



Health Care and Safety of Employees, Students and Guests

Objective:

Emily Griffith Technical College (EGTC) and Denver Public Schools (DPS) place the highest level of importance on the safety of staff, students, and visitors. In fact, this the foundational mission of the DPS Department of Safety and Security. Procedures for safety drills, and in a non-drill situation, immediate emergency response, is published on the EGTC website, EGTC catalogue, the DPS district-wide ECRM manual, the DPS district-wide ERCM safety CD-ROM, and DPS website under safety and security tabs. The intent is to ensure the continued safety of all students, employees and visitors. Given EGTC is a public, post-secondary school within DPS, we strictly adhere to all of their published policies and procedures regarding safety and security.

Representatives of DPS, EGTC Administrators and key staff members review these systems annually. Any updates are provided by DPS Site and Security during our Back to College day (B2C), held annually before the start of the academic year.

PLAN: The following document is a live, fluid example of the shared ERCM process that was put in place for EGTC:

<http://www.emilygriffith.edu/file/emily-griffith-campus-emergency-plan-egtc-0>

Emily Griffith Campus Emergency Plan

Security Desk

On-site Safety and Security staff support the Emily Griffith Campus and will initiate notification to building occupants in the event of an emergency affecting the campus.

Field patrol units and Denver Police will also support the day-to-day operations of the campus and provide emergency response when needed. Should any staff member witness a crime in progress or issue that causes concern they should immediately call 911 and then Safety and Security at **720-423-3911**. For concerns not requiring police response,

on site Safety and Security staff can be reached at 720-423-3344.

IF YOU SEE SOMETHING SAY SOMETHING!

Reference the one page Emergency Protocol flyer, highlighting what to do in the case of a:

- Lockout
- Lockdown
- Evacuation
- Shelter.

Should a critical incident occur that would require the building to lockdown or lockout, ***instructions will be given to each floor via the overhead paging system and phones.*** It is imperative that the instructions are followed by every staff member on the floor.

*During a **Lockdown** staff will be instructed to remain on their floor at their work stations. Movement between floors will be restricted. Work activities will cease. Silence your cell phones and your desk phones. No one will be allowed to enter or leave the building.

Example: A lockdown will be called if there is an imminent threat to building occupants, such as a disgruntled employee or community member.

*During a **Lockout** business inside the building will be allowed. You will not be able to enter or leave the building.

Example: A lockout will be called if there is a situation unfolding outside the building, such as police activity in the area.

Building Evacuation

The stairwells and exit doors throughout the building are marked with illuminated green exit signs. Please locate the closest stairwell to your work station, or reference the evacuation routes published in all classrooms to determine your route.

Should the fire alarm sound, all staff and visitors will need to exit the building via one of the three building

stairwells. Once you have exited the building, you will proceed south on Lincoln Street or either west or east on 19th Ave. You must be 100 feet from the building during an evacuation. Do not re-enter the building until you have been given the “all clear” from Safety and Security.

Additional Notes:

- EGTC/EGHS/DDES have monthly fire drills for floors 1-3, and 2x/year drills for floors 4-6. During a drill, only the floor where the alarm is activated plus the ones immediately above and below must evacuate.
- During these monthly scheduled drills, strobes and sirens will be triggered on the 2nd floor so only the 1st and Salon levels of the college will be impacted. Security, in conjunction with EGHS, EGTC and DDES will schedule these to minimize impact to affected programs, e.g. culinary arts, barbering, cosmetology and esthetician.
- Elevators will not work during a drill or real situation. Staging for those unable to take the stairs should go to the elevator lobby on their floor. On a yellow sign, there is a red button to be pushed, to alert security and provide personal information so the necessary attention and assistance can be provided.
- EGTC has received color-coded maps, in every room, that highlights evacuation routes.
 - Stairwell A – west side – exit through the front doors and head to parking lots south of building.
 - Stairwell B – east side – exits to alley and head east up 19th ave. to parking lots close to Sherman Street.
 - Stairwell C – south side – used primarily by HS and DDES, but occupants of 4th floor might use. Exits on Lincoln Street, head south.

Severe Weather/Shelter

Tornado Watch: Conditions are right for a tornado.

Tornado Warning: A funnel cloud has been sighted. Take Shelter.

