From: no reply
Sent: Friday, September 12, 2008 11:39 AM
To:
Subject: Faculty Memo

Please view attached memo from the president's office.
Dear Colleagues,

I hope that you and your students are settling into the new semester after a highly active first week of classes and that you are successfully navigating the new semester. This week, as you get to know your students and establish your standards, please take time to review our emergency preparedness protocols with every class.

In early August, all staff received a copy of the “Safety Guidelines & Emergency Procedures” brochure with instructions on how to respond if there is an earthquake, a fire, or a shooter on campus. This brochure is now posted on the campus intranet under the link “Emergency Procedures.” Students can access the same brochure on the campus website on the Campus Security, Student Life and Student Services web pages.

To summarize the main points of the brochure:

All Emergencies
- Call Campus Security at extension 8611 or 914-8611. They are connected directly to the early responders—fire stations, law enforcement agencies, and others—who are closest to our campus and who are familiar with its layout.
- In every emergency, after your immediate safety and that of your students is secured, it is important to wait for evacuation instructions. The Facilities Department and other campus staff have assigned roles and responsibilities to facilitate evacuation and ensure the safety of the campus community.

Earthquake
- During an earthquake, take the necessary precautions: duck, cover and roll if you are indoors; if you are outdoors move away from buildings, utility poles, trees and other structures.
- After the earthquake, assess the damage, and assist those who are injured or who have disabilities.

Fire
- Know where the fire extinguishers and fire alarm are located in your area and how to use them.
- When the fire alarm sounds, everyone must leave the building; leave the doors unlocked.

Shooter on Campus
- Keep all students in the classroom until you receive more information and directions. Lock or barricade classroom doors if possible and move students away from doors and windows.
- If you observe imminent danger near your classroom, immediately secure the room and notify Campus Security.

It is important to remember that emergency preparedness is one of Citrus College’s six major priorities for this academic year. Please be sure to review future updates and take advantage of the opportunities for training.

I thank you for your participation in ensuring the safety of our college community, and I wish you a most successful semester!

[Signature]