

# College of the Redwoods



## Course Information

Semester & Year: Summer 2024  
Course ID & Section #: FNR-31-V8487  
Instructor's name: Valerie Elder  
Day/Time of required meetings: online asynchronous  
Location: online  
Number of proctored exams: 0  
Course units: 3



## Instructor Contact Information

Office location: AT 134 (limited in person during summer) or \*Online: ZOOM\*  
Office hours: Tuesday's 12-3, and date scheduled via survey (will be updated)  
[valerie-elder@redwoods.edu](mailto:valerie-elder@redwoods.edu) (<mailto:Valerie-elder@redwoods.edu>) or message in pronto.  
Pronto is usually the fastest way to get ahold of me, but I strive to respond in 24 hours M-F.  
I strive to respond within 24 hours M-F.





## Catalog Description

An introduction to geospatial concepts. Students will learn the theory and application of GPS technology, cartography, GIS software, and remote sensing techniques.



## Course Student Learning Outcomes

At the end of this course, you'll be able to:

1. Discuss acquisition and utilization of geospatial data from various sources and integration into geographic information systems.
2. Discuss common geospatial characteristics of maps including projection systems, landmarks and features, scales, and frame of reference.
3. Analyze strengths and weaknesses of global positioning system (GPS) data and discuss basic operational parameters of the various systems in current use.
4. Lab Specific Outcome: Use software to develop maps from data acquired from various sources.



## Prerequisites / Co-requisites / Recommended Preparation

Students will be required to have access to adequate computer and internet access and familiarity with basic computer skills. Examples of this include:

- navigate a class in Canvas
- receive, respond and regularly check) messages sent to your CR email account
- receive, respond and regularly check) announcements sent in Canvas
- download and upload files in Canvas assignments
- use a phone or digital camera (or webcam) to upload “selfies” to your online lab notebook
- use a word processor program (such as Microsoft Word or Google Docs)



- use a webcam or a phone to record and upload videos in Canvas
- use Zoom, email and canvas discussion boards to communicate with peers and instructor

### ***Advisory preparation***

Experience and competence working with modern computers and navigating external software. Students without a basic understanding of computer technology and the internet will need to spend additional time



## **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). [\(mailto:dsps@redwoods.edu\)](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>) (Comprehensive information for online students)
- **Library Articles & Databases** (<https://redwoods.libguides.com/az.php>)
- **Canvas help and tutorials**  (<https://www.redwoods.edu/online/NewHome/Canvas-Resources-Home>)  
(<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%7CAAtkins%40Redwoods.edu%7Cbcfe068f8aca4941dde408daee9eaea9%7C8c90edff0a7243a795683eb28b3c8f82%7C0%7C0%7C638084662554822741%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikl1haWwiLCJXVCi6Mn0%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>).

## 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/>).

### Counseling

**Counseling & Advising**  (<https://www.redwoods.edu/counseling/>) can assist students in need of academic advising and professional counseling services. Visit the Welcome Center in the lower level of the student services building Monday –Friday 9am – 4pm (during the semester, summer hours may vary).

### Basic Needs Center

**The Basic Needs Center**  (<https://www.redwoods.edu/student-services/Home/Basic-Needs>) provides for the health and safety of students by providing access to healthy food, financial resources, and referrals to safe and secure housing. Students can also **submit a request for services and information**  ([https://cm.maxient.com/reportingform.php?Redwoods&layout\\_id=7](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>)\_ to promote information literacy and provide organized information resources.
- **Multicultural & 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%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6lk1haWwiLCJXVCi6Mn0%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%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6lk1haWwiLCJXVCi6Mn0%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!




## Evaluation & Grading Policy

**CR Grading Scale:** A: 94-100, A-: 90-<94, B+: 87-<90, B: 84-<87, B-: 80-<84, C+: 77-<80, C: 70-<77, D: 60-<70, F: <60

Assignments are listed in Canvas modules and are **subject to change**. Changes will be announced in class, and posted in Canvas – due dates in Canvas should be considered the most current. Additional assignment due dates will be announced when the assignments are given. Most assignments will be turned in via canvas. You are responsible for knowing when your work is due.

**Late Work:** Assignments in canvas has a **due date**- when you are expected to turn it in and a **turn-in date** the last possible date you can submit an assignment. If you cannot turn in an assignment by the due date and want to submit by the turn-in date you must email me before the assignment is due and outline your plan for submitting the assignment by the turn-in date. Otherwise, 10% per day will be deducted from your assignment grade. After using two turn-in date grace periods late assignments will be deducted 10% per day.

Assignments will be graded typically within one week of submission, depending on instructor workload. You will be able to track your grade throughout the course via the Grades section in 

Canvas.

**Drop Policy:** You may be dropped from the class if you miss 3 or more weeks of class participation, discussion, assignments or labs prior to course census. If you stop participating in class after census you will be graded for participation and may receive an F. Please avoid all this by reaching out to me for assistance we can try to work through challenges together to help you to be successful in the course together.



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## Expected Workload

The expected workload for a 3-unit class on an 8-week schedule of combined lecture and lab amounts to 18 hours per week. This may take you more or less time depending on your learning style and a lot of other factors.



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## 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.



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## Technical Requirements


Since this class is online my assumption is you will mostly be working from home, though the Eureka campus does have software access in the library.