Watches and Warnings to take shelter are typically reported by local media outlets, Civil Defense Sirens or NOAA Radio notification. Severe weather notification may also be reported by staff or visitors if they observe conditions. Notifications via a smartphone or internet app are also prevalent. You should notify the Security Desk at 720-423-3344 anytime you receive this information.

Once the onsite security staff is aware of the situation they will make an announcement over the loudspeaker to take

shelter. If you feel you need to take shelter prior to the announcement, you may do so immediately.

During a tornado warning, you should move away from exterior doors and windows.

Flying debris is the greatest concern during severe weather. If possible use the stairs to find shelter on lower floors.

Additional notes:

- People are encouraged to seek shelter as soon as they're aware of a valid threat of tornado; you need not wait for the announcement by Security.
- Move to interior hallways and the elevator vestibules
- SNOW CLOSURES: Staff and students may call 720-423-3200 to find out if DPS has closed schools

Safety and Security is everyone's responsibility. Stay alert, stay informed and take the appropriate action as necessary.

Additional Notes:

- Floor Safety Wardens have been identified for each floor, with back-ups in place. The wardens will assist in evacuations and emergency situations, and will be in contact with DPS Security. All Floor Wardens carry radios, and are in communication with each other and DPS Security.
- Evacuation maps are available and have been posted in classrooms.
- DPS Security has hosted two Emergency Planning sessions for EGTC staff, and are open to future all staff meetings to offer further/reinforced education on Emergency Planning.
- As more information and direction is provided and confirmed, it will be included in online versions of the student and staff handbooks and posted on the staff intranet.

1860 Lincoln Floor Wardens

1st Floor:

Primary: Tim Inzano, Laurie Murdoch

Backup: Kelley Mymern

Salon Level:

Primary: Brigitte Padilla Rodrigues,

Backup: Lisa Fladen, LaVonya Todd-Washington

4th Floor:

Primary: Sara Holzberlein, Linda Van Doren

Backup: Kevin Mohatt, Laura Vasquez

5th Floor:

Primary: Patricia Armstrong

Backup: Aimee Callahan

6th Floor:

Primary: Zach Hermsen

Back up: Connie Tripp

2. Make available Key District Resources, outlining Board policy, and ERCM

Actions/Roles/Responsibilities:

- Make pertinent (updated) DPS Security links available to staff via the wire (*January 2018*)
 - Ensure all employees have access to this information
 - Acting Authority/Liaison on Plan (DPS Safety and Security Department)

Review/Evaluation:

- -Review of websites and procedures on an annual to determine if we need to update links on our EGTC website (*January 2018*)

Below are the District Resources regarding Risk Management and Safety linked on the EGTC website:

District resources include the Department of Risk Management, who provide the following:

<http://risk.dpsk12.org> – DPS Risk Management main website with general info

http://riskmanagement.dpsk12.org/safety_guidelines - Safety Guidelines and Standards for DPS

<http://security.dpsk12.org/> - DPS Safety and Security main website

<http://safe2tell.org> – Anonymous line to report any threatening behavior that endangers you, your friends, your family or your community.

<http://www.emilygriffith.edu/egtc-security-documents> - All EGTC Specific security documents

3. Develop a system for reporting accidents and other incidents

Actions/Roles/Responsibilities:

- Make pertinent DPS Safety (Security) links available to staff via the wire (January 2018)
 - Ensure all employees have access to this information

Review/Evaluation:

- -Review of websites and procedures (*February 2018*)
 - Check updates with DPS Safety
 - Retrain faculty and staff
 - Disseminate information to faculty and staff
- -Next internal review is set for (*1/2019*)
 - Check updates with DPS Safety
 - Retrain faculty and staff
 - Disseminate information to faculty and staff

PLAN: The system for reporting and investigating accidents and other incidents is mandated by DPS policy and procedure and the emergency procedures for staff and students, and EGTC Campus Safety and Security Act reporting is published on the college's website (including the link to the Student Portal) as follows:

Student Accident or Injury Reporting Process

If an accident or injury which does not require immediate medical attention occurs on College property, it is the student's responsibility to seek medical attention, if so desired. For an accident or injury requiring immediate medical attention, EGTC staff will call 911.

Any EGTC student who sustains an injury on College property or at any facility where College business is being transacted is required to file an accident report with the College within 24 hours of the occurrence (or the next business day, whichever comes first).

