



**COLLEGE OF THE REDWOODS
HEALTH OCCUPATIONS DEPARTMENT**

**EMERGENCY MEDICAL TECHNICIAN
HO-159-E4574**

SPRING 2023

Course Information

6 units - lecture/lab

Prerequisite: None.

Corequisite: None.

*Note: Must be 18 years of age to be eligible for State of California EMT certification.
May take State certification exam within two (2) years of course completion.*

Mondays and Wednesdays 5:30 - 9:45 p.m. AT 103/104 and AT 126

Two additional weekend sessions as noted, including one off-campus session.

Mandatory ambulance and hospital emergency department observation sessions - to be scheduled.

Primary Instructor

Virginia Plambeck, EMT-P

[Pronouns: she/her]

Campus email: virginia-plambeck@redwoods.edu

Message phone: 707-476-4100 extension 4838

Email is my preferred contact method. Please put "EMT" in the Subject line.

Office hour 4:30-5:30 p.m. Mondays and Wednesdays in AT 103/104 (or adjacent classroom for privacy). Please contact me to schedule an appointment at another time as needed.

My supervisor is Shauna Burdick, Dean of Nursing and Allied Health.
(Shauna-Burdick@redwoods.edu) (Office: 707-476-4240)

The Health Occupations Administrative Secretary is Jencie Smith.
(Healthocc@redwoods.edu) (Office: 707-476-4216)

Required Materials

- Emergency Care, 14th edition, authors Daniel Limmer and Michael F. O'Keefe
ISBN-13: 978-0-13-537913-4 or ISBN-10: 0-13-537913-X
- Workbook for Emergency Care, 14th edition, author Bob Elling
ISBN-13: 978-0-13-537907-3 or ISBN-10: 0-13-537907-5

The above texts are available at the online campus bookstore:

<https://www.redwoods.edu/student-services/home/bookstore>

They are also available through publisher Pearson and online book sellers.

Additional Fees

- Cost (as needed) of CPR certification.
- Cost (as needed) of proof of immunity.
- Cost of 10-panel urine drug screen.
- Cost of background check.
- National Registry of EMTs (NREMT) cognitive exam fee. (\$104 per exam attempt)
- State EMT certification fee.

Course Description

A study of basic prehospital emergency medicine to meet State of California requirements for EMT training. Students will learn to properly assess, stabilize, treat, and transport patients experiencing medical and trauma emergencies in the prehospital setting. This course includes clinical observation experience with an ambulance service and in a hospital emergency department. Course completion will allow students to take the National Registry examination for EMT certification.

Note: Requirements include: Proof of communicable disease immunity; background check clearance; urine drug screening; and American Heart Association BLS for Healthcare Providers, American Red Cross BLS for Healthcare Providers, American Safety & Health Institute BLS, or equivalent CPR certification. Off-campus meetings are required. Must be 18 years old to be eligible for National Registry and state certification. May take the state certification exam within two years of course completion. Fees for National Registry testing and state certification are additional.

Course Student Learning Outcomes

By the end of this course, students will be able to:

1. Characterize the roles and responsibilities of the Emergency Medical Technician (EMT).
2. Apply fundamental knowledge required to properly assess, stabilize, treat, and transport patients experiencing medical and trauma emergencies in the prehospital setting.
3. Demonstrate safe and effective psychomotor skills competence as outlined by the National EMS Scope of Practice model and state Scope of Practice at the EMT level.

Please refer to the course textbook for specific standards, competencies, core concepts, and outcomes listed at the beginning of each chapter.

Course learning outcomes will be met through a variety of learning activities, including lectures, video and other media presentations, group discussions, hands-on skills lab practice, scenarios, and cognitive and skills evaluations.

Attendance Requirements

The California Emergency Medical Services Authority (EMSA) set the EMT training program required course hours at 170 effective July 1, 2017. The training hours include a minimum of 146 hours of didactic instruction and skills laboratory ("classroom hours") and a minimum of 24 hours of supervised clinical experience (ambulance and hospital emergency department observation).

