

Health and Safety of Employees, Students and Guests

Emily Griffith Technical College and Denver Public Schools (DPS) place the highest level of importance on the safety of students, employees and guests. Procedures for safety drills, non-drill and immediate emergency response situations are on the Emergency Management section of the DPS website. The intent is to ensure the continued safety of all students, employees and visitors. Given that Emily Griffith is a public, post-secondary school within DPS, we strictly adhere to all of DPS' published policies and procedures regarding safety and security. Representatives of DPS, Emily Griffith Administrators and key staff members review these policies/plans annually. Any updates are provided by DPS Safety and Security annually before the start of the academic year.

Emily Griffith Technical College

Emergency Plan

Safety and Security staff 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 witness a crime in progress or an issue that causes concern, they should immediately call 911 and then DPS Safety and Security at 720-423-3911. On-site Safety and Security personnel can be reached at 720-423-3344.

Should a critical incident occur that would require the building to enter a lockdown or lockout scenario, instructions will be given to each floor by DPS Safety and Security via the overhead paging system and phones.

EMERGENCY PREPAREDNESS MANUAL

[Emergency Management](#)

[Facility Management](#)

Building Evacuation

Color-coded evacuation maps are posted in every room, which highlight recommended evacuation routes.

Fire Drills

Fire drills are scheduled for the various institutions housed at the Emily Griffith Campus. During a drill, only the floor(s) where the alarm is activated, plus one floor immediately above

and one floor immediately below, must evacuate. Emily Griffith has fire drills for floors 4-6 twice annually.

Weather

Before making decisions relating to inclement weather, the superintendent, DPS leadership as well as the Department of Safety, Facility Management and Transportation teams will consult with:

- Local, national and independent weather services
- City of Denver plowing schedules
- Colorado Department of Transportation (CDOT)
- Neighboring school districts

The College follows the Inclement Weather Policy of Denver Public Schools in determining school cancellation or delayed start. Whenever DPS cancels or delays school, Emily Griffith will be canceled or delayed as well. The final decision to go remote or close will be made by the superintendent. That decision is based on the expected accumulation of snow, the size of the storm and its duration.

Also, whenever DPS announces the cancellation of afternoon/night activities, this will include the cancellation of evening classes for Emily Griffith. Emily Griffith students meeting offsite (example: clinicals in a hospital or apprentices) will follow the guidance of the site/employer where they are meeting and their Emily Griffith instructor. For clarification, contact your instructor or employer. College closures and delays are shared with the community through local television and radio, DPS and Emily Griffith websites and social media.

Student Accident or Injury Reporting Process

For an accident or injury requiring immediate medical attention, Emily Griffith staff will call 911. 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.

[Students and Safety First](#)

[Bodily Injury Incident Report Form](#)

Note: Students must also follow accident or injury reporting processes as required by the clinical or internship site.

Employee Accident or Injury Reporting Process

For an accident or injury requiring immediate medical attention, Emily Griffith staff will call 911. Any Emily Griffith Technical College employee who sustains an injury is required to file

an accident report with the College within 24 hours of the occurrence (or the next business day, whichever comes first) or call DPS' Workers' Compensation Unit at (720) 423-1300.

[Workers' Compensation](#)

[Facility Management Employee Post Injury Report](#)

Clery Act

The Clery Act requires colleges and universities to report campus crime data, support victims of violence, and publicly outline the policies and procedures they have put into place to improve campus safety.

[The Clery Act](#)

First Aid Kits

All classrooms are either equipped with, or have access to a first aid kit as well as a fire extinguisher as required by DPS and recommended by the Red Cross.

Automated External Defibrillator (AED) Machines

AED machines are available at the following locations:

1820 Lincoln Street

1st floor - Left of front counter

1860 Lincoln Street - Mezzanine Across from S-1-109

4th floor - East side of elevator lobby

5th floor - Student Lounge

6th floor - Welcome Center

1205 Osage Street - 1st floor Security Office Door

Overview of Safety Plan Review and Evaluation Process

DPS Safety and Security meets with Emily Griffith on an annual basis to review upcoming changes and highlight new policies and procedures. In addition, Emily Griffith 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.

Dissemination Process

Emily Griffith uses Emily's Wire, our internal e-newsletter, to share safety documents and highlight important updates for employees. In addition, we publish policies and procedures on our website so that all students, staff and faculty have access. All COE Written Plans are reviewed annually and updated as needed. Feedback is solicited and evaluated for implementation.

Reviewed and updated October 2024