Process for Reporting Accident or Injury Sustained on College Property:

1. At the time of the injury or accident, the instructor must contact DPS Safety & Security at 720-423-3344 immediately to file an incident report.
2. Injured students not in need of immediate medical attention should be directed to the Instructional Dean's office for the program in which he/she is participating or to the registration desk in Student Services at the Emily Griffith Campus (1860 Lincoln Street), where they may obtain a Student Accident Report form.
3. The completed Student Accident Report form must be returned to the Instructional Dean's office for the program in which the student is participating. The instructor will also accept these after normal business hours and turn them in to the Instructional Dean for the program in which the student is participating.
4. Upon receipt of a Student Accident Report, the Instructional Dean for the program in which the student is participating will forward a copy of the report form to the office of the Director of Instructional Programs who will provide notice to other appropriate parties as needed.

5. The Executive Assistant for Instructional Programs will serve as the contact person for questions and other concerns about a reported injury and will report his/her findings to the Director of Instructional Programs and to the Director of Student Services, noting any identified safety hazards, which may have contributed to the reported injury.
6. The Director of Instructional Programs will be responsible for making any recommendations needed to correct identified safety hazards to the Executive Director and to other campus offices and/or committees as he/she deems necessary.
7. The Director of Instructional Programs will forward all submitted Student Accident Report forms to DPS Risk Management.

Process for Reporting Accident or Injury Sustained at Clinical or Internship Site:

1. Injured students should immediately call 1-877-764-3574, anytime day or night. They should report all injuries/illnesses, whether they seek medical treatment or not.
 2. A list of the DPS designated medical clinics is available on the Worker's Compensation website at: http://riskmanagement.dpsk12.org/workers_comp and clicking on "designated medical providers". Injured students may call the nearest designated clinic for an appointment or just walk in.
 3. Students should notify the instructor within 24 hours, and instructors must notify the Instructional Dean for the program in which the student is participating within 24 hours of student notification.
 4. The designated medical provider will give the injured student two (2) copies of a physician's report reflecting the treatment plan, future appointment(s), and current physical restrictions, if applicable. The injured student must submit one copy of the physician's report to his/her instructor. The other copy is for the student's records.
 5. After the initial medical appointment, to the extent possible, future appointments should be scheduled not to conflict with the student's school schedule.
1. The DPS Workers' Compensation Claims Administrator is CorVel. For follow-up information on the claim, injured students may call 720-423-1303.
 2. Note: Students must also follow accident or injury reporting processes as required by the clinical or internship site.

Employee Accident or Injury Reporting Process

Process for Reporting an Employee Accident or Injury Sustained on College Property:

If an employee has an accident or injury on College property they should immediately call CorVel at 877-764-3574 to report the injury if it does not require immediate medical attention. For an accident or injury requiring immediate medical attention, EGTC staff will call 911. At the time of the injury or accident, the employee or supervisor must contact DPS Safety & Security at 720-423-3344 immediately to file an incident report.

When the employee calls CorVel, they will be connected with a registered nurse who will:

- obtain necessary information
- evaluate the nature of your injury
- determine the immediate medical needs, and
- provide the employee with further Instructions including where they may find the nearest DPS designated medical provider

The employee should notify the supervisor of the work related injury as required by their school and/or department within 24 hours of the injury

DPS Designated Medical Providers

- If your Injury is a life or limb-threatening emergency, call 911 or go to your nearest emergency facility
- Employers within the State of Colorado have the right to designate medical providers for their injured employees, which DPS has done. The CorVel nurse will have the list of all designated DPS medical providers available at the time the employee calls in their injury
- The DPS designated medical providers are listed on the Worker's Compensation website at: riskmanagement.dosk12.org/workers_comp
- The employee may call the nearest designated medical provider for an appointment or they can walk in. The CorVel nurse will have notified the medical provider that the employee is coming
- The DPS designated medical provider will give the employee two (2) copies of a physician's report reflecting their treatment plan, future appointment(s), and current physical restrictions, if applicable. The employee should submit one copy of the providers report to their supervisor and keep one for their records.
- Should an employee seek medical treatment for a work related injury from their private physician or other medical provider that is not on the DPS designated medical provider list, the employee may be financially responsible for that care

For additional information including this memo in Spanish, the employee can view the Worker's Compensation website at: riskmanagement.dosk12.org/workers_comp or call the Workers' Compensation unit at (720) 423-1303.

4. Make available the policies and procedures for the Campus Security Policy (Clery Act), as amended by the Violence Against Women Reauthorization Act of 2013.

