March 24, 2009

Dear Colleagues:

As we approach the midpoint in the spring semester, the Citrus College community remains committed to ensuring the safety of our students, faculty, and staff. To date, our college has worked to develop a comprehensive Emergency Operations Plan and to provide state-mandated training for over 60 members of the Citrus College community including members of the Governing Board. As we progress in our goal of ensuring the safety of our college community, we will undoubtedly be calling upon all members of the college community to both become more familiar with the proper protocols to be utilized during campus emergencies, and to participate in upcoming college forums and drills.

I would like to remind and encourage you to attend the All-Campus Emergency Preparedness Forum on **Thursday, March 26, 2009, from 2:40 to 3:30 p.m.** in the Center for Innovation Community Room 159. A second session is scheduled for **Wednesday, April 29, 2009 from 2:40 to 3:30 p.m.** in CFI 159.

The forum will provide an opportunity to review the role of faculty and staff in emergency preparedness. A video on earthquake safety and the revised emergency response procedures flip chart will be presented; they will also be posted online for future reference. Please make sure you get a copy of the flip chart, which will be available at the meeting. The safety tips provided in the flip chart include, but are not limited to, the following points.

**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. If appropriate, evacuate to a safe area and wait for 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: drop, cover and hold 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 alarms 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.

Once again, thank you for your efforts in ensuring the safety of our students and staff. I look forward to sharing our progress with you at the March 26th and April 29th forums.

Sincerely,
Geraldine M. Perri, Ph.D.
Superintendent/President