



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.

- o Stairwell A – west side – exit through the front doors and head to parking lots south of building.
- o Stairwell B – east side – exits to alley and head east up 19th ave. to parking lots close to Sherman Street.
- o 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. We bring them into the B2C day every year to give updates.
- 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 Mynern

Salon Level:

Primary: Brigitte Padilla Rodrigues, Lauren Webb

Backup: Lisa Fladen, LaVonya Todd-Washington

4th Floor:

Primary: Ryan Yates

Backup: Katica Terzic, Laura Vasquez

5th Floor:

Primary: Aimee Callahan, Sara Holzberlein

Backup: Bill Bryan

6th Floor:

Primary: Tisha Corbett, Zach Hermsen

Back up: Linda Van Doren, Connie Tripp