Actions/Roles/Responsibilities:

- EGTC Human Resources worked with DPS Security, consulted with Human Resources from the Community College of Aurora in Colorado, attended webinars on VAWA and the Campus Security Act and obtained information from the Clery Center to develop this policy and plan. (11/2017)
- The policy was reviewed and approved by DPS Security, the Director of Student Services and the Executive Director of EGTC. (11/2017)

- EGTC Human Resources (Jo Neil), Director of Student Services (Tisha Corbett), the Executive Director (Jeff Barratt) and DPS Security (Rich Newell) are responsible for overseeing adherence to this plan.
- Make pertinent DPS Security links available to staff via the wire and the Emily Griffith Technical College website
- Make pertinent DPS Security links available to students via the Emily Griffith Technical College website
 - Ensure all employees and students have access to this information
 - All new employees and students receive training on this plan via either the student portal or BrightSpace website for employees.
 - Acting Authority/Liaison on Plan (DPS Safety and Security and EGTC Human Resources)

Review/Evaluation:

- Review of websites and procedures (*January 2018*)
- Plan will be distributed annually after each process review

PLAN:

<http://www.emilygriffith.edu/file/emily-griffith-campus-emergency-plan-egtc-0>



EMILY GRIFFITH TECHNICAL COLLEGE

POLICY STATEMENT FOR ANNUAL SECURITY REPORT

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

Emily Griffith Technical College (EGTC) does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, EGTC issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a College official. In this context, EGTC

prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the College community.

EGTC is an area career/technical school governed by the Denver Public Schools (DPS) Board of Education and by regulations established by the Colorado Community College System. Please refer to [DPS board policies JB-R-1 Procedures for the Investigation of Student Complaints of Discrimination or Harassment](#), [GBA-R1 Procedures for the Investigation of Employee Complaints of Discrimination or Harassment](#) and [CCCS policy \(BP\) 3-120 Sexual Misconduct](#).

A. Definitions

Consent, Unlawful Sexual Behavior-Colorado Revised Statutes (C.R.S.) 18-3-401, means cooperation in act or attitude pursuant to an exercise of free will and with knowledge of the nature of the act. A current or previous relationship shall not be sufficient to constitute consent. Submission under the influence of fear shall not constitute consent.

Sexual Assault-C.R.S. 18-3-402, Colorado law defines sexual assault as any actor who knowingly inflicts sexual intrusion or sexual penetration on a victim commits sexual assault if:

- The actor causes submission of the victim by means of sufficient consequence reasonably calculated to cause submission against the victim's will; or
- The actor knows that the victim is incapable of appraising the nature of the victim's conduct; or
- The actor knows that the victim submits erroneously, believing the actor to be the victim's spouse; or
- At the time of the commission of the act, the victim is less than fifteen years of age and the actor is at least four years older than the victim and is not the spouse of the victim; or
- At the time of the commission of the act, the victim is at least fifteen years of age but less than seventeen years of age and the actor is at least ten years older than the victim and is not the spouse of the victim; or
- The victim is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over the victim and uses this position of authority to coerce the victim to submit, unless the act is incident to a lawful search; or
- The actor, while purporting to offer a medical service, engages in treatment or examination of a victim for other than a bona fide medical purpose or in a manner substantially inconsistent with reasonable medical practices; or
- The victim is physically helpless and the actor knows the victim is physically helpless and the victim has not consented.

Sexual Assault on a Child-C.R.S. 18-3-405, means any actor who knowingly subjects another not his or her spouse to any sexual contact commits sexual assault on a child if the victim is less than fifteen years of age and the actor is at least four years older than the victim.

Domestic Violence-C.R.S. 18-6-800.3 means an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship. Domestic Violence also includes any other crime against a person, or against property, including an animal or any municipal ordinance violation against a person, or against property, including an animal, when used as a method of coercion, control, punishment, intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship.

Dating Violence-There is no Colorado state law on dating violence; therefore the college abides by the definition used in the Violence Against Women Reauthorization Act (VAWA) of 2013.

