

Fall 2024

College of the Redwoods



Syllabus CT-135 Woodworking Hand Tools and Techniques

Semester & Year: Fall 2024

Course ID & Section #: CT-135 Woodworking Hand Tools and Techniques #E7450

Instructor's name: Bert Hafar

Day/Time of required meetings: Lecture/Lab Tuesday, Thursday 06:05PM - 08:10PM,

Location: AT-109

Number of proctored exams: 0

Course units: 2



Instructor Contact Information

Office location: AT-124 (Near vending machines, south-west end of AT building)

Office hours: Tuesday and Thursday 3:00 - 5:00 pm and by appointment.

Phone number: Office 476-4349 Wood Lab 476-4100 extension 4623

Email address: bert-hafar@redwoods.edu (mailto:bert-hafar@redwoods.edu) (Email is the best way to contact me.)



Catalog Description

A course in the use and techniques of woodworking hand tools and hand tool joinery. Students will receive instruction in the making, tuning, and proper use of wooden hand planes and lay-out tools. Traditional woodworking joinery techniques will be studied and performed at the bench including: edge joining, dowelling, hand-cut dovetails, and mortise and tenon joinery.



Course Student Learning Outcomes

1. Analyze wood and materials for appropriateness to the task of tool and project construction.
2. Construct woodworking tools and projects.
3. Display and report on project intervals and completion.



Prerequisites / Co-requisites / Recommended Preparation

Requisites: None. This class is open to anyone interested in working with wood. No prior experience or “natural ability” is expected or required.

Recommended preparation: Although not required, it is highly recommended that you complete CT-21A, Survey of Wood Technology, prior to, or concurrently with, this class. All students wishing to take CR woodworking classes that utilizing power tools, regardless of prior experience, are required to start with CT-21A. This ensures that you become familiar with the safety practices of the CR woodshop and learn the proper operation of its power equipment as well as the location and organization methods used for the countless small wood tools that are available. In CT-135 you will not be required to use power tools and will only be allowed to if you have completed the proper safety training and safety tests.



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 \(https://www.redwoods.edu/dsps/DSPS-Home/LIGHT-Center.html\)](https://www.redwoods.edu/dsps/DSPS-Home/LIGHT-Center.html), 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 [Student Accessibility Support Services \(SASS\) \(https://www.redwoods.edu/dsps/\)](https://www.redwoods.edu/dsps/). If you are unsure whether you qualify, please contact Student Accessibility Support Services (SASS) for a consultation: [sass@redwoods.edu \(mailto:sass@redwoods.edu\)](mailto:sass@redwoods.edu).

Eureka: 707-476-4280, Student Services building, first floor SS113
Del Norte: 707-465-2353, 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://support.canvaslms.com/s/?c__role=student&c__accountId=001A000000KMmj5IAD) (<https://www.redwoods.edu/Portals/72/Documents/Students/CR-OnlineStudentHandbook.pdf>)
- **Online Tutoring Resources** (<https://redwoods.libguides.com/Tutoring/Online>)

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 \(https://www.redwoods.edu/counseling.html\)](https://www.redwoods.edu/counseling.html) can assist students in need of academic advising and professional counseling services. Eureka Campus-Visit the Welcome Center in the lower level of the student services building Monday –Friday 9am – 4pm (during the semester, summer hours may vary).

Eureka Downtown Site- 525 D St Eureka Phone: 707-476-4500 Email: ace@redwoods.edu

Basic Needs Center

[The Basic Needs Center \(https://www.redwoods.edu/student-services/Home/Basic-Needs.html\)](https://www.redwoods.edu/student-services/Home/Basic-Needs.html) 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. \(https://www.redwoods.edu/student-services/Home/Multicultural-and-Equity-Center.html\)](https://www.redwoods.edu/student-services/Home/Multicultural-and-Equity-Center.html)
- [Academic Support Center. \(https://www.redwoods.edu/asc/index.html\)](https://www.redwoods.edu/asc/index.html) – offers tutoring and test proctoring for CR students.
- [Student Tech Help. \(https://www.redwoods.edu/sts/\)](https://www.redwoods.edu/sts/) – 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 \(https://www.redwoods.edu/trio/eureka.html\)](https://www.redwoods.edu/trio/eureka.html) . or in [Del Norte \(https://www.redwoods.edu/delnorte/TRiO.html\)](https://www.redwoods.edu/delnorte/TRiO.html) .

Veterans Resource Center

The [Veteran's Resource Center. \(https://www.redwoods.edu/student-services/Home/Vets.html\)](https://www.redwoods.edu/student-services/Home/Vets.html) 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!

Required Materials

Safety glasses, tape measure, pencils, notebook, completed safety test.

Face coverings or dust masks.

Optional: Textbook: "Hand Tool Essentials" by Popular Woodworking Magazine editors

ISBN 978-1-55870-815-0



Evaluation & Grading Policy

COURSE REQUIREMENTS

As a student woodworker in CT-135 you are required to attend lectures, participate in labs, read textbook assignments and engage yourself fully in the tests, quizzes and other classroom activities.