Internet: To work from home, you will need reliable internet access (broadband or DSL) and a browser installed on your computer. You may be able to find an alternative internet






access point, such as a public library if you do not have internet at home. The Chrome browser is the recommended browser for interacting with the course. Note: Cookies and JavaScript must be enabled. Pop-up blockers should be configured to permit new windows from the Geospatial Institute and CR websites. Other browsers, such as Safari, Edge, and Microsoft Explorer are not recommended for this course.

Computer/ Compatibility: If you do not have a personal computer, please refer to the **College of the redwoods online support page**  (<https://www.redwoods.edu/Support>). Additionally, if your computer is not compatible with the GIS software there is potential virtual lab access. I will announce how to access the virtual lab for those students who require it. If you think that you may need access to the CR virtual lab, please email me as soon as possible. Students working from personal computers that do not need the CR virtual lab are encouraged to install or have access to the following software:

- ArcGIS Desktop Student Edition (ArcGIS student licenses are available for all students currently enrolled in a geospatial class.) If your computer is capable of running the software, please download it. *College of the Redwoods also has virtual lab access for those that cannot run the software.*
- **7-Zip**  (<https://www.7-zip.org/>) is a free, open-source file compression/decompression utility)

The following software requirements are found in your student portal

- Microsoft Office
- Adobe Acrobat Reader
- Zoom

Additional requirements if you are using your own computer: (**See this link from ESRI**)  (<https://pro.arcgis.com/en/pro-app/latest/get-started/arcgis-pro-system-requirements.htm>)

Operating System

Windows 10, Windows 11, Pro and Enterprise (64 bit)

Processor

2 GHz or higher

Memory

Recommended 32 GB of RAM

Graphics Card

NVIDIA or AMD is required to work properly with some of the ESRI ArcGIS extensions.

Hard Drive Space

60GB free disk space

Plug-ins Adobe Reader [Download from Adobe]

Additional Software



Java 1.7 or later (<https://java.com/en/download/>), Adobe Acrobat Reader

Speakers

Required (or headphones)

Monitor

Capable of at least 1024 x 768 resolution

Accessing the Software

Access to software is the responsibility of individual students. If you will be working in the field, or other environment with intermittent internet access, please contact me about other methods for acquiring the requisite course software.

Computers on Campus

There are computers with ArcGIS software available to use in the library on campus. If your computer is not able to run ArcGIS PRO please plan to use the computers available in the library.



## Summer 2024 Dates

Date	To Remember
May 27	Last day to register for classes (day before the first class meeting)
May 28	Classes begin
June 19	Juneteenth Holiday (District-wide closure)
July 4	Independence Day Holiday (District-wide closure)
July 18	Semester Ends



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Course Outline:

\* subject to change with notice from instructor.

Week 1	1: Understanding Geospatial Data
Week 2	3: Geodesy & Transformation
Week 3	2: Communication & Design



Week 4	4: Map Scale and Spatial Reference Systems
Week 5	5: Mobile Mapping Fundamentals
Week 6	6: Image Acquisition and Interpretation
Week 7 & 8	7: GIS Basics

## Lab Outline

The following is a list of topics that must be covered in this course. These will be completed through a variety of exercises organized into assignments in the canvas modules.

## Topic Outline

1. Managing geospatial data using ArcGIS
  1. Setting up your workspace
  2. Downloading data
  3. Decompression of files
  4. Managing data using windows file explorer
  5. Inspecting the metadata
  6. Adding data to software
  7. Exploring the ArcGIS user Interface
  8. Compressing the workspace folder using 7z or zip software
2. Documenting data quality
3. Learning about projections
  1. Exploring map projections
4. Working with scale and spatial reference systems
  1. Use different representations of scale to understand distance
  2. Explore Spatial Reference Systems
5. Mapping using GPS
  1. Create a cartographically sound map using collected GPS points
6. Remote Sensing
  1. Georeference a historical photograph
  2. Explore Landsat
7. Social and natural resources mapping scenario
  1. Downloading social and natural resources data
  2. Perform a table join
  3. Perform a query
  4. Using graduated symbols
  5. Preparing the layout
    1. Apply cartographic principles
  6. Choosing a map theme
    1. Exporting map as a PDF file



## 8. Final Project

1. Develop a social science or natural resources related inquiry for mapping
2. Source secondary data or collect primary data to use for final map
3. Utilize multiple geoprocessing tools for analysis
4. Prepare a complete written final technical report using APA citations to support
5. Develop small-sized cartographically sound map for technical report

**Reading:** The Modules will have additional reading assignments that are related to the topic covered by the module.

### Textbook:

FREE PDF is included in Canvas. Do not pay to buy a previous edition of this text- it is not updated and will not work for this course.

Template Content]



## 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

Recent advancements in generative artificial intelligence (AI) have made large language models such as ChatGPT and Google's Bard widely available. We use some of this technology in our analysis in class. 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 unless otherwise specified**, 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. In Forestry and Natural Resources, we so often reference on the ground conditions to ensure environmental protections- so critical thinking is essential!



## 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/>).







## 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

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





## Canvas

### Canvas Information

Log into Canvas at **My CR Portal**  (<http://www.redwoods.edu/sso>)  
For help logging in to Canvas, visit **My CR Portal**.  (<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>)


### 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>) 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** 





## 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>) 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>).

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>).

### 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, Klamath-Trinity 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)