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Attendance Requirements (continued)

Scheduled Monday/Wednesday sessions, not counting final week, add up to 119 hours. Two weekend sessions add 16 hours. Three online training modules are worth 6.5 hours. Take-home assignments are worth 14.5 hours. This brings the total “classroom hours” to 156. This means that a student may miss no more than **ten (10)** classroom hours in order to meet California EMT certification eligibility requirements.

Students are not permitted to arrive late to class sessions or to leave early, except at the discretion of the instructor. Such time will be subtracted from the total attendance time and may impact a student’s EMT certification eligibility.

There will be no opportunity to "make up" any missed classroom hours. Substituting additional clinical hours for classroom hours is not allowed.

Students who fail to meet EMSA attendance requirements may still complete the course and receive a grade, but will not be eligible to take the NREMT cognitive exam for EMT certification.

A student may be dropped from the class for a pattern of excessive absence (defined as greater than ten hours absence on the Census Date – Monday, January 30 – and on the Last Day For Student- and Faculty-Initiated Withdrawal – Friday, March 31) unless the student speaks with the instructor and specifically requests to remain in the course.

Grading Criteria

<u>Didactic instruction:</u>	Quizzes	50% of grade
	Final exam	35% of grade
	Course participation	15% of grade

Quizzes will generally consist of 20 multiple-choice questions. Other quiz formats may also be included at the instructor’s discretion. The lowest quiz score will be dropped to calculate the average quiz score. The average quiz score will contribute to 50% of the course grade.

There will be no opportunity to make up quizzes. Any missed quiz will be scored as “zero.” The missed quiz will be counted as the student’s lowest score and will be dropped. If a student misses more than one quiz, the additional “zeros” will be included in the total quiz score.

The final exam consists of 100 multiple-choice questions. The final exam score will contribute to 35% of the course grade.

A student who meets EMSA training requirements by missing no more than ten classroom hours, completing all required assignments, successfully completing all NREMT skills exams, completing the supervised clinical observation time, and submitting the required patient care reports will receive a 100% under the course participation category. A student who does not meet **all** of these requirements will receive a “zero” for this category. The course participation score will contribute to 15% of the course grade. (These training requirements will be further described in class by the instructor.) (continued)

Grading Criteria (continued)

Skills laboratory: There is no separate skills grade.

Active participation in all skills practice sessions and successful completion of all skills exams is required.

Grading Scale

A = 95 - 100%	C ⁺ = 78 - 80%
A- = 90 - 94%	C = 75 - 77%
B ⁺ = 87 - 89%	D = 65 - 74%
B = 84 - 86%	F = Below 65%
B- = 81 - 83%	I = Incomplete; if not made up, a final grade will be assigned by the instructor

Final grades are permanent and not subject to change.

Note: An overall final course grade of at least 84% ("B") and successful completion of all EMSA training requirements is required to take the NREMT cognitive exam for EMT certification.

A student who receives a course grade of less than 84% ("B") will not be allowed to take the NREMT cognitive exam. He or she will still receive college credit for the course.

Incomplete Grades

Under extenuating circumstances and at the discretion of the instructor, a student may be granted a grade of Incomplete ("I"). To qualify, a student must meet the following conditions:

- Most of the academic work must be completed and there must be unforeseeable, emergency, and justifiable reasons which prevent the student from completing the course in the semester.
- The "I" must be made up no later than one semester following the end of the term in which it was assigned.

In addition, the student should understand that:

- When the "I" grade is issued, the instructor designates an alternate grade for each student. If the "I" grade is not made up within the prescribed amount of time, the alternate grade will be issued to the student. The alternate grade then becomes the student's final grade in the course and will be recorded on the student's permanent academic record.
- A student does not re-enroll in a course in which he or she received an "I". The student will work independently with the instructor to complete the course requirements, including assignments, projects, and exams.

Due to the nature of the EMT course and the inherent difficulties in completing the course requirements outside of the regular class sessions, an "Incomplete" grade will rarely be granted.