Course Skills: This course will focus on the following hand tool skills:

1. The construction and use of hand tools such as planes, spokeshaves, and layout equipment.
2. The construction of hand tool jigs and fixtures using accurate joinery.
3. Making through and half-blind hand cut dovetails.
4. Making blind and through mortise & tenon joinery.
5. The proper care, use, and fine tuning of various hand tools, including: planes, chisels, scrapers, carving knives, handsaws, and marking gauges.
6. Hand sawing techniques for dovetails, marquetry, and wood joinery.

Assessment

Student success in CT-135 will be assessed in the following areas:

		Grading Criteria	
1. Assigned projects and Activities	= 50%	100% - 96%	= A
Excellent			
2. Participation	= 10%	95% - 91%	= A-
3. Clean up and Work Habits	= 10%	90% - 87%	= B+
4. Homework	= 10%	86% - 83%	= B
5. Tests and Quizzes	= 10%	82% - 79%	= B-
6. Final Assessment	= 10%	78% - 70%	= C
		69% - 60%	= D
		< 59%	= Fail

Grades: Grades are recorded in and accessible to students through the CR Canvas website at redwoods.edu

Lectures: The lecture period will typically be from 6:05 - 7:00pm on Tuesdays, but short

demonstrations and discussions will occur throughout all class periods. This is a hybrid class; some online work will be required of you. During the first few weeks the lectures may run long due to classroom and tool orientation. I will be reviewing tool operation and safety. Make every effort to attend these lectures as it will be impossible to make this time up. Whenever possible I will be filming lectures and posting them to Canvas.

Lab:

There will be a lab period each day of class. It is important to apply yourself to the task at hand and use your lab time efficiently. Strive to make progress each and every day. Use your time wisely, and stay busy. As in industry “down time is clean-up time”. Always check-out with the instructor prior to leaving.

Assigned Manipulative Projects: Everyone will have assigned project work. Some projects are assigned to all students, while others allow for student preference or selection from a limited number of options. Tasks will include hand cut dovetails, marquetry, hand plane fettling, mortise and tenon joinery, sharpening, hand tool construction, and more. After completing your assigned tasks, it is recommended that you continue to practice hand tool skills during all available classroom time. You may repeat any manipulative assignments as often as you would like to improve your score.

Participation: Completing this semester’s work will require participation from all students. Just as at work, on-time arrival and full participation in class is expected of all students. There will be ten participation points available each day of class. Tardiness or leaving early will prevent you from earning these points.

Clean Up: Shop clean-up is part of every woodworker’s job. A well organized and clean shop is generally a reflection of the high-quality work accomplished in that facility. We all must participate in maintaining a safe and clean shop.

Work Habits: Safety, initiative, punctuality, sobriety, teamwork, effort, and attitude. Check out with your instructor prior to leaving class.

Homework: Reading and homework assignments will be given. Check the class schedule for assignments and due dates. Read prior to the lecture. All students must complete a technical report and an oral presentation based upon the review of a woodworking journal. This assignment must be word processed and presented to the class via the Canvas LMS. Online discussions will be graded.

Tests and Quizzes: Safety tests will be given prior to students using any tools or machinery in the lab. Quizzes will be given periodically on lecture and reading topics. Additionally, “exit quizzes” will be given on important topics of the day. All quizzes must be taken in class or online. Tests and quizzes will be accessible for a short period of time. They will have clear deadlines, there are no make-up exams or quizzes.

Final Exam: Tuesday December 17, 2024 6:00 - 8:00 pm

Students in all classes are expected to attend and participate in the final assessment at the end of the semester. This includes a project review and written final. The final exam will consist of two parts, an in-class lab portion and an online written portion.

Additionally, there will be a lab maintenance and cleaning portion. All students are expected to participate in this end of the semester clean up period.

Prior arrangements must be made with the instructor if for any reason you are unable to attend the final. Non-emergency excuse for absence on final day results in loss of one full course grade

Grading/Evaluation: Grades are part of the teaching and learning process. Keep in mind that you earn grades; I do not "give" them to you. I will assess your work according to how well it meets class objectives, fulfills requirements, meets the assignment rubric, and reflects the academic skills expected of college students. It is your responsibility to understand why you have achieved a certain grade and what steps you can take to maintain or improve your grade. Please feel free to consult with me using email or office visits. However, I will ask that, prior to speaking with me about your grade, you wait at least one day so you may carefully review the assignment and the grading rubric in order to clearly present your concerns to me.

Project Materials: The woodshop will provide all materials needed for the assigned projects. There will be no unrelated free-choice projects in this class. Time is limited and the assigned projects will require your full attention.

No unauthorized projects!

Student Feedback Policy

Timely feedback is important, I strive to return graded material as soon as possible.

Feedback regarding course performance, homework, and manipulative assignments may be discussed during my office hours or by appointment. Your achievements and points earned on projects will be recorded on the Canvas LMS. Homework and written assignments have recommended completion dates that correspond to each relevant lecture. It is highly recommended that woodworking students complete their assignments before the due date listed on Canvas. Written homework may be submitted up to two weeks after the assigned date for full credit. Woodworking requires cumulative learning and practice; therefore, manipulative assignments may be repeated as necessary to improve your score. I will grade and return these projects as quickly as I can.

