

# Syllabus for CIS-1-E6206



## Course Information

Semester & Year: Spring 2024

Course ID & Section #: CIS-1-E6206

Instructor's name: Clay McGlaughlin

Day/Time of required meetings: Mondays, 10:05 AM - 1:15 PM

Location: Humanities 210

Number of proctored exams: 0

Course units: 4.0



## Instructor Contact Information

Office location or \*Online: Online

Office hours: By Appointment

Phone number: 707-613-9766

Email address: clay-mcgloughlin@redwoods.edu



## Catalog Description

CIS-1 - Computer Information Systems is an intermediate-level course focusing on the principles and applications of computers, including their role in business and society, the fundamentals of information systems, database management systems, networking, e-commerce, ethics and security, and computer systems hardware and software components.





## Course Student Learning Outcomes

Upon successful completion, students will be able to:

1. Solve common business problems using appropriate Information Technology applications and systems.
2. Demonstrate an understanding of information systems used in business.
3. Evaluate the implications of technology on society.



## Prerequisites / Co-requisites / Recommended Preparation

CIS-100 is the recommended preparation for this class. Currently enrolled students must already possess a basic proficiency in word processing, spreadsheets, electronic presentation software, and the ability to use the Internet and email. Students must have access to a PC running Windows 8.1 or 10; a broadband Internet connection; and MS Office software suite, as well as basic skills in learning and studying in an online environment.


**Required Textbook:** New Perspectives on Computer Concepts 2023: Comprehensive Edition: 2023

**Author:** Parsons

**E-book ISBN:** 9780357674819

**Hardcover ISBN:** 9780357674611

**Required Hardware:** A computer running Microsoft Windows 10 or higher is required. Please note that an Apple PC (MacOS) will NOT work for all of the labs in this course, as some elements rely on the Windows operating system.



**Required Software:** Microsoft Office 365. Through a licensing agreement with Microsoft, CR is able to provide students with a free copy of MS Office software. Login at <https://www.redwoods.edu>  (<https://www.redwoods.edu>) with your Student Email Account to access Office 365 online.



# 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, 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) (<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. \(https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fredwoods.libguides.com%2FTutoring%2FOnline&data=05%7C01%7CAmber-Atkins%40Redwoods.edu%7Cbcfe068f8aca4941dde408daee9eaea9%7C8c90edff0a7243a795683eb28b3c8f82%7C0%7C0%7C638084662554822741%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6lk1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=IPQnFsRsujkzGkSNI2eqR4ofcCFQuSN6PcfuoYRnp5s%3D&reserved=0\)](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%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6lk1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=IPQnFsRsujkzGkSNI2eqR4ofcCFQuSN6PcfuoYRnp5s%3D&reserved=0)

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)   [\(https://www.timelycare.com/redwoods\)](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) (<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/)  [\(https://cvc.edu/wellness/\)](https://cvc.edu/wellness/).

### Counseling

[Counseling & Advising](https://www.redwoods.edu/counseling/)  [\(https://www.redwoods.edu/counseling/\)](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)   [\(https://www.redwoods.edu/student-services/Home/Basic-Needs\)](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)   [\(https://cm.maxient.com/reportingform.php?Redwoods&layout\\_id=7\)](https://cm.maxient.com/reportingform.php?Redwoods&layout_id=7) online.

Contact info

Phone: 707-476-4153

Email: [the-grove@redwoods.edu](mailto:the-grove@redwoods.edu)

### Learning Resource Center

Learning Resource Center includes the following resources for students:

- [Library Services](https://www.redwoods.edu/library)  [\(https://www.redwoods.edu/library\)](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)  [\(https://www.redwoods.edu/student-services/Home/Multicultural-and-Diversity-Center\)](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%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6Ik1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=Riz9ZxeBWEWFm69aT5OdIdMsHyFsoonUcvZJLf5yQ1I%3D&reserved=0)  [\(https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.redwoods.edu%2Fasc%2F&data=05%7C01%7CAmber-Atkins%40Redwoods.edu%7Cbcfe068f8aca4941dde408daee9eaea9%7C8c90edff0a7243a795683eb28b3c8f82%7C0%7C0%7C638084662554822741%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6Ik1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=Riz9ZxeBWEWFm69aT5OdIdMsHyFsoonUcvZJLf5yQ1I%3D&reserved=0\)](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%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6Ik1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=Riz9ZxeBWEWFm69aT5OdIdMsHyFsoonUcvZJLf5yQ1I%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%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6Ik1haWwiLCJXVCI6Mn0%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>) 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>) or in **Del Norte** (<https://www.redwoods.edu/delnorte/TRiO>).

