

Spring 2025

College of the Redwoods



CT-55 Syllabus and Course Information

Semester & Year: Spring 2025

Course ID & Section#: CT-55 Advanced Wood Technology #E7665

Instructor's name: Bert Hafar

Day/Time of required meetings: Lab Monday and Wednesday 6:40 – 9:50 PM

Location: AT-109

Number of proctored exams: 0

Course units: 2



Instructor Contact Information

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

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

Phone number: Office 476-4349 Wood Lab 476-4100 Ext. 4623

Email address: bert-hafar@redwoods.edu (<mailto:bert-hafar@redwoods.edu>)

Email is the best way to contact me outside of classroom hours.



Catalog Description

A woodworking lab providing students the opportunity to hone the skills and techniques acquired in CT- 21A and CT-21B. Individual project work and instruction will be determined through consultation between student and instructor.



Course Student Learning Outcomes

1. Demonstrate proper use and care for woodworking tools and machinery.
2. Design, with instructor consultation, and complete an advanced woodworking project.



Prerequisites / Co-requisites / Recommended Preparation

Prerequisites: CT-21A and CT-21B



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, or bipolar disorder
- 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
- Neurodevelopmental disorders such as a learning disability, intellectual disability, autism, acquired brain injury, or ADHD
- 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/services/sass/light.php) [_ \(https://www.redwoods.edu/services/sass/light.php\)](https://www.redwoods.edu/services/sass/light.php), 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/services/sass/index.php) [_ \(https://www.redwoods.edu/services/sass/index.php\)](https://www.redwoods.edu/services/sass/index.php). 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) [_ \(https://www.redwoods.edu/online\)](https://www.redwoods.edu/online) (Comprehensive information for online students)
- [Library Articles & Databases](https://redwoods.libguides.com/az.php) [_ \(https://redwoods.libguides.com/az.php\)](https://redwoods.libguides.com/az.php)
- [Canvas help and tutorials](https://support.canvaslms.com/s/?c__role=student&c__accountId=001A000000KMmj5IAD) [_ \(https://support.canvaslms.com/s/?c__role=student&c__accountId=001A000000KMmj5IAD\)](https://support.canvaslms.com/s/?c__role=student&c__accountId=001A000000KMmj5IAD) [_ \(https://www.redwoods.edu/Portals/72/Documents/Students/CR-OnlineStudentHandbook.pdf\)](https://www.redwoods.edu/Portals/72/Documents/Students/CR-OnlineStudentHandbook.pdf)
- [Online Tutoring Resources](https://redwoods.libguides.com/Tutoring/Online) [_ \(https://redwoods.libguides.com/Tutoring/Online\)](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) [.\(https://www.timelycare.com/redwoods\)](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/services/counseling/index.php) [.\(https://www.redwoods.edu/services/counseling/index.php\)](https://www.redwoods.edu/services/counseling/index.php)

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 [_\(https://www.redwoods.edu/services/bnc/index.php\)](https://www.redwoods.edu/services/bnc/index.php)

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 & Equity Center** [_\(https://www.redwoods.edu/services/mec/index.php\)](https://www.redwoods.edu/services/mec/index.php)
- **Academic Support Center** [_\(https://www.redwoods.edu/services/asc/index.php\)](https://www.redwoods.edu/services/asc/index.php) – offers tutoring and test proctoring for CR students.
- **Student Tech Help** [_\(https://www.redwoods.edu/support.php\)](https://www.redwoods.edu/support.php) – provides students with assistance around a variety of tech problems.

Extended Opportunity Programs & Services (EOPS) ▼

Extended Opportunity Programs & Services (EOPS) [_\(https://www.redwoods.edu/services/eops/index.php\)](https://www.redwoods.edu/services/eops/index.php) 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/services/trio.php). [_ \(https://www.redwoods.edu/services/trio.php\)](https://www.redwoods.edu/services/trio.php) or in [Del Norte](https://www.redwoods.edu/services/trio.php). [_ \(https://www.redwoods.edu/services/trio.php\)](https://www.redwoods.edu/services/trio.php)

Veterans Resource Center

The [Veteran's Resource Center](https://www.redwoods.edu/services/vrc.php). [_ \(https://www.redwoods.edu/services/vrc.php\)](https://www.redwoods.edu/services/vrc.php) 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/services/calworks/index.php) [_ \(https://www.redwoods.edu/services/calworks/index.php\)](https://www.redwoods.edu/services/calworks/index.php) – 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.

Materials fee: This fee covers the cost of expendable materials such as glue, sand paper, saw blades etc. You are expected to purchase materials for your personal choice projects i.e., lumber, wood finish, stain, hardware, hinges, etc.



Evaluation & Grading Policy

COURSE REQUIREMENTS

1. Assigned and Free Choice Projects (50%)

The planning for your free choice project must start right away. The primary focus of this course is furniture construction.

Free choice projects require that you turn in a working drawing, Bill of Materials, and Plan of Procedure for review with instructor before starting projects. Involve your instructors in the planning of your project. They can help you plan for the proper materials and sequence of work. If you choose commercially published plans, please review them with your instructor prior to beginning construction. A word of advice: a simple project, well executed will provide a greater sense of accomplishment than a large complex project whose results are a bit sloppy.

As a student in CT55 you are required to participate in labs, take a leadership role in the class, and produce a finished piece that is advanced in scope and sequence. Students are required to provide a drawing of the project and Bill of Materials prior to the start of work.

Free Choice Project Requirements:

1. Three different wood joints.
2. Plans drawn by you, to scale.
3. A bill of materials, complete with board footage and cost calculations.
4. Final class project showcase. Participate in final exam activities.