All feedback is aimed to be delivered in a timely manner and with constructive intent.

GENERAL INFORMATION

Safety: Lab safety and coworker safety are your top priorities as a student woodworker.

In addition to machine specific safety rules, always keep in mind the following rules, and work toward developing a safety attitude.

- Wear safety glasses at all times.
- Use all the safety guards and other safety devices.
- Have the instructor check your special setups.
- Do not work with any tools or machinery unless the instructor is present.
- Do not work if you are intoxicated or under the influence of drugs.
- Report all accidents and injuries to the instructor immediately.

Student Code of Conduct Standards

All College of the Redwoods students are encouraged to familiarize themselves with, and conform to, college rules and regulations governing personal conduct on all campuses of the district as set forth in the current college catalog.

Electronic Devices

Do not answer your phone or engage in texting, gaming, or surfing the web during class time. Ear buds, wired headphones are prohibited—they are a safety hazard.

General Guidelines

Do not come to class stoned, drunk, or otherwise chemically compromised. If you do, I will ask you to leave. The wood lab is inherently dangerous and is no place to be in an altered state of mind. If you have a medical condition or are using medication prescribed by a physician that may affect your ability to function in the lab please discuss this with me.

Covid 19

It is the intent of CR and your instructors to provide a safe, clean, Covid-free learning environment for you. If you feel that your health may have been compromised in any way, please contact your instructor immediately via email or phone. Please do not attend class if you feel sick or suspect an illness of any type. We must be considerate of the health of those around us.

It is recommended that you provide your own small, regularly-used hand tools such as pencils, tape measure, chisels, etc. The fewer items we share the less likely we are to share our germs.

NOTE: You may be withdrawn from this course for non-participation if you miss three class meetings or three manipulative assignments. Your instructor may drop you after the census date and prior to the 10th week of the term for non-participation.

CAVEAT: The schedule and procedures for this course are subject to change in the event of extenuating circumstances.



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.



Fall 2024 Dates

Date	To Remember
August 23	Last day to register for classes (day before the first class meeting)
August 24	Classes begin
August 30	Last day to add a class
September 2	Labor Day Holiday (district wide closure)
September 6	Last Day to Drop & Receive a Refund
September 8	Last Day to Drop w/out a "W"
September 9	Census Date (20% of class)
October 31	Last Day to Petition to Graduate & Petition for Certificate
November 1	Last Day for Student/Faculty Withdrawal
November 11	Veteran's Day Holiday (District Wide Closure)
November 25-26	Fall Break (No Classes)
November 27-29	Thanksgiving Holiday (District Wide Closure)
December 14-20	Final Examinations
December 20	Last Day to File P/NP Option
December 20	Semester Ends
December 27	Grades Due
January 3	Grades Available for Transcript Release (approximate)

Important Fall 2024 Academic Dates



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 \(https://go.boarddocs.com/ca/redwoods/Board.nsf/goto?open&id=C9RVCG801790\)](https://go.boarddocs.com/ca/redwoods/Board.nsf/goto?open&id=C9RVCG801790)) 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/).



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. However, overuse of these tools in this class can undermine your learning and curtail the development of your critical and creative thinking skills. In addition, AI outputs are often unreliable and frequently subject to bias. For these reasons, the policy of this class is that AI cannot be used at any point in the completion of class assignments, including discussion posts. Any or all of your assignment submissions and discussion posts may be screened by AI detection software, but the real penalty for AI misuse is that you will miss out on an opportunity to learn.



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 \(https://go.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies\)](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 \(https://www.redwoods.edu/\)](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.



Canvas

Canvas Information

Log into Canvas at [My CR Portal \(https://myapps.microsoft.com/Redwoods.edu/\)](https://myapps.microsoft.com/Redwoods.edu/)

[\(https://myapps.microsoft.com/Redwoods.edu/\)](https://myapps.microsoft.com/Redwoods.edu/) For help with Canvas visit the [Canvas Help Page \(https://support.canvaslms.com/s/?c_role=student&c_accountId=001A000000KMmj5IAD\)](https://support.canvaslms.com/s/?c_role=student&c_accountId=001A000000KMmj5IAD)

If you cannot log into Canvas or access the CR Portal please submit a [help ticket \(https://help.redwoods.edu/support/home\)](https://help.redwoods.edu/support/home).

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 \(https://www.redwoods.edu/admissions/index.html\)](https://www.redwoods.edu/admissions/index.html) 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 \(https://www.redwoods.edu/Portals/28/A.R.Forms.Docs/Miscellaneous/Student%20Information%20Updateb9bc.pdf?ver=2022-03-30-165900-813\)](https://www.redwoods.edu/Portals/28/A.R.Forms.Docs/Miscellaneous/Student%20Information%20Updateb9bc.pdf?ver=2022-03-30-165900-813).



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) 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 \(https://www.redwoods.edu/Portals/33/Maps/\)](https://www.redwoods.edu/Portals/33/Maps/)

[EurekaEmergencyMap_S24%20\(2\).pdf](#) 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)