

Dr. Jose Fierro
President's Message
April 4, 2018

Staff Instructions for upcoming April 19 Shelter-in-Place Drill

At Cerritos College, Emergency Preparedness is a priority. On Thursday, April 19 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 for 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 and the Campus Police PowerPoint. Faculty, with classes in session at the time of the drills, will show this video and PowerPoint as part of the drill. Identified Lead's will show the video and PowerPoint in their offices and other work places. If you have any question related to your classroom viewing capabilities, contact Information Technology prior to the drill.
- Please review the Active Shooter Response + Shelter-in Place Drill Timelines below.

Day of the Drills:

- The drill will be conducted at 10:19 a.m. and again at 7:19 p.m.
- 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 by the Campus Police PowerPoint with a short classroom or office 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.



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> <i>This is a drill. Shelter-in-Place. Again, this is a drill.</i></p> <p><u>Nixle</u> <i>CERRITOS COLLEGE: This is a scheduled drill. Shelter-in-Place now. You will be notified of the end of the drill.</i></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	<p><u>Campus Public Address System</u> <i>The Shelter-in-Place drill is continuing.</i></p> <p>Faculty in classes and managers in offices use provided USB drives and show the Run Hide Fight®* video.</p>
3	10:29	7:29	Start of PowerPoint	<p><u>Campus Public Address System</u> <i>The Shelter-in-Place drill is continuing.</i></p> <p>Faculty in classes and managers in offices use provided USB drives and go over Campus Safety PowerPoint.</p>
4	10:34	7:34	Review Pocket Cards	Faculty in classes and managers in offices review provided pocket cards: Active Shooter.
5	10:35	7:35	Q&A	Faculty in classes and managers in offices gather questions that may need to be answered for everyone.
6	10:39	7:39	End of Drill	<p><u>Campus Public Address System</u> <i>The scheduled Shelter-in-Place drill is now complete. You may resume your planned schedule. Once again, the scheduled Shelter-in-Place drill is now complete. Thank you for your participation.</i></p> <p><u>Nixle</u> <i>CERRITOS COLLEGE: The scheduled Shelter-in-Place drill is now complete. You may resume your planned schedule. Thank you for your participation and for supporting campus safety.</i></p>

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