



**EMILY
GRIFFITH**
TECHNICAL COLLEGE

Emily Griffith Campus Emergency Plan

Security Desk

On-site Safety and Security staff support Emily Griffith Technical College at 1860 Lincoln (for 1820 & 1860 Lincoln), and at 1205 Osage, and initiate notification to building occupants in the event of an emergency affecting the campus. Field patrol units and Denver Police also support the day-to-day operations of the campuses 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.

At Emily Griffith's CMC location, on-site security is provided by Rocky Mountain Public Broadcasting Service personnel. The facility is secured by badged entry, with no open ingress or egress.

IF YOU SEE SOMETHING SAY SOMETHING!

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

- 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 these instructions are followed by every staff member and student on the floor.

During a **Lockdown**, staff and students will be instructed to remain on their floor at their work stations or in their classrooms. Movement between floors will be restricted. Work activities will cease. Individuals should silence cell phones and 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. No one will be allowed 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 each building are marked with illuminated green exit signs. Please locate the closest stairwell to your workstation or classroom, or reference the posted evacuation routes published in all classrooms and work areas to determine the route. Should the fire alarm sound, all staff, students, and visitors will need to exit the building via one of the stairwells. Once an individual has exited the building, they should proceed to the evacuation staging area. For the 1820 and 1860 Lincoln campuses, individuals should proceed south on Lincoln Street or either west or east on 19th Ave. For the 1205 Osage campus, individuals should proceed north onto the dirt parking lot or south toward the picnic tables under the tree. For the CMC, individuals should follow instructions posted on-site. Evacuees 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 or CMC personnel.

Additional Notes:

- EGTC/EGHS/DDES have monthly fire drills at 1860 Lincoln 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 floors 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 drills to minimize impact to affected programs, e.g. culinary arts, barbering, cosmetology and esthetician.
- Fire drills at 1205 Osage are carried out 2x/year.
- Fire drills at the CMC are carried out per guidance from Rocky Mountain Public Broadcasting Service.
- Elevators will not work during a drill or real situation. Those unable to take the stairs should go to the staging area in the elevator lobby on their floor and locate the call button to alert security. - For the Lincoln and Osage campuses, see the yellow sign, with a red button. Push the red button to alert security. You will be asked to provide personal information so the necessary attention and assistance can be provided.
- Emily Griffith has color-coded maps in every room that highlight evacuation routes. For 1860 Lincoln, evacuees should utilize the following stairwells:
 - Stairwell A – west side – exit through the front doors and head to parking lots south of the building.
 - Stairwell B – east side – exit to the 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 the

4th floor might use it. Exits onto 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. The Security Desk should be notified at 720-423-3344 of weather watches or warnings. Once the on-site security staff is aware of the situation they will make an announcement over the loudspeaker to take shelter. Anyone who feels they need to take shelter prior to an announcement, may do so immediately. During a tornado warning, individuals 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; there is no need to 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:

- Evacuation maps are available and have been posted in classrooms.
- Emergency Operations Plans have been established for the 1820/1860 Lincoln campus and the 1205 Osage campus. Designated employees (see list below) will assist in evacuations and emergency situations, and will be in contact with DPS Security.

The personnel listed below will provide assistance in evacuations and emergency situations.

Emergency Operations Plan - 1820 & 1860 Lincoln

- Site Incident Commander: Randy Johnson, Executive Director
 - Alternate Site Incident Commander: Erin Pepper, Vice President of Finance & Operations
 - Alternate Site Incident Commander: Tisha Lee, Vice President of Student Services
- First Aid Coordinator: Genevieve Duran, Dean of Instruction, College of Health Sciences & Administration

- Alternate First Aid Coordinator: Carlos Lopez, Associate Dean, College of Health Sciences & Administration
- Student Supervision Coordinator: Tisha Lee, Vice President of Student Services
 - Alternate Student Supervision Coordinator: Linda Van Doren, Vice President of Education
- Facilities & Materials Coordinator: Patrick Brown, Facilities Manager
 - Alternate Facilities & Materials Coordinator: Dalone Ferguson
- Student-Parent Reunion Coordinator: Tisha Lee, Vice President of Student Services
 - Alternate Student-Parent Reunion Coordinator: Josh Jones, Career Navigation Manager
 - Alternate Student-Parent Reunion Coordinator: Krista Kliebenstein, ADA/Mental Health Coordinator
- School Crisis Recovery Team Coordinator: Rebecca Sposato, School Nurse
 - Alternate School Crisis Recovery Team Coordinator: Gary Davis, Sergeant DPS Safety & Security
 - Alternate School Crisis Recovery Team Coordinator: Tisha Lee, Vice President of Student Services
- Campus Safety Officer: Gary Davis, Sergeant DPS Safety & Security
- First Aid Assistant 1: Michelle Schoor, Instructor, College of Health Sciences & Administration
- Off-Campus Emergency Evacuation Contact, Site 1 (EGF Parking Lot - 1830 Broadway): Linda Van Doren, Vice President of Education
- Off-Campus Emergency Evacuation Contact, Site 2 (Parking Garage at Sky House, 18th & Lincoln): Tisha Lee, Vice President of Student Services

Emergency Operations Plan - 1205 Osage

- Site Incident Commander: Vivian Jeffcoat, Dean of Trades, Industry & Professional Studies
 - Alternate Site Incident Commander: Kelsey Glass, Associate Dean of Apprenticeship
- First Aid Coordinator: Peggy-Sue Allen, Officer, DPS Safety & Security
- First Aid Coordinator: Mona Mendoza, Office, DPS Safety & Security
 - Alternate First Aid Coordinator: Lauren Webb, Instructor, College of Creative Arts & Design
- Student Supervision Coordinator: Steven Garcia, Instructor, College of Trades, Industry & Professional Studies
 - Alternate Student Supervision Coordinator: Trina Tenorio, Instructor, College of Trades, Industry & Professional Studies
- Facilities & Materials Coordinator: Margey Miroslavich, Facilities Manager
 - Alternate Facilities & Materials Coordinator: Clay Harris, Facilities Crew Member
- Student-Parent Reunion Coordinator: Steven Garcia, Instructor, College of Trades, Industry & Professional Studies
 - Alternate Student-Parent Reunion Coordinator: Stephen Garcia, Instructor,

College of Trades, Industry & Professional Studies (not the same as Steven Garcis in previous listing)

- School Crisis Recovery Team Coordinator: Matt McFadden, Instructor, College of Trades, Industry & Professional Studies
 - Alternate School Crisis Recovery Team Coordinator: Greg Begun, Instructor, College of Trades, Industry & Professional Studies
- Campus Safety Officer: Peggy-Sue Allen, Officer, DPS Safety & Security
- First Aid Assistant 1: Peggy-Sue Allen, Officer, DPS Safety & Security
- First Aid Assistant 2: Mona Mendoza, Office, DPS Safety & Security
- First Aid Assistant 3: Jeremy Barrera, Instructor, College of Trades, Industry & Professional Studies
- Off-Campus Emergency Evacuation, Site 1 (La Alma Recreation Center): Off-campus contact: John Hoffins, Center Manager
- Off-Campus Emergency Evacuation, Site 2 (Colorado High School Charter): Off-campus contact: Fred Lewis, High School Dean