Project grading will take into account level of completion (including finish) and includes quality of workmanship and successful inclusion of the above requirements.

Project Materials: Students in CT 55 are responsible for the selection, procurement, and delivery of their project materials. Select materials and expendable supplies will be provided, please discuss this with your instructor.

Safety glasses, pencils, notebook, tape measure, and e-mail address are required of all students. Personal protective equipment such as particle masks, ear muffs, etc. are up to the individual student to provide.

2. Participation (20%)

Actively participate in classroom activities, attend class, and complete daily tasks on schedule.

3. Clean up (10%)

Everyone is expected to clean up after themselves. Please spend 15 minutes each class helping to keep the shop clean and orderly. The instructor views clean-up as a safety issue that all students need to be involved in.

4. Work Habits: (10%)

Developing good work habits is one of the objectives of any vocational course. Just as

you would at a job, arrive at class on time, and ready to work. Work together with your classmates, develop a safety attitude and put in a good effort each time you attend class.
Note: Please “check out” with the instructor prior to leaving.

5. Final Assessment (10%)

Students in all classes are expected to attend and participate in the final assessment that is held at the end of each semester. Each student is expected to present their project to the class. Prior arrangements must be made with the instructor if for any reason you are unable to attend the final.
A non-emergency excuse for absence on final day results in loss of one full course grade.

FINAL EXAM: Monday May 12, 2025 6:00 – 8:00 pm

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.

Course Assessment: Student success in CT- 55 will be assessed in the following areas:

Grades are based on the following: Grading Criteria

50% Completed Free Choice Project	100% - 90% = A Excellent
20% Participation	89% - 80% = B Above
Average	
20% Work Habits (including clean-up)	79% - 70% = C Average
10% Final Exam	69% - 60% = D Below
Average	
	59% - 0% = F Fail

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. 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.

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 10 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.



Spring 2025 Dates

Date	To Remember
January 17	Last day to register for classes (day before the first class meeting)
January 18	Classes begin
January 20	Martin Luther King's Birthday (All Campuses Closed)
January 24	Last day to add a class
January 31	Last Day to Drop & Receive a Refund
February 2	Last Day to Drop w/out a "W"
February 3	Census Date (20% of class)
February 14	Lincoln's Birthday (All Campuses Closed)
February 17	President's Day (All Campuses Closed)
March 6	Last Day to Petition to Graduate & Petition for Certificate

Important Spring 2025 Academic Dates

Date	To Remember
March 17-22	Spring Break (No Classes)
March 28	Last Day for Student/Faculty Withdrawal
March 31	Cesar Chavez Day (District Wide Closure)
May 10-16	Final Examinations
May 16	Last Day to File P/NP Option
May 16	Semester Ends
May 23	Grades Due
May 30	Grades Available for Transcript Release (approximate)



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](#) [_\(https://www.redwoods.edu/academics/catalog.php\)_](https://www.redwoods.edu/academics/catalog.php) 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) [_ \(https://go.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies\)](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/academics/catalog.php) [_ \(https://www.redwoods.edu/academics/catalog.php\)](https://www.redwoods.edu/academics/catalog.php) and on the [College of the Redwoods website](https://www.redwoods.edu/) [_ \(https://www.redwoods.edu/\)](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/)

[\(https://myapps.microsoft.com/Redwoods.edu/\)](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) [\(https://support.canvaslms.com/s/?c_role=student&c_accountId=001A000000KMmj5IAD\)](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) [\(https://help.redwoods.edu/support/home\)](https://help.redwoods.edu/support/home).

Canvas online orientation workshop: [Canvas Student Orientation Course](https://redwoods.instructure.com/courses/6781) [\(instructure.com\)](https://redwoods.instructure.com/courses/6781) [\(https://redwoods.instructure.com/courses/6781\)](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/services/admissions/index.php) [\(https://www.redwoods.edu/services/admissions/index.php\)](https://www.redwoods.edu/services/admissions/index.php) 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://archive.redwoods.edu/Portals/28/A.R.Forms.Docs/Miscellaneous/Student%20Information%20Updateb9bc.pdf?ver=2022-03-30-165900-813) [\(https://archive.redwoods.edu/Portals/28/A.R.Forms.Docs/Miscellaneous/Student%20Information%20Updateb9bc.pdf?ver=2022-03-30-165900-813\)](https://archive.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) [\(https://webadvisor.redwoods.edu\)](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) [\(https://www.redwoods.edu/publicsafety\)](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://archive.redwoods.edu/Portals/70/pdfs/DN%20CampusMap_010819-2.pdf) [_\(https://archive.redwoods.edu/Portals/70/pdfs/DN%20CampusMap_010819-2.pdf\)](https://archive.redwoods.edu/Portals/70/pdfs/DN%20CampusMap_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 Campus Safety Page](https://www.redwoods.edu/about/security/index.php) [_\(https://www.redwoods.edu/about/security/index.php\)](https://www.redwoods.edu/about/security/index.php).

Eureka Campus Emergency Procedures ▼

Please review the [campus emergency map](https://www.redwoods.edu/locations/EurekaEmergencyMap_S24.pdf) [_\(https://www.redwoods.edu/locations/EurekaEmergencyMap_S24.pdf\)](https://www.redwoods.edu/locations/EurekaEmergencyMap_S24.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/about/security/index.php) [_\(https://www.redwoods.edu/about/security/index.php\)](https://www.redwoods.edu/about/security/index.php). 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)