



Health and Safety of Employees, Students and Guests

Objective:

Emily Griffith Technical College (EGTC) and Denver Public Schools (DPS) place the highest level of importance on the safety of students, employees and visitors. In fact, this is the foundational mission of the DPS Department of Safety and Security. Procedures for safety drills, and non-drill, immediate emergency response situations, are on the DPS district-wide ERCM safety website under the safety and security tabs. The intent is to ensure the continued safety of all students, employees and visitors. Given EGTC 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, EGTC 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.

On-site DPS Safety and Security staff support the Emily Griffith Campus at 1860 Lincoln where EGTCs main campus is located they also support the Branch Campus at 1205 Osage. At our Instructional Service Center, onsite security is provided by Rocky Mountain Public Broadcasting Service personnel. The facility is secured by badged entry, with no open ingress or egress.

Emily Griffith Technical College Emergency Plan

Security Desk

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.

If you see something, say something! Safety and Security is everyone's responsibility. Stay alert, stay informed and take the appropriate action as necessary.

Reference the one-page Emergency Protocol flyer, highlighting what to do in the case of each of these scenarios:

- Lockout
- Lockdown
- Evacuation
- Shelter-in-place

Should a critical incident occur that would require the building to enter a lockdown or lockout scenario, **instructions will be given to each floor via the overhead paging system and phones.** It is imperative that instructions are followed by every staff member on the floor.

During a **lockdown**, staff will be instructed to remain on their floor in their work areas, to lock the doors to their work area, and to quickly find a location where they can hide themselves from view. Movement between floors will be restricted. Work activities will cease. Staff must silence their 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)

During a **lockout**, business inside the building will be allowed. Staff will be free to move about the building as necessary, but 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. To evacuate, locate the nearest stairwell, or reference the evacuation maps posted in all rooms/work areas to determine the appropriate route. Should the fire alarm sound, all staff and visitors will need to exit the building via one of the three building stairwells. Once outside, proceed south on Lincoln Street or either west or east on 19th Ave. Evacuees must be 100 feet from the building during an evacuation. Evacuees should not re-enter the building until given the “all clear” from DPS Safety and Security.

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

- Stairwell A, on the west side, allows one to exit through the front doors and move to parking lots south of the building.
- Stairwell B, on the east side, can be used to exit into the alley behind the building and move east up 19th Ave to parking lots near Sherman St.

- Stairwell C, on the south side, leads to an exit onto Lincoln St so evacuees can go to the south of the building. Stairwell C is not accessible from each floor. EGHS students and those on EGTCs 4th floor can access this stairwell.

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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.

EGTC/EGHS/DDES have monthly fire drills for floors 1-3 during months when instruction is in-person. During those drills, strobes and sirens are intentionally triggered on the 2nd floor, so only the 1st and Salon levels of the College will be impacted. DPS Safety and Security, in conjunction with EGHS, EGTC, and DDES, will schedule drills with the intention to minimize impact to programs housed on those levels, e.g. culinary arts, barbering, cosmetology and massage.

EGTC has fire drills for floors 4-6 twice annually.

Elevators will not operate during a drill or real fire evacuation situation. Individuals unable to take the stairs should go to the elevator lobby on their floor. Once there, locate the sign which states,

“PUSH FOR HELP.” Note your location and push the red button to alert DPS Safety and Security. You will be requested to provide personal information to the dispatcher so the necessary attention and assistance can be provided.

Severe Weather/Shelter

In the event of inclement weather, EGTC adheres to the DPS closure policy. Classes will be held as scheduled unless the district cancels classes. Such notice will be communicated through: www.emilygriffith.edu, www.dpsk12.org, Emily Griffith’s Facebook page, and with a recording at 720-423-4700. The campus may remain open for evening and Saturday classes even if day classes are cancelled. The reverse may also occur, where the campus may be open for classes during the day, but evening classes may be cancelled.

Emily Griffith does our best to work with Denver-area primary media channels to include Emily Griffith closure information on their publicized listings, however that cannot be guaranteed.

Tornado watches and warnings, and notices 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. Anyone receiving such notifications should inform the Safety & Security Desk at 720-423-3344.

Tornado Watch: Conditions are right for a tornado.

Tornado Warning: A funnel cloud has been sighted. Take shelter.

Once on-site security staff become aware of a severe weather situation and/or notification to take shelter, they will make an announcement over the loudspeaker. People do not need to wait for the announcement by Security however, and are encouraged to seek shelter as soon as they are aware of a valid threat of tornado, or as soon as they feel the need to take shelter.

Flying debris is the greatest concern during severe weather. During a tornado warning, move away from exterior doors and windows. Move to interior hallways and elevator vestibules. If possible, use the stairs to find shelter on lower floors.

Evacuation maps are posted in all rooms/work areas to help evacuees determine the appropriate route.

EGTC consults with DPS Safety and Security regarding Emergency Planning and training needs.

The system for reporting and investigating accidents and other incidents is mandated by DPS policy and the emergency procedures for staff and students. The EGTC Campus Safety and Security Act reporting is published on the College's website.

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. Any Emily Griffith Technical College student who sustains an injury on College property or at any facility where College business is being transacted is required to file an accident report with the College within 24 hours of the occurrence (or the next business day, whichever comes first).