Academic Honesty

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 Standards of Conduct (BP 5500) is available on the College of the Redwoods website at <https://www.redwoods.edu/board>. (Under "Board Documents" click on "Policies (BP/AP).") Scroll down to "Chapter 5 – Student Services." Scroll down to "BP 5500.")

Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the College Catalog and on the College of the Redwoods website.

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. See the above section for information about the Student Standards of Conduct, Board policies, and administrative procedures.

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.

Accessibility

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or Disability Services and Programs for Students (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor

If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

Canvas Information

Canvas is the College's learning management system platform. I primarily use the Canvas Announcements, Grades, Files, and Inbox features.

Log into Canvas at <https://redwoods.instructure.com>

Password is your 8 digit birth date. (mm/dd/yyyy)

For Canvas tech help, email: its@redwoods.edu or call 707-476-4160

Canvas Help for students: <https://webapps.redwoods.edu/tutorial/>

Canvas online orientation workshop: <https://redwoods.instructure.com/courses/6781>

So that we can all stay up to date on potentially dynamic class conditions, I expect students to check for Canvas announcements or messages in their inbox at least twice weekly. This is very important. If I request a reply, please acknowledge receipt of my message. Students may set their Canvas inbox to forward emails to their personal email.

Students may generally expect me to respond to email messages in 24-48 hours.

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 to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. It does not change your legal name in our records. See the Admissions and Records Student Information Update form.

Student Technical Support/Help

For student technical support and help, please contact the Welcome Center. The Welcome Center is located in the first floor of the Student Services building, within Counseling and Advising.

welcome-center@redwoods.edu (707-476-4135)

Course Policies

EMT students are expected to abide by the following course policies:

- A student may miss no more than **ten (10)** classroom hours in order to meet California EMT certification eligibility requirements. There will be no opportunity to "make up" any missed classroom hours. Substituting additional clinical hours for classroom hours is not allowed.
- Permission to take the final written exam at any time other than originally designated may, under exceptional circumstances, be granted at the discretion of the instructor. **There will be no opportunity to take quizzes at any time other than as designated in the course schedule.**
- The use of electronic devices during quizzes and exams is prohibited, unless the device is part of a student's specific disability accommodation. A student found to be using an unauthorized electronic device or other study aid during an exam will earn a "zero" grade for the exam.

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Course Policies (continued)

- A student who expects to receive an emergency message may leave his or her electronic device on “vibrate” or “silent” mode. The student is expected to notify the instructor beforehand of such a circumstance.
- The use of cell phones, including the camera function, text messaging, and other electronic devices during classroom time is prohibited, except with specific permission of the instructor. Such usage is distracting to the student, classmates, and instructor.

A student who utilizes such an electronic device during classroom time will be asked to leave the class for a period of time, beginning with 30 minutes and increasing at the instructor’s discretion for repeated usage. Such time will be subtracted from the total attendance time and may impact a student’s EMT certification eligibility.

- Distracting classroom behavior such as side conversations during lecture or skills presentations or horseplay during skills practice will be treated according to the above policy.
- Use of tobacco, tobacco products (e.g., “chew”), and electronic cigarettes is not allowed on campus. Students must be free of an obvious odor of smoke about their person. This is to minimize the effects of third-hand smoke on the health of other students and instructors.

Students are expected to sign an agreement to abide by the course policies and the CR Student Standards of Conduct.

EMT Clinical Observation – Overview

California regulations require a minimum of 24 hours of supervised clinical experience (ambulance and hospital emergency department observation time) as part of an EMT training program. This clinical observation is in addition to the classroom hours and will be scheduled separately. Clinical partners for this EMT training program are City Ambulance, Redwood Memorial Hospital, and St. Joseph Hospital. Clinical observation guidelines, including dress code and behavior standards, will be described in class. Students must wear an issued CR identification badge and appropriate personal protective equipment, including N95 mask, during clinical observation. N95 mask fit testing will be conducted in class; the mask will be provided.

