Health and Safety of Employees, Students and Guests

Emily Griffith Technical College (Emily Griffith) 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 guests. Given that Emily Griffith is a public, post-secondary institution within DPS, we strictly adhere to all of DPS' published policies and procedures regarding safety and security. Any updates are provided by DPS Climate and Safety annually, before the start of the academic year. Representatives of DPS, Emily Griffith Administrators and key staff members review these policies/plans annually.

Emily Griffith Technical College Emergency Preparedness

DPS Climate and Safety 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 Climate and Safety at 720-423-3911. DPS Climate and Safety personnel on site at Main Campus can be reached at 720-423-3344.

The DPS Emergency Management (EM) team is crucial in guiding Emily Griffith to ensure safety and readiness are maintained. They provide employees access to the Emergency Management Dashboard for EM communications, documents, checklists, plans, required action items, and trainings.

DPS utilizes CrisisGo, a unified safety communication and emergency response platform. CrisisGo serves as an emergency communication channel between DPS Climate and Safety and Emily Griffith. During emergency situations, real-time alerts and updates are provided via CrisisGo.

All DPS and Emily Griffith personnel are automatically enrolled in CrisisGo email notifications through their DPS email. The CrisisGo app is also automatically installed on district-issued cell phones and computers. Employees have the option to download the CrisisGo app onto their personal devices if they choose, but this is purely optional.

Standard Response Protocol (SRP)

DPS utilizes the Standard Response Protocol (SRP) to enable a rapid response when an

unforeseen event occurs.

Lockdown

Should a critical incident occur that would require the building to enter a lockdown, instructions are given by DPS Climate and Safety via the overhead paging system and/or speakers on landline phones. Lockdown drills are conducted twice annually.

Fire Drills

Emily Griffith's Main Campus is part of the larger DPS Emily Griffith Campus. Fire drills are scheduled separately 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. Fire drills are scheduled twice annually.

Building Evacuation

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

Training

As part of DPS, all Emily Griffith employees are required to complete Emergency Management Training annually. This training ensures staff are prepared to respond safely and effectively in the event of an emergency.

Facility Management

Facility Management is behind the scenes—maintaining the cleanliness, comfort, and functionality of all DPS facilities and grounds in support of a high-quality learning environment.

Weather

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

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

Emily Griffith follows the DPS Inclement Weather Policy in determining class cancellation or delayed start. Whenever DPS cancels or delays K-12 school sessions due to weather, Emily Griffith classes and activities on our campuses will also be canceled or delayed. Also, whenever DPS announces the cancellation of afternoon/evening activities, this will include the cancellation of afternoon/evening classes and activities on Emily Griffith campuses. The final decision to close or go remote will be made by the superintendent. That decision is based on the expected accumulation of snow, the size of the storm and its duration.

There may be exceptions for Emily Griffith classes and activities that are off-site. Emily Griffith students meeting off-site (example: those participating in 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, students should contact their instructor or employer. College closures and delays are shared with the community through local news media, and DPS and Emily Griffith websites and social media.

Student Accident or Injury Reporting Process

For an accident or injury, which occurred on DPS property and requires immediate medical attention, Emily Griffith staff will call 911.

If the injury occurred on DPS property and does not require immediate medical attention, it is the student's responsibility to seek medical attention, if so desired.

For any accident or injury which occurs on DPS property, a Bodily Injury Incident Report Form must be completed.

Employee Accident or Injury Reporting Process

For an employee's accident or injury requiring immediate medical attention (in this instance a student in a clinical setting or internship falls into the "employee" category), on site personnel will call 911.

All work-related injuries must be reported within 24 hours (or as soon as reasonably possible) from the date of the injury occurring, by calling: Gallagher Bassett PC 365 Nurse Triage number: 1-888-502-2613.

If a student experiences an accident or injury at a clinical or internship site, they must also follow the accident or injury reporting process as required by that site.

Further information on the DPS process can be obtained from DPS Worker's Compensation.

Questions can be directed to the main DPS Enterprise Risk Management line at 720-423-1300.

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.

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
- 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 Climate and Safety meets with Emily Griffith on an annual basis to review upcoming changes and highlight new policies and procedures. Additionally, College administration meets with DPS Climate and Safety, on an as-needed basis, to review updates, potential challenges,

or issues pertaining to employee, student and guest health and safety.

Dissemination Process

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

Reviewed and updated September 2026