

# EMERGENCY DRILLS and PROCEDURES

## Emily Griffith Technical College Students

The instructions below describe four emergency procedures. It is imperative that all EGTC *students follow* all emergency procedures. Students will practice these drills periodically during the school year.

Within the first two weeks of starting a new class, teachers are required to familiarize their students with emergency procedures. As a student at Emily Griffith Technical College you will be required to practice the following drills.

- Fire
- Shelter-in-Place
- Lockdown
- Modified Lockdown
- Campus Evacuation

## FIRE

The purpose of a fire drill is to evacuate the building *immediately, efficiently, and safely*, in a calm and organized manner. Our goal at EGTC is to evacuate the building within **3 minutes**.

### Procedures

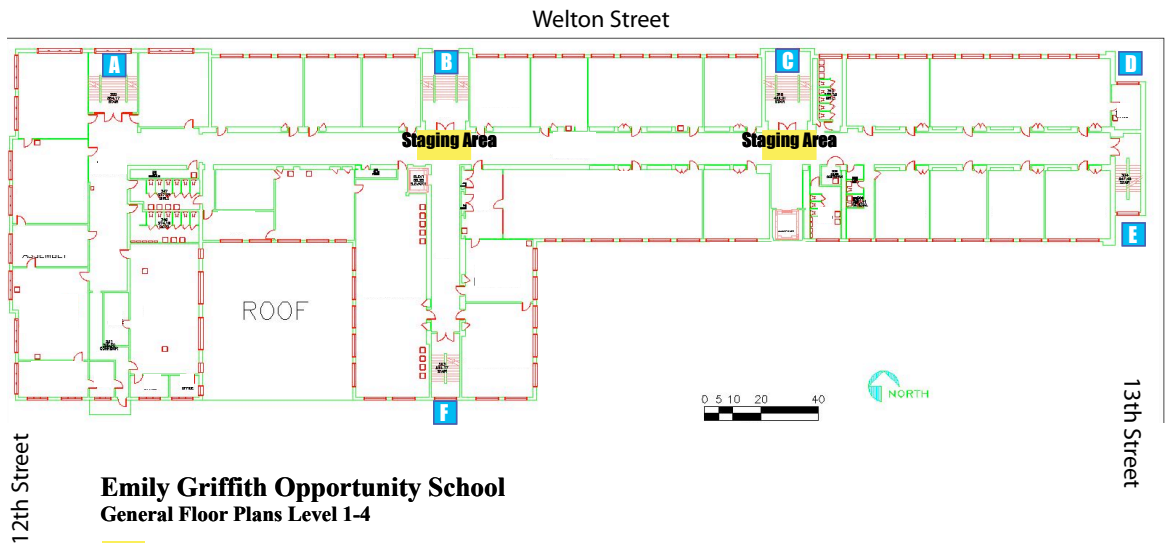
- The signal for a fire drill (or alarm) is an automatic horn that sounds at regular intervals.
- Teachers will lead their classes out of the building to their designated area. Designated exit routes are posted in each classroom.
- Students will follow directions of their instructor and report to their instructor at their designated assembly area.
- Your instructor will take attendance at the assembly area.
- Students are to stay with their instructor and class.
- Students should not congregate near entrances to the building, driveways, fire hydrants, busy streets and fire fighting apparatus. *No one* should cross Welton Street.
- Students who are temporarily out of the classroom when a fire alarm sounds use the closest exit and meet his/her class at the designated assembly area.
- If a fire alarm sounds during a break time or between classes, students should report to the assembly area for the teacher of the last class they were in.

**Following are the four designated assembly locations:**

<b>Area of the School</b>	<b>Designated Assembly Area</b>
Southwest end of main building	Far side of the parking lot bordered by Colfax, 12 <sup>th</sup> St, and Welton St. Move to the farthest end of the lot away from the building (100 feet away if possible)
Northeast end of main building	Sidewalk along Welton St. between 13 <sup>th</sup> and 14 <sup>th</sup> . (Do not cross Welton St.) The individuals leading this group should walk halfway to 14 <sup>th</sup> St., so the end of group will be no closer than the RTD bus stop sign.
Glenarm shop classes	Far side of the parking lot of Diamond Cabaret, at Glenarm St. and Colfax. Exert caution crossing Glenarm St.
Culinary Arts program and the Student Success Center, upper level offices & conference room in the Glenarm Bldg.	Sidewalk along Glenarm St. between 13 <sup>th</sup> and 14 <sup>th</sup> . (Do not cross Glenarm St.) No one should be closer than the first set of triple windows on the Denver Athletic Club.

**Evacuation of Students and Individuals with Disabilities**

- During an evacuation procedure, physically handicapped individuals will report to one of the designated staging areas. Staging areas are located in the main hallway on each floor, adjacent to the 2 central stairwells.
- If you are handicapped please confirm with your instructor your designated staging area.



