is the responsibility of College of the Redwoods to protect life and property from the effects of emergencies within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).



6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and / or has been deemed safe by the person in command.

Klamath-Trinity Campus Emergency Procedures

Please review the responsibilities of, and procedures used by, the College of the Redwoods, KlamathTrinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

In the event of an emergency, communication shall be the responsibility of the district employees on scene:

1. Dial 911, to notify local agency support such as law enforcement or fire services.
2. If safe to do so, notify key administrators, departments, and personnel.
3. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
4. Contact 530-625-4821 to notify of situation.
5. Contact Hoopa Tribal Education Administration office 530-625-4413
6. Notify Public Safety 707-476-4111.

In the even of an emergency, the responsible district employee on the scene will:

1. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
2. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
3. Close all window curtains.
4. Get all inside to safe location Kitchen area is best internal location.
5. If a police officer or higher official arrives, they will assume command.
6. Wait until notice of all is clear before unlocking doors.
7. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
8. Do not leave site, unless it has been deemed safe by the person in command.
Student Support
Services (required for online classes)



