

Course Syllabus

 Edit

Course Information

Semester & Year: Spring 2024

Course ID & Section #: OCEAN-10L-E5966, E5967

Instructor's name: Emily Wright

Day/Time of required meetings: Thursday 10:00 am to 1:10 pm

Location: HU125

Number of proctored exams: None

Course units: 1



Instructor Contact Information

Office location: HU125A

Office hours: In-person Thursdays 1:10pm to 2:10pm in HU125 or online by appointment (see [Office Hours Information \(https://redwoods.instructure.com/courses/17715/pages/office-hours-information\)](https://redwoods.instructure.com/courses/17715/pages/office-hours-information).)

Email address: [Emily-Wright@redwoods.edu \(mailto:Emily-Wright@redwoods.edu\)](mailto:Emily-Wright@redwoods.edu)

Preferred Contact method: Canvas message



Catalog Description

An exploration of the conceptual material presented in OCEAN 10. Students will acquire practical laboratory and field experience using oceanographic skills, tests, and procedures. Laboratory exercises focus on chart reading, measurements of seafloor movement, seawater chemistry, wave celerity, and microscopic analysis. Field experience includes examination of coastal



geology, wave and beach processes, habitats and marine organisms. Note: This course includes field trips to various marine and coastal areas. The College does not provide transportation.



Course Student Learning Outcomes

1. Use the formal methodology of the scientific method as an inquiry-based tool to critically evaluate oceanic phenomena.
2. Demonstrate the skills necessary to utilize basic instruments, tools, and tests used in oceanography.
3. Apply classification systems to organize and identify marine features and organisms.



Prerequisites / Co-requisites / Recommended Preparation

OCEAN 10 is a Co-requisite

If you are currently registered in OCEAN 10 and OCEAN 10L and wish to drop or withdraw from OCEAN 10L, you may need to contact me for instructor override, do to the way that these courses are set up in WebAdvisor. You may not, however, drop OCEAN 10 without also dropping OCEAN 10L.

In short: you can take the lecture without the lab, but you can't take the lab without the lecture.



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), 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 \(DSPS\)](#). If you are unsure whether you qualify, please contact DSPS for a consultation: 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) (Comprehensive information for online students)
- [Library Articles & Databases](https://redwoods.libguides.com/az.php)
- [Canvas help and tutorials](https://webapps.redwoods.edu/tutorial/)
- [Online Student Handbook](https://www.redwoods.edu/Portals/72/Documents/Students/CR-OnlineStudentHandbook.pdf)
- [Online Tutoring Resources](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fredwoods.libguides.com%2FTutoring%2FOnline&data=05%7C01%7CAmb%40Redwoods.edu%7Cbcfe068f8aca4941dde408daee9eaea9%7C8c90edff0a7243a795683e) [Links to an external site.](#)

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/)  (<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)  (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 \(https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.redwoods.edu%2Fasc%2F&data=05%7C01%7CAmber-Atkins%40Redwoods.edu%7Cbcfe068f8aca4941dde408daee9eaea9%7C8c90edff0a7243a795\)](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.redwoods.edu%2Fasc%2F&data=05%7C01%7CAmber-Atkins%40Redwoods.edu%7Cbcfe068f8aca4941dde408daee9eaea9%7C8c90edff0a7243a795) – offers tutoring and test proctoring for CR students.
- [Student Tech Help \(https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.redwoods.edu%2Fsts&data=05%7C01%7CAmber-Atkins%40Redwoods.edu%7Cbcfe068f8aca4941dde408daee9eaea9%7C8c90edff0a7243a795\)](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.redwoods.edu%2Fsts&data=05%7C01%7CAmber-Atkins%40Redwoods.edu%7Cbcfe068f8aca4941dde408daee9eaea9%7C8c90edff0a7243a795) – 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>) 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>) – 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


This course does **not** use a traditional points and percentage scheme. The final grade is determined by a the final grade rubric. The nine rows of the rubric represent each of the letter grades in the CR grade scheme (A, A-, B+, etc.). The columns represent categories of grade requirements. To achieve a specific letter grade, a student must meet **all** of the requirements listed along the row for that grade. In other words, there is no averaging between categories.