## Veterans Resource Center ▾

The **Veteran's Resource Center** (<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>) – 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!

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## Evaluation & Grading Policy

### Course Grading:

40% Labs

30% Exams

20% Quizzes

10% Discussion Forums

### Grade Scale:

96-100+% = A

90-95% = A-

87-89% = B+

84-86% = B

80-83% = B-

75-79% = C+

70-74% = C

60-69% = D

Less than 60% = F

### Exams:

The exams are administered online, and you typically have a time window to complete the exam once it is open. Failure to complete an exam during the defined time window will result in a zero on that exam. There are no makeup exams. Be sure to give yourself plenty of time for technical and logistical problems when taking the exam.

### Quizzes:

Quizzes are administered online weekly, and are typically due on Thursday of each week. Failure to complete a quiz by the posted due date will result in a zero on that quiz. There are no makeup quizzes. Be sure to give yourself plenty of time for technical and logistical problems when taking each quiz.

### Connection Issues:

Problems with your internet connection or your computer will NOT result in an extension of the due date for any deliverable (lab/quiz/exam, etc.). You should plan to complete your work well ahead of the due dates whenever possible to avoid unexpected delays.



Late Labs Policy (Note that this does NOT apply to Discussions / Quizzes / Exams):

You are allocated THREE No Questions Asked (NQA) credits at the beginning of the semester. Each credit allows you to submit ONE LAB up to ONE week late. Assuming you have NQAs left to use, the lab will be graded as if it were handed in on time, no questions asked. A late lab without an NQA will receive a zero. Late credit cannot be applied towards discussions, quizzes or exams.

#### Regular effective contact

Ten percent of your grade is based on Discussion Forum participation. There are 10 participation points available per week that are earned by posting answers to the week's discussion-forum topic and responding to classmates' postings. A maximum of 6 points can be earned by posting a quality answer to the week's discussion topic by the end of the day on Wednesday. An additional 4 points can be earned by posting at least two quality responses to classmates' postings by the end of the day on Saturday. If you do not post your topic response by the end of the day on Wednesday, you forfeit 6 points. You can still earn 4 points for the week by responding to classmates' postings by the end of the day on Saturday. Failure to respond to classmates' postings by the end of the day on Saturday will result in forfeiture of 4 points for the week. Timely postings are essential to create a reasonable dialog on the week's discussion topic. You cannot make up participation points, which means you cannot use NQA credits for discussion forum postings. So make sure you post your response to the week's topic by Wednesday and respond to classmates' postings by Saturday.

One way to do well on your online postings is to spend some time researching the topics outside of your textbook. Use the Internet and other sources to provide another perspective or a more detailed explanation. Including a hyperlink to relevant Internet information gives others the opportunity to learn more too. Remember to cite your references.

Just as you would use a nice tone in the classroom, be sure to prepare thoughtful and friendly responses online. The forum discussions are an opportunity to help others with their understanding of the concepts covered. If you see a post where someone is struggling to understand (or is incorrect), try to help them out. Find something positive to say about their effort, and then add your comments. Try to illustrate your explanation, rather than referring them to your post. Be polite, supportive, and encouraging. The online learning environment should be helpful and enjoyable!

One final note - anyone that acts offensively online will be subject to removal from the class. This includes using insulting or inappropriate language, or being demeaning in discussion forum posts.







## 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
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 11-16	Spring break (no classes)
March 29	Last day for student initiated withdrawal (62.5% of class)
March 29	Last day for faculty initiated withdrawal (62.5% of class)
April 1	Cesar Chavez Day Holiday (District-wide closure)
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/>.



## AI Use Class Policy

Generative AI tools, such as ChatGPT and Google's Bard, are likely to be widely used in the workplace moving forward. It's important for you to understand how to use them ethically and effectively. For that reason, in this class, you will sometimes be invited to use such a tool in the completion of an assignment. **In this class, using generative AI tools is not cheating if the outputs are screened by you for accuracy, bias, appropriateness, and fidelity to the assignment instructions.**



## 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) (<https://www.redwoods.edu/catalog>) and on the [College of the Redwoods website](https://www.redwoods.edu/) (<https://www.redwoods.edu/>).



## Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.



## DEIA+A Commitment Statement



## 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) (<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>).



## 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) (<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](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&timestamp=1628553718609](https://internal.redwoods.edu/Portals/180/Maps%20and%20Phone%20Lists/EurekaMaps_Emergency_F19.pdf?ver=2020-02-18-112433-920&timestamp=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)