California regulations also require 10 documented patient contacts as part of an EMT training program. The method and format for this documentation will be described in class.

Submission of a copy of BLS CPR certification, proof of immunity, 10-panel urine drug screen results, background check clearance, and N95 mask fit testing is required prior to clinical observation shifts.

The deadline for submission of BLS CPR card copy, proof of immunity, 10-panel urine drug screen results, and to order the background check is Wednesday, February 8 at 5:30 p.m.

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EMT Clinical Observation – Overview (continued)

If a student fails to meet the requirements by the deadline, he or she will not be allowed to complete clinical observation shifts and will therefore be ineligible for EMT certification.

The student may participate in the rest of the course and receive a final grade.

CPR Information

California regulations require that a student hold CPR certification at the healthcare provider level prior to entering an EMT training program. The local EMS agency is currently allowing EMT students to obtain their CPR certification shortly after entering the EMT training program. The EMT training program at College of the Redwoods requires that a student have current CPR certification prior to participating in clinical observation shifts.

Per state regulations for EMT training programs, acceptable CPR certification courses must include the following components: adult, child, and infant CPR and foreign body airway obstruction; AED; use of the pocket mask and bag valve mask; and both skills and written testing.

Online-only CPR courses are not acceptable.

Acceptable CPR certification includes:

- AAOS Professional Rescuer CPR
- *American Heart Association* BLS (Basic Life Support) for Healthcare Professionals
- *American Red Cross* CPR for Healthcare Providers
- *American Safety and Health Institute* BLS for Healthcare Providers
- *Medic First Aid* Basic Life Support for Professionals

CPR certification that does **not** meet the requirement includes:

- *American Heart Association* Heartsaver CPR
- *American Red Cross* Adult CPR or Standard First Aid
- *American Safety and Health Institute* Adult, Child, and Infant CPR and AED
- *Medic First Aid* Adult CPR

Local resources for obtaining acceptable CPR certification are currently limited.

- Northern California Safety Consortium (*AHA BLS for Healthcare Providers courses*)
1619 California Street, Eureka (707-407-0334)
www.norcalafety.com (Click on 'Training Schedule' at the bottom of the page. Look at 'AHA BLS Provider CPR Initial' or 'AHA BLS Provider CPR Renewal'.)
- Mad River Community Hospital Education Department
3800 Janes Road, Arcata (707-822-7220 ext. 3119)

Please also be aware that many local Fire Departments' public CPR courses are at the layperson level and do not meet EMT training requirements. Be sure to confirm the CPR course level prior to signing up.

The deadline for turning in a copy of acceptable CPR certification is Wednesday, February 8 at 5:30 p.m.

Proof of Immunity Information

The following proof of immunity is required by CR's clinical partners for EMT student clinical observation.

- COVID-19 vaccination and booster (if eligible for booster)
- Hepatitis B (HBV) *At least the first vaccination or blood titer showing immunity.*
- Influenza vaccination. *For 2022-2023 season.*
- Measles, mumps, rubella (MMR) *Two vaccinations or blood titer showing immunity.*
- Tetanus, diphtheria, pertussis (TDaP or DTaP) *Vaccination within the past ten (10) years.*
- Varicella (chicken pox) (VZV) *Two vaccinations or blood titer showing immunity.
Immunization records indicating "Had disease" are **not** acceptable.*
- A negative tuberculosis skin test (TST) *Results within the past year.*

* Note: Tuberculosis skin testing (also called PPD) requires two clinic visits – one for the initial skin test and one to have the test results read (2-3 days later). Students who fail to return for the second visit will need to repeat the test.

The test must be read by the stated deadline.

* Note: QuantiFERON®-TB Gold or other approved blood test results are also acceptable.

* Note: The CR Health Occupations Department has an established procedure for students who have previously had a positive TST. Please contact the instructor for more information.

Any required vaccination or testing is at the student's expense where applicable.