Grade	Lab Summary Quizzes	Writing Portfolio	Field Journal	Field Tasks	XP (Experience Points)
A	6 Quizzes	Field Project Report meets expectations	At least one field journal entry meets expectations	At least 8 different tasks completed over semester	At least 400
A-	5 Quizzes	Field Project Report meets expectations	At least one field journal entry meets expectations	At least 8 different tasks completed over semester	At least 400

Grade	Lab Summary Quizzes	Writing Portfolio	Field Journal	Field Tasks	XP (Experience Points)
B+	4 Quizzes	Field Project Report meets expectations	At least one field journal entry meets expectations	At least 8 different tasks completed over semester	At least 400
B	3 Quizzes	Field Project Report meets expectations	At least one field journal entry meets expectations	At least 8 different tasks completed over semester	At least 400
B-	2 Quizzes	Field Project Learning Reflection meets expectations	At least one field journal entry meets expectations	At least 8 different tasks completed over semester	At least 400
C+	1 Quiz	Field Project Learning Reflection meets expectations	At least one field journal entry submitted	At least 8 different tasks completed over semester	At least 400
C	1 Quiz	Field Project Learning Reflection meets expectations	At least one field journal entry submitted	At least 6 different field tasks completed over semester	At least 400
D	1 Quiz	No writing portfolio requirement	At least one field journal entry submitted	At least one day of field work participation	At least 200
F	None	No writing portfolio requirement	No requirement	No requirement	Less than 200 points

Lab Summary Quizzes

In most cases, lab quizzes will be take-home (online) quizzes, between 4 and 6 questions long.

They will review content and skills learned in the lab activities, but unlike lab activities they will be 

closed to peer discussion. You will have three attempts at each quiz. A score of 100% is required to pass. There are 7 total quizzes in the semester (and you need to pass 6 for an A).

Field Journal

You are required to keep a field journal for this class. Each week that we are in the field, you should submit, clear, legible photographs of your field journal entry. At least one of these field journal entries should be thorough and detailed enough to meet expectations for the grade rubric. After you've submitted one entry that meets expectations, any entry (whether detailed and thorough or not) will earn XP.

Field tasks

During the semester, you will need to demonstrate mastery of at least eight different field techniques. We will use these techniques regularly throughout the semester, so you will have many opportunities to learn and demonstrate each technique. You need to demonstrate each technique once.

Writing Portfolio

Throughout the semester, we will be working on the Hookton Slough project and the project report. The final project report will be due near the end of the semester. This report will also count towards your writing profile in OCEAN 10.

Grades of B- or less do not require a field project report, but do require a field project Learning Reflection, which is a shorter, less formal and less comprehensive writing assignment, similar to the Learning Reflections in OCEAN 10.

Experience points (XP)

Like OCEAN 10, this class uses XP or "Experience Points." XP for the lab are separate from XP in OCEAN 10. XP earned in OCEAN 10 do not fill the requirement for OCEAN 10L and vice versa. There is also less flexibility in how you earn XP in OCEAN 10L. While there are more than 1200 XP theoretically available in OCEAN 10, there are only about 500 to 600 available in OCEAN 10L. That's enough that, if you miss an assignment or two, you'll be alright, but you should generally view all categories of assignments as required.



Late Work and missed class.

Pre-lab homework and Pre-quizzes are designed to prepare you for the lab activities of the day. If you aren't prepared for class, you don't really get the value of these assignments, therefore, you earn no credit if they are not turned in on time.

Some assignments, such as field notes and field tasks require that you are present. However, the grading is structured so that you do not need to be present for all class meetings to be successful. Other lab activities will have an online alternative if you need to miss class.

Lab Summary Quizzes, as well as many other assignments, remain open for the duration of the semester and there is no percentage late penalty.



Participation and Attendance Policy

Your participation will be tracked through the completion of assignments online and your presence in class. School policy allows me to initiate a withdrawal for a student who has “excessive absences” prior to the Last day for faculty-initiated W deadline (see the Dates list below). For this online course “excessive absences” is defined as missing two weeks of class or more with no assignments or submissions and no communication with the instructor. I will typically reach out to you prior to dropping you from the course. It is your responsibility to participate in this course on a regular basis. If you intend to withdraw from the class, it is also your responsibility to do so through Web Advisor before the deadline. Do not assume that I will initiate the drop.



Field Trips

We will spend at least part of most lab meeting times in the field. Usually, our field location will be Hookton Slough, but there may be other field trips as well. You are responsible for arranging your own transportation to and from field trips. Field meeting times will account for travel time from the CR Eureka Campus and thus field trips will not interfere with your classes scheduled before or after this class.

There may be an opportunity for you to attend a weekend oceanography cruise on Cal Poly Humboldt’s research vessel, the R/V Coral Sea on April 7, either 8:00 am to noon or 12:30 pm to 4:30 pm. CR student participation is contingent on availability. If there is more interest than availability, there will be a lottery. To ensure fairness, equity towards those who have less flexible weekend schedules, and purity of motivation for attendance, no XP (nor any other form of “credit” or “extra credit”) will be awarded for attendance on the R/V Coral Sea Cruise.





Food and Drink in the Classroom

Given that this class meets for three hours, it is understandable that you might like to bring a small snack and you'll of course want to stay hydrated. I trust that you can discern for yourself what constitutes a "small snack" rather than a full-on meal. However, if food in the classroom becomes an issue that is interfering with learning, we may need to establish a clearer food and drink policy.



