



Citrus Community College District  
1000 W. Foothill Blvd., Glendora, CA 91741

**eMEMO**  
Office of the Superintendent/President  
Greg Schulz, Ed.D.

June 9, 2022

Dear Colleagues and Students,

I hope that you, your family and your friends are healthy and safe.

In the wake of recent events, I wanted to take a moment to provide an overview of our safety and emergency preparedness procedures. Whether you are new to Citrus College or have called this campus home for many years, I hope you find this information useful.

### ***Campus Safety***

It would not be possible for Citrus College to provide a safe and secure learning and working environment without the help of our Department of Campus Safety. Included below are some practices in place to keep our campus community safe:

- Campus Safety Officers (CSOs) patrol our campus 24/7/365 either on foot or in marked vehicles. In addition to being first responders to every incident on campus, CSOs also have the ability and equipment, when needed, to render first aid before paramedics arrive.
- Campus Safety has a great working relationship with the Glendora Police Department (GPD). A written MOU is in place with GPD along with an assigned GPD liaison for our campus. Frequent on-campus trainings and walkthroughs have occurred to increase GPD's knowledge of our campus and operations. GPD also patrols the campus when available or as requested.
- Constant collaboration and sharing of information occurs with GPD, Azusa Police Department and the Azusa Pacific University Department of Campus Safety.

I would encourage everyone to create a "contact" for Campus Safety on their mobile phone. Campus Safety can always be reached by calling (626) 914-8611; dialing ext. 8611 from any classroom/office phone; or by pressing the red "emergency" button on any of the campus blue light emergency phones.

### ***Emergency Preparedness***

As you know, it is impossible to predict when an emergency – such as an earthquake, fire or lockdown – might occur. Thankfully, we have a number of procedures in place to help us prepare for such an event.

First, emergency preparedness information is accessible to all students and employees on the campus safety website. Additional information and training videos are also available for employees on the campus intranet. I encourage everyone to review and download emergency

preparedness documents, such as the [emergency response procedures](#), to their mobile devices.

As part of our ongoing preparation and in support of the 2021-2026 Strategic Plan, our campus conducts multiple campuswide emergency drills. These drills vary in type, date and time in an effort to train and prepare students and employees on our emergency response procedures. These measures are intended to save lives, reduce injuries, minimize damage to facilities, and enable the college to resume operations in a timely manner.

### ***What We Can Do***

There are a few tools we have in place to help in the event of an emergency. If you haven't already, I hope you do the following:

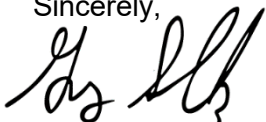
- Register your emergency contact information with [Citrus Alert](#). When registered, you will receive emergency notifications from the college via phone call, email and text message.
- Familiarize yourself with the location of the [blue light emergency phones](#). They are located in the following areas: west of the Mathematics Building (MA); north of the Campus Center (CC); south of the Administration Building (AD); north of the Student Services Building (SS); west of Adaptive Physical Education Building (AP); south of the Field House (FH); and north of the Gate House (GH).
- [Download the Citrus Guardian mobile app](#). Some of its features include:
  - Text-a-Tip: This allows students and employees to send text tips, including photos, to Campus Safety.
  - Virtual escort: With this feature, users can set a virtual safety escort timer for an extra layer of safety. If your timer expires and you are on campus, Campus Safety will be notified and will respond to your phone's GPS location immediately.

### ***An Invitation to Share***

Throughout my first year on campus, I greatly enjoyed talking to students and staff on a wide range of topics. I invite you to join me during my next virtual open office hour on Wednesday, June 15, at 1 p.m. Please contact Raquel Perez at [raperez@citruscollege.edu](mailto:raperez@citruscollege.edu) to schedule your 7-minute one-on-one-meeting.

I hope that you have a wonderful remainder of the academic year and I look forward to seeing you in the future.

Sincerely,



Greg Schulz, Ed.D  
Superintendent/President