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Stalking-C.R.S. 18-3-602, means a person commits stalking if directly, or indirectly through another person, the person knowingly:

- Makes a credible threat to another person and, in connection with the threat, repeatedly follows, approaches, contacts, or places under surveillance that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship; or
- Makes a credible threat to another person and, in connection with the threat, repeatedly makes any form of communication with that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship, regardless of whether a conversation ensues; or
- Repeatedly follows, approaches, contacts, places under surveillance, or makes any form of communication with another person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship in a manner that would cause a reasonable person to suffer serious emotional distress and does cause that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship to suffer serious emotional distress. For purposes of this paragraph (c), a victim need not show that he or she received professional treatment or counseling to show that he or she suffered serious emotional distress.

Additional definitions as it relates to "Stalking" under Colorado law:

- Conduct "in connection with" a credible threat means acts that further, advance, promote, or have a continuity of purpose, and may occur before, during, or after the credible threat.

- "Credible threat" means a threat, physical action, or repeated conduct that would cause a reasonable person to be in fear for the person's safety or the safety of his or her immediate family or of someone with whom the person has or has had a continuing relationship. The threat need not be directly expressed if the totality of the conduct would cause a reasonable person such fear.
- "Immediate family" includes the person's spouse and the person's parent, grandparent, sibling, or child.
- "Repeated" or "repeatedly" means on more than one occasion.

Bystander Intervention – People assume that the more people there are around, the more likely it is that someone in trouble will receive help. Actually, the more people, the less likely it is that anyone will help. Bystander Intervention is the practice of taking action or intervening, when you see someone in need help. Bystanders should help out when they see someone in trouble; however, if they think doing so could be dangerous, they should call for help right away rather than engaging.

B. Education and Prevention Programs

The College engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Defines what behavior and actions constitute consent to sexual activity in the State of Colorado;
- Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander.
- Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
- Provides an overview of information contained in the Annual Security Report (ASR) in compliance with the Clery Act.

Educational programs are offered to raise awareness for all incoming students and employees, and are often conducted during new student and new employee orientation and throughout an incoming student's first semester. These programs and others offered throughout the year include strong messages regarding not just awareness, but also primary prevention. Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies and/or creating distractions.

Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks, and do so without victim-blaming approaches. Throughout the year, ongoing awareness and prevention campaigns are directed to students and employees, including faculty, often taking the form of emails, guest speakers, posters, flyers and informative meeting that distribute education material.

The College offered the following primary prevention and awareness programs for Students and Staff in 2015:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Which Prohibited Behavior Covered?</u>
Campus SaVE Act Training	ongoing	Student portal	All
SafeHouse Denver			
Colorado Coalition Against Domestic Violence			Domestic Violence
Information Table			

C. Procedures for Reporting a Complaint

EGTC has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. Students and employees should contact Patricia Gallagher, Sr. Human Resources Representative at 720-412-4714 room 618 or Tisha Corbett, Director of Student Services at 720-423-4859 in room 620.

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible. In Colorado, evidence may be collected even if you choose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within

the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College hearing boards/investigators or police. Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. EGTC's Security Department will assist any victim with notifying local police if they so desire. Denver Police Department may also be reached directly by calling (720-913-2800) or 911 or in person at 1566 N. Washington Street, Denver, CO Additional information about the Denver Police department may be found online at:
<http://www.denvergov.org/police/PoliceDepartment/tabid/440727/Default.aspx>

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator at 720-423-4714 located at 1860 Lincoln Street, Denver, CO room 618 and Campus Police/Security (if the victim so desires.)

The Title IX Coordinator is ultimately responsible to assure in all cases that the behavior is brought to an end, and that EGTC acts to reasonably prevent its recurrence and the effects on the victim and the community are remedied. The Coordinator is also responsible to assure that training is conducted annually for all investigators that protects the safety of victims and promotes accountability. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation and other behaviors that can be forms of sex or gender discrimination covered by Title IX and Clery Act. Training will help those decision-makers in the process to protect the safety of victims and to promote accountability for those who commit offenses.

The College will provide resources to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Security or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, the below are the procedures that the College will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

Incident Being Reported	Procedure to Follow	Evidentiary Standard
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs. delayed report), institution will provide complainant with access to medical care. 2. Institution will assess immediate safety needs of complainant and contact Campus Security. 3. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department. 4. Institution will provide information to complainant on how to preserve evidence. Denver Police and Denver Health as well as other Healthcare facilities may advise a victim what they can do to preserve evidence and the use of a "Rape Kit", or similar system of examining, that these facilities should have. 5. Institution will provide complainant with referrals to off campus mental health providers. 6. Institution will assess need to implement interim or long-term protective measures, such as change in class schedule, "No Contact" directive between both parties. 7. Institution will provide a "No trespass" directive to accused party if deemed appropriate. 8. Institution will provide information on how to invoke the court for a Protective Order. Protection Orders are issued by Court decision. 9. Institution will provide a copy of the Sexual Misconduct Policy and Procedures to complainant and inform 	Sexual assault cases are referred to the Title IX Coordinator and are adjudicated by the institution's Sexual Misconduct Policy and Procedure.