Spring 2024 Dates

Date	To Remember
January 12	Last day to register for classes
January 13	Classes begin
January 15	Martin Luther King, Jr.'s Birthday Holiday (District-wide closure)
January 19	Last day to add a class
January 25	Last day to participate to avoid instructor drop (policy for this class only)
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)
April 7	Cal Poly R/V Coral Sea Cruise 8:00 am or 12:30 pm
April 21	First draft deadline (policy OCEAN 10)
May 4-10	Final Examinations
May 10	Last day to file for P/NP Option
May 10	Semester Ends
May 17	Grades due






Date	To Remember
May 24	Grades available



Academic Integrity

College Policy

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/>).

Instructor Policy

I consider academic dishonesty to include:

- cheating on exams
- copying or plagiarizing the work of others on writing portfolio assignments
- aiding any other student in these activities
- answering untruthfully when asked about your knowledge of cheating among your peers

There is a high degree of flexibility in assessments in this class (Exams are un-proctored with no time limit). This degree of flexibility only works in an environment where students value academic honesty and integrity, both for themselves and for their peers.

In (rare) cases of suspected dishonesty, I believe in education before punishment. This would likely begin with a conversation clarifying what is cheating, and attempting to understand the motivations. I would hope to convince the student that seeking feedback and re-attempting the assessment are better strategies for success. I would only employ the full extent of the college policy described above in such cases where the dishonesty was severe, intentional and repeated. In most cases, I would simply not count the dishonest work towards the final grade, but still allow honestly completed re-attempts.





AI Use Class Policy

Recent advancements in generative artificial intelligence (AI) have made large language models such as ChatGPT and Google's Bard widely available. Sometimes, using these tools appropriately can help us overcome barriers and allow us to focus on deeper learning. However, overuse of these tools can undermine the development of our critical and creative thinking skills. In addition, AI outputs are often unreliable and frequently subject to bias. For these reasons, it is sometimes appropriate and sometimes inappropriate to use generative AI in the completion of assignments or in discussion posts. **For this class, AI is generally not allowed on assessments (summary quizzes and writing portfolio)**, as these are an opportunity for you to showcase your ability to explain scientific concepts in **your own words** or to demonstrate your ability to problem solve (not demonstrate the AI's ability - I've tested ChatGPT and I already know it's science problem solving skills are rather lacking). If you think that there is an appropriate use of AI in this class, I'm open to considering your ideas, as long as you and I are having an honest conversation about how you're using the AI.



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/>.



Respectful Engagement in this Online Course



College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. There may be times in this class where you may wish to express disagreement with another student's opinion. You might also be asked to provide constructive criticism or correct another student's misconception. A learning environment is one in which everyone feels comfortable expressing criticism or disagreement. To achieve this, we must each strive to criticize without insulting, and equally, to receive criticism without becoming insulted. It is important to engage in discussion in a manner that is respectful and inclusive. We all are responsible for ensuring that disagreement remains respectful by not letting challenges to ideas become attacks on personal identity.



Diversity, Equity and Inclusion

College Policy

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 the following CR resources: [Unlawful Discrimination Complaint Form](https://www.redwoods.edu/Portals/0/_Students/unlawful-discrimination-form-2020.03.24.pdf) ↗

[\(https://www.redwoods.edu/Portals/0/_Students/unlawful-discrimination-form-2020.03.24.pdf\)](https://www.redwoods.edu/Portals/0/_Students/unlawful-discrimination-form-2020.03.24.pdf); [Non-Academic Complaint](https://www.redwoods.edu/Students/Student-Complaint-Process#NAC) ↗ [\(https://www.redwoods.edu/Students/Student-Complaint-Process#NAC\)](https://www.redwoods.edu/Students/Student-Complaint-Process#NAC);

[Title IX](https://www.redwoods.edu/student-services/Home/Title-IX) ↗ [\(https://www.redwoods.edu/student-services/Home/Title-IX\)](https://www.redwoods.edu/student-services/Home/Title-IX); [Grade Change](https://www.redwoods.edu/Students/Student-Complaint-Process#GCC) ↗

[\(https://www.redwoods.edu/Students/Student-Complaint-Process#GCC\)](https://www.redwoods.edu/Students/Student-Complaint-Process#GCC)

Instructor Statement of Commitment

I am committed to the continual critical evaluation of my instructional practices for their capacity to perpetuate the inequities that exist in our society. I endeavor to implement practices, such as alternative grading, which encourage learning and success for all students regardless of prior educational background. I strive to create an environment where every student feels welcome, and any student can feel encouraged to continue in geoscience beyond this introductory class.



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>



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) 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>).

Eureka Campus Emergency Procedures

Please review the [campus emergency map](#) 

(https://internal.redwoods.edu/Portals/180/Maps%20and%20Phone%20Lists/EurekaMaps_Emergencyver=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>). 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)