Process for Reporting Student Accident or Injury Sustained on College Property:

1. At the time of the injury or accident, if immediate medical attention is required, Emily Griffith staff will call 911. A staff member must also immediately contact DPS Safety & Security at 720-423-3344 to file an incident report. ** EGTC and DPS do not accept liabilities for injuries or accidents.
2. Injured students who are not in need of immediate medical attention should be directed to the Instructional Dean's office for the program in which they are participating, or to the Welcome Desk in Student Services at the Emily Griffith Campus (1860) Lincoln St (Tel: 720-423-4700), where they may obtain a Student Accident Report form.
3. The Student Accident Report form must be completed by a Dean or Associate Dean for the program in which the student is participating. An instructor will also assist after normal business hours and turn them into the Instructional Dean for the program in which the student is participating. 4
4. Upon receipt of a Student Accident Report, the Instructional Dean will forward a copy of the report form to the office of the Vice President of Student Services who will provide

notice to other appropriate parties as needed.

5. The Vice President of Education will be responsible for making any recommendations needed to correct identified safety hazards to the Executive Director and to other campus or district offices and/or committees as they deem necessary.
6. The Vice President of Education will forward all submitted Student Accident Report forms to DPS Risk Management.

Process for Reporting Student Accident or Injury Sustained at Clinical or Internship Site:

1. Injured students should immediately call DPS' Workers' Compensation Claims Administrator, CorVel, at 1-877-764-3574, anytime day or night. Students should report all injuries/illnesses that are related to an accident or injury sustained at a Clinical or Internship site, whether they seek medical treatment or not.
2. A list of the DPS designated medical clinics and providers is available on the Workers' Compensation website at <https://financialservices.dpsk12.org/risk-management/workers-compensation/>, by clicking "Authorized Physicians List." Injured students may call the nearest designated clinic for an appointment or just walk in.
3. Students should notify the instructor within 24 hours of the injury, and instructors must notify the Instructional Dean for the program in which the student is participating, within 24 hours of student notification.
4. The designated medical provider will give the injured student two (2) copies of a physician's report reflecting the treatment plan, future appointment(s), and current physical restrictions, if applicable. The injured student must submit one copy of the physician's report to their instructor. The other copy is for the student's records.
5. After the initial medical appointment, to the extent possible, future appointments should be scheduled not to conflict with the student's school schedule.
6. For follow-up information on a claim, injured students may call 720-423-1303. 7. 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. If an accident or injury, which does not require immediate medical attention, occurs on College property, it is the employee's responsibility to seek medical attention, if so desired. Any Emily Griffith Technical College employee who sustains an injury on College property or at any facility where College business is being transacted is required to file an accident report with the College within 24 hours of the occurrence (or the next business day, whichever comes first).

Process for Reporting Employee Accident or Injury Sustained on College Property: 5

1. At the time of the injury or accident, if the occupational injury or illness is a life or limb-threatening emergency, call 911 or go to the nearest emergency provider.

2. A staff member must also immediately contact DPS Safety & Security at 720-423-3344 to file an incident report.
3. The employee should also immediately call DPS' Workers' Compensation Claims Administrator, CorVel, at 1-877-764-3574, to report the injury.
 - a. When the employee calls CorVel, they will be connected with a registered nurse who will:
 - Obtain necessary information
 - Evaluate the nature of the injury or illness
 - Determine their immediate medical needs
 - Provide them with further instructions including where they may find the nearest DPS designated medical provider
 - Employers within the State of Colorado have the right to designate medical providers for their injured employees, which DPS has done.
 - A list of the DPS designated medical clinics and providers is available on the Workers' Compensation website at <https://financialservices.dpsk12.org/risk-management/workers-compensation/>, by clicking "Authorized Physicians List." Injured employees may call the nearest designated clinic for an appointment or just walk in. The CorVel nurse will have notified the medical provider that the employee is coming.
4. Employees should notify their supervisor of the work-related injury within 24 hours of the injury.
5. The designated medical provider will give the injured employee two (2) copies of a physician's report reflecting the treatment plan, future appointment(s), and current physical restrictions, if applicable. The injured employee must submit one copy of the physician's report to their supervisor. The other copy is for the employee's record
6. Should an employee seek medical treatment for a work-related injury from their private physician or other medical provider that is not on the DPS designated medical provider list, the employee may be financially responsible for that care.

For additional information, including information in Spanish, employees can view the Workers' Compensation website at <https://financialservices.dpsk12.org/risk-management/workers-compensation/> or call DPS' Workers' Compensation unit at (720) 423-1300.

Policies and Procedures for the Campus Security Policy (Clery Act), as amended by the Violence Against Women Reauthorization Act of 2013.

Actions/Roles/Responsibilities:

EGTCs Human Resources Representative, Vice President of Student Services, Executive Director, and representatives from DPS Safety and Security are responsible for overseeing adherence to the Clery Act.

All new employees receive training on the Campus Security Policy and Campus Crime Statistics Act via the DPS Training Portal, and students can access the the policy via the Emily Griffith Technical College website at the following link:

<https://www.emilygriffith.edu/student-resources/>

COVID resources and health & safety information related to the nationwide COVID-19 health crisis

Find COVID-19 guidance, testing and vaccine information at

<https://www.dpsk12.org/coronavirus/covid-19-guidance/>

First Aid Kits

All classrooms are either equipped with, or have ready access to a first aid kit.

Overview of Safety Plan Review and Evaluation Process:

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

EGTC uses Emily's Wire, our internal newsletter, to publish safety documents and highlight important updates for employees. In addition, we publish this material on our website so that all students, staff and faculty have access to this information. Given we are part of DPS, all district-wide information is updated on the DPS Safety and Security website, located at

<http://security.dpsk12.org/>

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