	<p>the complainant regarding timeframes for inquiry, investigation and resolution.</p> <p>10. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is. EGTC will protect any individual who reports sex discrimination, sexual harassment, or sexual violence against retaliation.</p>	
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<p>Stalking</p>	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant. 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department. 3. Institution will provide information on how to invoke the court for a Protective Order. Protection Orders are issued by Court decision. 4. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate. 	<p>Stalking cases are referred to the Chief Security Officer. If the stalking is sexually based, it may fall under the institution's Sexual Misconduct Procedure and if so, would be referred to the Title IX Coordinator and adjudicated under the institution's Sexual Misconduct Policy and Procedure.</p>
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<p>Dating Violence</p>	<ol style="list-style-type: none">1. Institution will assess immediate safety needs of complainant.2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.3. Institution will provide information on how to invoke the court for a Protective Order. Protection Orders are issued by Court decision.4. Institution will provide information to complainant on how to preserve evidence. Denver Police and Denver Health as well as other Healthcare facilities may advise a victim what they can do to preserve evidence and the use of a "Rape Kit", or similar system of examining, that these facilities should have.5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.6. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate.	<p>Dating Violence cases are referred to the Chief Security Officer. If the dating violence incident is sexually based, it may fall under the institution's Sexual Misconduct Policy and Procedure.</p>
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<p>Domestic Violence</p>	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant. 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department. 3. Institution will provide information on how to invoke the court for a Protective Order. Protection Orders are issued by Court decision. 4. Institution will provide information to complainant on how to preserve evidence. Denver Police and Denver Health as well as other Healthcare facilities may advise a victim what they can do to preserve evidence and the use of a "Rape Kit", or similar system of examining, that these facilities should have. 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate. 6. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate. 	<p>Domestic Violence Cases are referred to the Chief Security Officer. If the dating violence incident is sexually based, it may fall under the institution's Sexual Misconduct Policy and Procedure.</p>
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D. Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint, EGTC will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. When charges are filed and an investigation is launched, Denver Police have a Victim's Advocate branch and they will follow-up with victims of crime. In Colorado, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

Rights Afforded to Victims-C.R.S. 24-4.1-302.5

In order to preserve and protect a victim's rights to justice and due process, each victim of a crime shall have the following rights:

- The right to be treated with fairness, respect, and dignity, and to be free from intimidation, harassment, or abuse, throughout the criminal justice process;

- The right to be informed of, be present or not present, and without submitting a written request for notification, for all critical stages of the criminal justice process as specified in state statute (C.R.S. 24-4.1-302(2));
- The right to be informed of the filing of a petition by a perpetrator of the offense to terminate sex offender registration pursuant to section 16-22-113(2)(c), C.R.S.;
- The right to be informed, upon request by the victim, when a person who is accused or convicted of a crime against the victim is released or discharged from county jail; and
- The right to be informed, upon written request by the victim, when a person who is accused or convicted of a crime against the victim is released or discharged from custody other than county jail, is paroled, escapes from a secure or non-secure correctional facility or program, or absconds from probation or parole.

Further, EGTC complies with Colorado law in recognizing orders of protection by working with the Title IX Coordinator and Campus Security in developing a Safety Action Plan, which is a plan for the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc.

Any county or district court shall have the authority to enter an emergency protection order, which may include:

- Restraining a party from contacting, harassing, injuring, intimidating, threatening, molesting, touching, stalking, sexually assaulting or abusing any other party, a minor child of either of the parties, or a minor child who is in danger in the reasonably foreseeable future of being a victim of an unlawful sexual offense or domestic abuse;
- Excluding a party from the family home or from the home of another party upon a showing that physical or emotional harm would otherwise result;
- Awarding temporary care and control of any minor child of a party involved;
- Enjoining an individual from contacting a minor child at school, at work, or wherever he or she may be found;
- Restraining a party from molesting, injuring, killing, taking, transferring, encumbering, concealing, disposing of or threatening harm to an animal owned, possessed, leased, kept, or held by any other party, a minor child of either of the parties, or an elderly or at-risk adult; or
- Specifying arrangements for possession and care of an animal owned, possessed, leased, kept, or held by any other party, a minor child of either of the parties, or an elderly or at-risk adult.

