

Dr. Jose Fierro
President's Message
March 19, 2018



CERRITOS COLLEGE POLICE DEPARTMENT

~11090 NEW FALCON WAY. · CERRITOS, CA. 90703 · PH. (562) 924-3618 · FAX (562) 402-0289~

MEMO

TO: Dr. Johnson

FROM: Tom Gallivan, Chief of Police

DATE: March 18, 2018

SUBJECT: Staff Instructions for upcoming April 19, 2018 Shelter in Place Drill

At Cerritos College, Emergency Preparedness is a priority. On April 19th we will conduct both a morning and evening Shelter in Place Drill. The recent active shooter tragedy in Florida is a stark reminder of the importance of being prepared and knowing how to respond in the event of an active shooter.

In Preparation of the Drill:

- All Faculty should make sure they have a key to their classroom. If you do not have a key contact your Dean immediately.
- Prior to the drill, all instructors will receive an Active Shooter Information Pocket Card and a USB Drive containing the Run-Hide-Fight video. Faculty, with classes in session at the time of the drills, will show this video and power point as part of the drill. Identified Lead's will show the video and power point in their offices and work places. If you have any question related to your classroom viewing capabilities, contact IT prior to the drill.
- Review the attached Active Shooter Response + Shelter-in Place Drill Timelines.

Day of the Drill:

- The drill will be conducted at 10:19 am and again at 7:19 pm.
- The drill will be initiated and ended with live announcements over our public address system in conjunction with Nixle alert messages.
- The campus community will be directed to shelter in place, view the Run-Hide-Fight video, followed with a short classroom discussion.
- Students, staff and faculty, not in a classroom at the time of the drill, will be provided with several campus locations where they can go to view the Run-Hide-Fight video.

If you have any questions please contact Chief Tom Gallivan, at Campus Police.



Active Shooter Response + Shelter-in-Place Drills
Campus-wide, Thursday, April 19, 2018
10:19 a.m. and 7:19 p.m.
Timelines (all times approximate)

Active Shooter Response + Shelter-in-Place Drill Timelines <i>(all times approximate)</i>				
Line	Times-Day	Times-Evening	Function	Details
1	10:19	7:19	Start of Drill	<p><u>Campus Public Address System:</u> This is a drill. Shelter in place. Again, this is a drill.</p> <p><u>Nixle:</u> CERRITOS COLLEGE: This is a scheduled drill. Shelter in place now. You will be notified of the end of the drill.</p> <p><u>Participants:</u> Promptly seek shelter; ideally in a room with a door. In room: lock door(s), barricade door(s), shut off lights, close window coverings, spread out, stay low, silence ringers and vibration on mobile devices, hide behind objects, do not leave until directed by law enforcement. Refer to Shooter on "IN CASE OF EMERGENCY" posters and "ACTIVE SHOOTER" IN "Cerritos College Emergency Response Guide".</p>
2	10:22	7:22	Start of Video and view Campus Safety Power Point.	Faculty in classes and managers in offices use provided USB drives and show the Run Hide Fight®* video. Faculty in classes and managers in offices use provided USB drives and go over Campus Safety PowerPoint.
3	10:34	7:34	Review Pocket Cards	Faculty in classes and managers in offices review provided pocket cards: Active Shooter
4	10:35	7:35	Q&A	Faculty in classes and managers in offices gather questions that may need to be answered for everyone.
5	10:39	7:39	End of Drill	<p><u>Campus Public Address System:</u> This concludes the shelter in place drill, thank you for your participation.</p> <p><u>Nixle:</u> This concludes the shelter in place drill, thank you for your participation.</p>

* City of Houston's Mayor's Office of Public Safety and the Department of Homeland Security