



## Dalton State College Emergency Procedures Quick Reference Guide



<b>Fire or Explosion</b>	<b>Hazardous Material Release</b>
<ul style="list-style-type: none"> <li>• If a person is on fire, have them stop, drop and roll.</li> <li>• <b>DO NOT ATTEMPT TO FIGHT FIRES UNLESS YOU ARE PROPERLY TRAINED.</b></li> <li>• If you are the first person to learn of a fire or explosion, activate the nearest fire alarm pull station and notify the Public Safety Office (<b>4461</b>).</li> <li>• When you hear a fire alarm, evacuate the building immediately.</li> <li>• Escort students to a safe area. Report any missing students to Public Safety.</li> <li>• Wait for directions from the Public Safety Office.</li> </ul>	<ul style="list-style-type: none"> <li>• If you observe or detect a chemical spill or leak, immediately notify the Public Safety Office (<b>4461</b>).</li> <li>• Remove everyone from the immediate area.</li> <li>• Do not touch, attempt to collect or spread the chemical.</li> <li>• Wait for directions from the Public Safety Office.</li> <li>• If a decision is made to <b>SHELTER IN PLACE</b> (stay where you are), close all doors and windows, turn off heating/ ventilation/ air condition system and all fans (if able) to prevent the spread of airborne particles.</li> </ul>
<b>Bomb Threat</b>	<b>Active Shooter</b>
<ul style="list-style-type: none"> <li>• If you are the first person to learn of a bomb threat, notify the Public Safety Office (<b>4461</b>). Do not use or allow students to use two-way radios or cell phones.</li> <li>• If you are the recipient of the threat, keep the caller on the phone and obtain as much information as possible. Document all information.</li> <li>• Evacuate the building immediately.</li> <li>• Wait for directions from the Public Safety Office.</li> </ul>	<ul style="list-style-type: none"> <li>• When you become aware of a gun or weapon on campus or observe an armed suspect, immediately notify Public Safety Office (<b>4461</b>).</li> <li>• Close blinds and conceal your students from view. Close all doors (lock, if equipped). Do not approach an armed suspect or attempt to take matters into your own hands.</li> <li>• Do not move; wait for instructions from the Public Safety Office.</li> <li>• <b>DO NOT OPEN YOUR DOOR EXCEPT FOR LAW ENFORCEMENT OR A KNOWN CAMPUS ADMINISTRATOR.</b></li> </ul>
<b>Severe Weather – Thunderstorms</b>	<b>Tornado Warning</b>
<ul style="list-style-type: none"> <li>• Move outdoor classes/activities indoors.</li> <li>• Close all windows and doors.</li> <li>• Continue class activities. Be alert for further instructions.</li> </ul>	<ul style="list-style-type: none"> <li>• Cease class activities. Move to a safer location, away from windows and doors.</li> <li>• Instruct students to remain calm.</li> <li>• Do not leave your students.</li> <li>• Wait for directions from the Public Safety Office.</li> </ul>

Sexual Battery	Drugs
<ul style="list-style-type: none"> <li>• If a sexual battery is in progress or just occurred, call Public Safety <b>(4461)</b>.</li> <li>• For all reports of sexual battery, immediately notify the Public Safety Office <b>(4461)</b>.</li> <li>• Never leave the victim alone.</li> <li>• If the person has not already done so, do not allow him/her to use the restroom or to “wash up.”</li> <li>• Protect any possible incident location until law enforcement arrives.</li> </ul>	<ul style="list-style-type: none"> <li>• If you suspect drug dealing, possession, or use is in progress, immediately notify Public Safety Office. <b>(4461)</b>.</li> <li>• If a student mentions suspicious or known drug activity by another student, but does not want to disclose that information to you, advise them to call Public Safety <b>(4461)</b>.</li> </ul>
Suicide Threat/Attempt	Medical Emergency
<ul style="list-style-type: none"> <li>• Take the threat seriously. <b>Immediately call</b> Public Safety <b>(4461)</b>.</li> <li>• If the person is armed, immediately evacuate students and yourself.</li> <li>• If the person is not armed, do not leave them alone.</li> <li>• Express to the person that you are concerned. If possible, isolate him/her from others.</li> <li>• If a student mentions that another person is considering suicide, but does not want to disclose that information to you, advise them to call the Public Safety Office <b>(4461)</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay with the victim. If the victim is conscious, ask what the problem is. If the victim is unconscious, check for breathing and bleeding. Only trained individuals should administer first aid.</li> <li>• <b>Immediately</b> notify the Public Safety Office <b>(4461)</b>.</li> <li>• Keep the victim still, comfortable, and warm.</li> <li>• Search for any emergency identification (i.e. ID bracelet).</li> <li>• Wait for emergency help to arrive.</li> <li>• All faculty and staff are encouraged to attend Automated External Defibrillator (AED) / CPR course.</li> </ul>