In cases involving a minor child, (under age 18) the juvenile court and the district court shall have the authority to issue emergency protection orders to prevent an unlawful sexual offense, or to prevent domestic abuse, when requested by the local law enforcement agency, the county department of social services, or a responsible person who asserts, in a verified petition supported by affidavit, that there are reasonable grounds to believe that a minor child is in danger in the reasonably foreseeable future of being the victim of an unlawful sexual offense or domestic abuse, based upon an allegation of a recent actual unlawful sexual offense or domestic abuse or threat of the same. Any emergency protection order issued shall be on a standardized form prescribed by the judicial department and a copy shall be

provided to the protected person.

A verbal emergency protection order may be issued only if the issuing judge finds that an imminent danger in close proximity exists to the life or health of one or more persons or that a danger exists to the life or health of the minor child in the reasonably foreseeable future.

To the extent of the victim's cooperation and consent, College offices, including Human Resources or Student Services will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal College investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic or working situations in addition to counseling, health services and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The College does not publish the name of crime victims nor house identifiable information regarding victims in the Campus Security Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by a request through Human Resources.

Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking

Community Resources

<u>Agency</u>	<u>Address</u>	<u>Phone</u>
Denver Police /victim Assistance Unit	<u>1331 Cherokee St., Denver, CO</u>	<u>720-913-6035</u>
Rape Assistance Program	<u>7010 Broadway, Denver, CO</u>	<u>303-426-0764</u>
Rape Crisis Center- The Blue Bench	<u>1740 Gaylord St., Denver, CO</u>	<u>303-329-9922</u>
Colorado Coalition Against Sexual Assault	<u>1120 Lincoln Street, # 700, Denver, CO</u>	<u>303-839-9999</u>
Colorado Coalition Against Domestic Violence	<u>1120 Lincoln St., #900, Denver, CO</u>	<u>303-831-9632</u>
SafeHouse Crisis and Info Line	<u>1649 Downing Street, Denver, CO</u>	<u>303-318-9989</u>

Below are website resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.ccasa.org/> - Colorado Coalition Against Sexual Assault

<http://ccadv.org/> - Colorado Coalition Against Domestic Violence

<http://coavp.org/>-Colorado Anti-Violence Program, Building Safety and Justice for LGBTQ Communities

<http://www.rainn.org> – Rape, Abuse and Incest National Network

<http://www.ovw.usdoj.gov/sexassault.htm> - Department of Justice

<http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office of Civil Rights

Confidentiality

The College will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law.

Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation(s) has occurred may lead to the initiation of disciplinary procedures against the accused individual. Examples of college sanctions may include, but are not limited to:

- For students-warning, probation, fines, restitution, denial of privileges, assignment to perform services for the benefit of the college or community, suspension, expulsion, or “No trespass” directive.
- For EGTC employees-warning, written warning, corrective actions, probation, restitution, denial of privileges, suspension, termination of employment, or “No trespass” directive (PNG).
- For authorized volunteers, guest(s), or visitors-warning, writing warning, denial of privileges, dismissal from college, or “No trespass” directive.

For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX Coordinator will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: an order of no contact, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator’s directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Human Resources and Campus Security.

Sex Offender Registration

In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the College is providing a link to the Colorado State Sex Offender Registry. All sex offenders are required to register in the state of Colorado and to provide notice of each institution of higher education in Colorado at which the person is employed, carries a vocation or is a student. In Colorado, convicted sex offenders must register with the Colorado Bureau of Investigation (CBI). The Colorado sex offender website is <https://www.colorado.gov/apps/cdps/sor/>.

Prohibition on Retaliation

An institution, or an officer, employee, or agent of an institution, may not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision in this policy.