Resources for obtaining proof of immunity include:

- CR Health Center (707-476-4149)
Services include:
 - Hepatitis B vaccination (at additional cost)
 - Influenza vaccination (free)
 - TDaP vaccination (free)
 - Tuberculosis skin testing (free) (Appointment required)
 - Referral for blood titers for Hepatitis B, measles, mumps, rubella, varicella (chicken pox)

Hours:

- Monday and Thursday, 9 a.m. – 2 p.m.
- Tuesday and Wednesday, 1 – 5 p.m.
- Closed Friday, Saturday, Sunday

Tuberculosis skin tests are placed on Monday and read on Thursday only. Requires an appointment; call to schedule.

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Proof of Immunity Information (continued)

- Humboldt County Public Health Department
529 I Street, Eureka 707-445-6200
- Local pharmacies (Costco, CVS, Rite-Aid, Walgreens, etc.)
** Note: Documentation must show that student received the vaccination, not just “waiting” or payment receipt.*
- The student’s private physician or other primary care provider
** Note: Obtaining personal medical records may involve signing a medical release form; paperwork may be completed via fax. Please ensure that any paperwork received is on medical office letterhead and clearly shows the student’s name and date of relevant medical information.*
- Elementary or other school records
- Military records
- The California Immunization Registry
 - Established in the mid-80’s
 - Click on bottom link “Find your immunization record”

Students should give a copy of proof of immunity directly to the instructor. Separate copies for individual immunizations are acceptable.

The deadline for turning in all proof of immunity is Wednesday, February 8 at 5:30 p.m.

10-Panel Urine Drug Screen

One requirement to participate in clinical learning at St. Joseph Hospital and Redwood Memorial Hospital is a 10-panel urine drug screen. It is contract-mandated. The hospitals will not accept any student who tests positive for any of the tested drugs, including cannabis/THC. Per hospital policy, drug screening must be done within 30 days of the scheduled clinical shift.

This does not have to be a D.O.T.-compliant urine drug screen.

The 10-panel urine drug screen may be done at the following locations:

- Wennerholm Chiropractic, 1459 Myrtle Avenue, Eureka (707-442-0881)
- Providence Medical Group laboratory, 2379 23rd St, Eureka (707-443-9371)
- St. Joseph Hospital outpatient laboratory, 2200 Harrison Ave, Eureka (707-441-4420)
- Redwood Memorial Hospital outpatient lab, 3300 Renner Dr, Fortuna (707-445-8121)
- Mad River Community Hospital Occupational Health, 3798 Janes Rd, Suite 10, Arcata (707-825-4907)

Students may also utilize any other testing lab.

Some labs do a 12-panel urine drug screen; this is also acceptable.

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10-Panel Urine Drug Screen (continued)

Results may be turned in by the student to the instructor, if the testing lab will give results to the student directly.

If the testing lab will not allow this, please request the lab email drug screen results to:

Virginia Plambeck, Associate Faculty
Health Occupations Department, College of the Redwoods
Virginia-Plambeck@redwoods.edu

The lab may also mail results to:

Virginia Plambeck, Associate Faculty
Health Occupations Department, College of the Redwoods
7351 Tompkins Hill Road, Eureka, CA 95501

The Health Occupations Department does not currently have a secure fax line for receiving private medical records.

The deadline for submitting the 10-panel urine drug screen results is Wednesday, February 8 at 5:30 p.m.

Background Check

College of the Redwoods's hospital clinical partners require that EMT students clear a background check in order to participate in clinical observation. This background check is at the student's expense. The hospital system utilizes a specific background check company. Further information regarding this background check will be provided during the first class session.

A student who receives an "alert" on the background check must submit court paperwork, a short personal statement, and other documentation as instructed for individual review. Final determination of the student's eligibility to participate in clinical observation will be at the discretion of the instructor and the instructor's supervisor. Clearance must be obtained prior to clinical observation shifts.

The deadline for ordering the background check is Wednesday, February 8 at 5:30 p.m.