- Emergency Staging area Locations on each floor next to stairwells B and C
- E Stairwell numbering
  - B1** = Stairwell B 1st Floor
  - B2** = Stairwell B 2nd Floor
  - B3** = Stairwell B 3rd Floor
  - B4** = Stairwell B 4th Floor
  - C1** = Stairwell C 1st Floor
  - C2** = Stairwell C 2nd Floor
  - C3** = Stairwell C 3rd Floor
  - C4** = Stairwell C 4th Floor

**All Clear**

- Students may return to their classroom and offices only after the site administrator give the “All Clear” to teachers and staff.

## **SHELTER-IN-PLACE**

Shelter-in-place is a procedure where all occupants of a building seek a safe area due to severe weather. Severe weather is any weather condition that may cause injury to individuals or structures. Different types of weather conditions require different types of action.

**Communication**

- The site administrator will make an announcement over the PA system:

**Procedures**

- Karl Mueller (Jim Leber: during night classes) will take weather radio and emergency backpack to 1<sup>st</sup> floor and stand next to room 140. He will monitor the radio during the tornado warning.

- Students will follow their teachers, *via the stairwells*, to designated shelter area. Teachers will take attendance once they have arrived at the shelter area.
- Listen remain quiet and listen for further instructions.
- If danger becomes eminent, assume the protective kneeling position, which is to: kneel or crouch, place head between knees, and clasp hands on back of head.

<b>Area of the School</b>	<b>Designated Shelter Area</b>
EGTC main building, all floors	Hallways on 1 <sup>st</sup> floor of main building.  (Physically handicapped or wheelchair-restricted individuals should seek shelter in alcoves around freight elevators on each floor.)
Glenarm – HVAC	Tool room inside HVAC.
Glenarm – Auto Body	Paint booth.
Glenarm – Auto	Auto tool room.
Glenarm – Welding	Welding tool room.
Glenarm – Upholstery & Custodial Training	Records room adjacent to Student Success Center (Black tile room)
Glenarm – Student Success Center and upper level offices	Glenarm basement hallway next to passenger elevator (under the Student Success Center)  Shelter area 2 <sup>nd</sup> floor report to room 246 next to the Partham Lab.

### **Staging Areas for Students and Individuals with Disabilities**

- If possible, individuals should proceed to 1<sup>st</sup> floor shelter area. Otherwise, proceed to the alcove by the freight elevator on each floor.

### **All Clear**

- When danger has passed, the administrator on duty will make the “All Clear” announcement.

### **Hail or High Winds**

Over the PA system, an administrator will direct everyone to stay inside and away from the windows until danger has passed. If necessary, the administrator may ask everyone to seek the shelter area on first floor

# LOCKDOWN

A lockdown is a procedure that secures the building and safely shelters all students, staff and visitors who are inside the building. It is an attempt to keep individuals safe from:

- Danger inside the school (e.g., an intruder), called a *lockdown*.
- Danger outside the building (e.g., a bank robbery), called a *modified lockdown*.

## Communication

- The site administrators responsible for ordering a lockdown at EGTC will make an announcement for a drill or no drill.
- Note: In the event of a suspected emergency, any student, teacher or staff member must contact an administrator immediately.
- The administrator will determine if a lockdown will be ordered.

## Procedures

- Follow directives as per intercom announcement and your teachers' instructions.
- Stay down, quiet and out of site.
- Students are to align along the wall of the doorway, out of site from the window on doorway.

## All Clear

- After consultation with DPS Safety and Security, city officials, and assistant superintendent and when the danger has passed, the site administrator on duty gives the "All Clear" announcement.

# MODIFIED LOCKDOWN (Danger Outside The Building)

## Communication

- The site administrator decides if the school must be secured and will make an announcement over the PA system informing students, teachers, and staff that "We are under a "Modified Lockdown."

- *The school remains in Modified lockdown until the site administrator gives the “All Clear” announcement.*

### **Procedure**

- Students may not leave the building until the “All Clear” announcement is given. Staff and students may circulate the building as usual.

## **OFF-CAMPUS ASSEMBLY AREAS**

The off-campus assembly area is a designated approved location that will house students and staff when it is not safe to remain at the school.

Students and staff will walk to the designated site and remain at the site until:

- It is safe to return to class
  - Classes are dismissed (college/adult population)
  - High school students release to a parent or guardian
- The district will supply support services (e.g., food, transportation, Crisis Recovery Team etc.) as the need dictates.

1<sup>st</sup> Site: Rocky Mountain Orthodontics, Parking lot 650 Colfax Avenue

2<sup>nd</sup> Site: West High School, 11<sup>th</sup> and Speer Blvd.

3<sup>rd</sup> Site: EGTC Parking Garage, 5<sup>th</sup> floor. 14<sup>th</sup> and Delaware St. above the post office

## **ADDITIONAL INFORMATION**

### **First Aid Qualified**

The following individuals at EGTC are first aid qualified:

Dorothy Seal  
Kathy Kail  
Eve Michel  
Terrie McDaniel