Additional Resources

Denver Mental Health Center Crisis Line 303-504-6500

Colorado Crisis and Support Line 1-800-493-8255

CO Anti-Violence Program (LGBT): 1-888-557-4441 (May have to leave a message)

Domestic Violence and Sexual Assault (24 hours/day): 911 or 800-799-SAFE (7233)

Alateen and Alanon: 303-321-8788 or 888-4AL-ANON (425-2666)

Alcoholics Anonymous: 303-322-4440

Denver Hospice: 303-766-0050

HIV/AIDS Hotline: 1-800-CDC-INFO (1-800-232-4636)

Tri County Health Department: 303-341-9370

Eating Disorders: 866-771-0861

Shelter for Homeless Teens: 720-217-3884

Narcotics Anonymous: <http://www.nacolorado.org>

Connectcare.org: 1-888-845-2881

The National Suicide Prevention Lifeline: 1-800-273-8555 or <http://www.suicidepreventionlifeline.org>

National Organization for Victim Assistance: 1-800-879-6682 or <http://www.trynova.org/>

Safe2Tell: 1-877-542-SAFE or <http://safe2tell.org/>

Crime Stoppers: 720-913-7867

RAINN (Rape, Abuse, Incest National Network) 800-656-HOPE (4673)

5. Work with DPS Safety and Security to post Emergency Preparedness and Evacuation routes in all rooms

Actions/Roles/Responsibilities:

- Ensure Evacuation routes are published and accessible to staff, students and guests (January 2018)
 - Acting Authority/Liaison on Plan (Melissa Craven - DPS Safety and Security)
- Work with DPS Safety, Security and Space Planning to develop evacuation plans for the Osage and CLA Campus
 - Acting Authority/Liaison on Plan (Robin Myers, DPS Space Planning, Melissa Craven – DPS Safety and Security)

Review/Evaluation:

- -Review of evacuation plans with DPS Security on an annual basis (*last reviewed 8/21/17*)
 - Evacuation plans are more or less fixed, but DPS Security will alert EGTC to any changes in evacuation plans
- Annual review of evacuation plans for CLA and Osage campuses set. (*January 2018*)

PLAN: DPS Safety and Security has published room specific evacuation routes in each room.

6. Make First Aid kits readily available

Actions/Roles/Responsibilities:

- This plan was collected by EGTC Executive Secretary, then disseminated via the wire
 - Acting Authority on Plan (Debbie Grieve, EGTC Executive Secretary)
- Determine the current inventory of First Aid kits, then work with EGTC Executive Secretary to update the First Aid kit list, and order more kits as necessary. (January 2018)
- Redistribute this plan to EGTC faculty/staff via the Wire (January 2018)
 - Acting Authority on Plan (Debbie Grieve, EGTC Executive Secretary)

Review/Evaluation:

- -Review the First Aid kit list with the Executive Secretary, then order more kits as necessary (January 2018)

- Review the First Aid kit list to add kits as necessary for our new site (January 2018)
- Establish an annual review of the first aid kits for all sites, to take place by one person (EGTC Executive Secretary) prior to the first day of each fall term. (January 2018)

PLAN: All classrooms are either equipped with, or have ready access to a first aid kit. EGTC has a detailed list of the current location of all first aid kits currently available on our website, which is maintained by EGTC administration and disseminated via the Wire.

<http://www.emilygriffith.edu/egtc-security-documents>

Overview of Safety Plan Review and Evaluation Process:

DPS Safety and Security meets with EGTC on an annual basis, to review upcoming changes and highlight new policies and procedures. The format for this meeting, for the past two years, has been to have DPS Safety and Security present to EGTC at our Back to College day in August, specifically to update us on any changes to the Emergency Planning process, as well as general updates to DPS Safety and Security.

In addition, EGTC administration meets with DPS Safety and Security, on an as needed basis, to review any potential challenges, updates, or issues pertaining to employee, student and guest health and safety.

Fire drill schedules are reviewed annually by EGTC, the Denver Expeditionary School and Emily Griffith High School, all tenants of the shared campus of 1860 Lincoln St.

The Technology Trades and Industry (TT&I) team, at 1205 Osage St, consistently follow policies, protocol and procedures around Safety and Security. Site specific ERCM plans and evacuation routes are currently being developed by DPS Safety and Security, in conjunction with DPS Space Planning. Those plans will be released to EGTC when available.

Dissemination Process:

EGTC uses Emily's Wire, our internal newsletter, to publish safety documents and highlight important updates. In addition, we publish this material on our website so that all students, staff and faculty have access to this information. Given we are part of DPS, all district wide information is updated on the DPS safety and security website, located at <http://security.dpsk12.org/>

Reviewed and Updated January 2018
Next Review January 2019