Students who fail to provide a copy of CPR certification, proof of immunity, 10-panel urine drug screen results, and to order the background check by Wednesday, February 8 at 5:30 p.m. will not be allowed to complete clinical observation shifts and will therefore be ineligible for EMT certification.

Such students may still remain in the course and receive a final grade.

Please communicate with the instructor well before the deadline if there are any questions or concerns about meeting these requirements.

N95 Respirator Fit Testing

College of the Redwood's ambulance and hospital clinical partners currently require students engaged in clinical observation to wear an N95 respirator (mask). Medical grade N95 respirators require "fit testing." The purpose of the fit test is to assure that the mask fits and seals to the wearer's face properly so potentially contaminated air cannot leak into the mask and hazardous substances (such as the SARS-CoV-2 virus which causes COVID-19) are kept out.

The fit testing process includes a confidential medical questionnaire which will be completed in class. The instructor may refer a student for a follow-up medical examination as appropriate.

The fit test itself is a test of the seal between the mask and the wearer's face. It typically takes 15-20 minutes to complete and will also be done in class. Facial hair, jewelry, the use of headgear that projects under the facepiece seal, or anything else that interferes with the seal between the respirator and the face is not permitted.

The Occupational Safety and Health Administration (OSHA) defines the presence of "facial hair" to be "more than one day's growth." Stubble beard growth, beard, moustache, or sideburns which cross the respiratory sealing surface must be shaved off within 24 hours of the fit test. The same criteria apply to respirator usage during clinical observation.

The Center for Disease Control and Prevention (CDC) has an infographic showing acceptable and unacceptable facial hairstyles.

Each student will be issued one N95 mask for use during their total three clinical observation shifts. The instructor will provide instruction on proper donning and doffing technique as well as the storage method in between clinical shifts.

California Community College Student Health and Wellness

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 Health & Wellness website:

<https://www.cccstudentmentalhealth.org/health-wellness-for-students/>

Wellness Central is a free online health and wellness resource that is available 24/7 in your space at your pace:

https://ccconlineed.instructure.com/courses/1895?cf_id=2248

College of the Redwoods Student Support Services

College of the Redwoods wants you to succeed! The following are some of the many support services and activities available to you at CR.

Counseling and Advising provides students with access to professional counselors who can assist with a variety of needs including academic and mental health counseling. They are located in the Student Services Building. (707-476-4150) Email: counseling@redwoods.edu

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College of the Redwoods Student Support Services (continued)

Disability Services and Programs for Students (DSPS) provides accommodations, advising, and other assistive services related to disabilities. The office is located on the first floor of the Student Services Building. View the website for hours. (707-476-4280)

Within DSPS, the ***LIGHT Center*** provides learning disabilities assessment as well as Individualized and small group instructional support for students needing academic assistance. Assessments are completed by Learning Disability Specialists who, based on a student's learning profile, may make recommendations for accommodations.

The ***Library/Learning Resource Center (LRC)*** includes the following resources for students:

- The ***Academic Support Center*** for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-In Writing Center (707-476-4154)
- ***Library Services*** to promote information literacy and provide organized information resources. (707-476-4260)
- Internet access and computer use
- Printing and copying services
Need to set up a "pcounter system" account: <https://pcounterwebpay.redwoods.edu>
See Library website for more information.
- Pick up online CR Bookstore orders at the ***Campus Store*** in the LRC lobby.
Hours: Monday – Friday, 9 a.m. – 1 p.m.
(LRC front desk: 707-476-4130)
(You may also have Bookstore orders delivered straight to your home.)

The LRC also houses the ***Multicultural & Equity Center***. "The Multicultural & Equity Center (MEC) is a dynamic and inclusive place that supports all students in their academic and personal journeys at the college. We do this by creating community, home away from home, and a safe place for cultural expression, cross-cultural learning, access to college and dignity resources, and social justice work opportunities. The MEC is committed to retention and student success by offering activities related to leadership development, student connectedness and student equity. We are a student-centered program that fosters respect for all people." The MEC is located LRC 102. (707-476-4255)

View the website for hours, clubs, and activities.

The ***CR Health Center*** provides basic health and mental health counseling services to the College of the Redwoods community. Services include in-person and telehealth care, including free 24/7 mental health care. See the website for a complete list of services.

The Health Center is located in the Physical Education building, room 117. (707-476-4149)

Hours:

Monday & Thursday: 9 a.m. – 2 p.m.

Tuesday & Wednesday: 1 – 5 p.m.

Closed Friday, Saturday, Sunday

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College of the Redwoods Student Support Services (continued)

The **Basic Needs Center** (formerly called the *G.R.O.V.E.*) seeks to achieve improved academic and social outcomes by increasing student retention, success, and completion rates among students attending CR who are housing and food insecure. Their mission is to ensure that every student has safe, secure housing, access to healthy food, and financial stability, that will help them succeed at College of the Redwoods and in life. The Basic Needs Center provides application assistance and information on CalFresh and Medi-Cal, access to the **Food Pantry**, and referrals to on- and off-campus programs in a welcoming community space. Its core values are dignity, empowerment, community, and respect for diversity.

The Basic Needs Center and Food Pantry are located in the Redwoods Business Complex B (formerly the Forum Building) Room 111.

Hours:

Monday, Wednesday, & Friday: 9 a.m. – 5 p.m.

Tuesday: 9 a.m. – 3 p.m.

Thursday: 10 a.m. – 4:30 p.m.

(707-476-4616) (After-hours crisis line: 707-476-7715 or toll-free 888-849-5728)

The **Veteran's Resource Center** 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. The Center is located on the first floor of the Student Services Building, Room SS-109.

Hours:

Monday – Thursday: 9 a.m. – 4 p.m.

Friday: 11 a.m. – 3 p.m.

(707-476-4110) (Email: Veterans@redwoods.edu)

Special programs are available for eligible students and include:

- **California Work Opportunity & Responsibility to Kids (CalWORKS)** is a state-funded Welfare-to-Work program designed to assist student parents, of children under the age of 18, who are receiving cash assistance (TANF), become self-sufficient. Students receive specialized academic advising, assistance with transportation, support with school supplies, and referrals to supportive services, all while attending college. (707-476-4581)
- **Extended Opportunity Programs & Services (EOPS)** is a state-funded program designed to provide financial assistance, support, and encouragement for eligible income disadvantaged students. Services include textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more. View the website for hours. (707-476-4270)
- **Cooperative Agencies Resources for Education (CARE)** is a supplemental program to EOPS that is designed to provide the extra help a single parent may need to achieve his or her academic and career goals, and end their dependency on public assistance. The phone is the same as for EOPS.

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College of the Redwoods Student Support Services (continued)

- The ***TRiO Student Success Program (TSSP)*** is a multi-faceted support program—offering assistance and encouragement to low-income, first-generation students, and/or students with disabilities. Services include academic, personal, financial-aid, and career support, along with added advocacy and educational planning for completing a certificate or degree, or for transferring to a 4-year university. (707-476-4134)

Emergency Procedures for the Eureka Campus

The CR Police Department - Public Safety emergency line is 707-476-4111.

It is the responsibility of College of the Redwoods to protect life and property from the effects of emergencies within its own jurisdiction.

For more information on Public Safety go to the CR Police Department – Public Safety website (<https://redwoods.edu/publicsafety>) or call 707-476-4112 (non-emergency line).

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 'Contact Information Update.'

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.

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. (CR's lower parking lot and Tompkins Hill Rd are within the Tsunami Zone.)

(continued)

COLLEGE OF THE REDWOODS
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Please review the campus evacuation map for evacuation sites, including the closest site to this classroom (posted by the exits). The **Eureka campus emergency map** is available at: <https://www.redwoods.edu/aboutcr/Eureka-Map> (Choose the Emergency Map option.)

Good information, clear expectations, and intentional communication will help you be successful in this training program. Please let me know about any specific needs or challenges that might affect your participation in the course this semester.