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Dalton State College

Safety and Emergency

Action Plan

Effective October 2020

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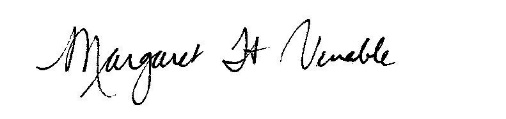
www.daltonstate.edu

At Dalton State College, the safety of our students, employees and guests is a top priority.

Our comprehensive emergency preparedness plan demonstrates our commitment to the safety and well-being of our college community. Our public safety officers are all highly qualified with appropriate credentials and we are all empowered to notify someone or respond ourselves in the event of an emergency. Our police officers work and train closely with local first responders. Additionally, by offering police patrols on and around campus, Roadrunner Alerts, social media posts, as well as many training opportunities, we strive to ensure that our campus is a safe environment.

Each of us plays a critical role in the security and protection on our campus. Together we make our College a safe and welcoming setting.

Running Boldly and Securely,



Margaret H. Venable, Ph.D.

President

## INTRODUCTION AND PURPOSE:

Dalton State College's Emergency Preparedness Plan is revised and effective, October 2020, to inform all college employees and students, and to establish guidelines and procedures for emergencies or disasters caused by hurricanes, floods, tornados, crippling snows, earthquakes, fires, explosions, bomb threats, sabotages, riots, demonstrations, chemical spills, terroristic threats or actions, and any other events or actions that produces risks. This Emergency Preparedness Plan is designed to outline steps and procedures to follow before, during, and immediately after an emergency or disaster. The plan shall also help us to analyze risks for the probability of occurrence, costs, and provide remedies to help minimize loss of lives, property, and production or start up time after such an occurrence. Community response information (emergency guidelines) are included as well as a campus map.

The plan will be disseminated to administration and the Emergency Management Committee. Meetings and tabletops will be utilized as a refresher to the plan throughout the year.

This plan sets forth Standard Operating Procedures using the Incident Command System adopted by Dalton State College for handling emergencies and is evaluated and updated annually by the Director of Public Safety.

Training is provided throughout the year to faculty, staff, and students via class sessions, emails, and handouts. This plan is disseminated to the college administration and copies of the plan are available on request from Public Safety.

Various training opportunities are available throughout the year in relation to emergency preparedness from Dalton State and the local Emergency Management Authority.

## SCOPE

This Emergency Preparedness Plan is a campus-level plan that guides the response of appropriate Dalton State College personnel and resources during a major emergency. It is the official Emergency Response Plan for Dalton State College and supersedes previous plans and precludes employee actions, not in concert with the intent of this plan. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan or any appendices hereto. The Plan and organization shall be subordinate to State or Federal plans during a disaster declaration by those authorities. A pre-disaster hazardous mitigation study has been conducted and a plan is in place to mitigate emergencies likely to occur on the campus. A hazardous Mitigation Plan is also used to identify and mitigate natural emergencies that could occur.

Various departments on campus have policies and procedures to deal with certain situations and emergencies that are specific for them. Residence Life has specific directives to cover incidents that might occur in the dorms. Public Forum areas are provided and interested parties may contact The Dean of Students’ Office to sign up. The Freedom of Expression Policy can also be found here: <https://www.daltonstate.edu/campus_life/freedom-of-expression-policy.cms>

Public Safety keeps an updated phone listing of students and employees to be used in emergency situations, as well as policies to direct officers in many situations that may occur on campus. The Gilmer Campus has specific emergency directives that are placed in classrooms that cover many natural and man-made disasters that could impact that campus.

This plan will be distributed to the Vice President of Fiscal Affairs and the Director of Plant Operations. Other administration and the Emergency Management Committee also have access to the plan, and it is available on the Dalton State website.

## MISSION

It shall be the mission of Dalton State College to respond to an emergency situation in a safe and timely manner.

Priority 1: Life Safety

Priority 2: Life Support and Assessment

Priority 3: Restoration of General Campus Operations

It is anticipated that as operations progress from Priority 1 through Priority 2 and 3 responses, the administrative control of the College will move from the Incident Command System organization back to the regular Dalton State College organizational structure. To the extent possible, regulations regarding the protection of the environment will be complied with during response activities.

## LIMITATIONS/WEAKNESSES

Dalton State College is dependent on the City of Dalton for all utility services (water, gas, and electricity) and Wind Stream Telephone Company for telephone service.

Dalton State College is limited in personnel for food services, maintenance, and security, and in the event of a disaster where facilities are provided for the community, outside help would be required to implement these plans for effectiveness. Depending on the time of years, some dormitories with bedding or sleeping arrangements may be available on our campus.

No emergency medical services available; only first aid and semi-automatic emergency defibrillators.

No underground or storm shelters for protection.

Only two entrances; overcrowding, congestion, and traffic problems if need to evacuate campus or premises immediately. Due to the unavailability of avenues of egress, the best course of action in most emergencies where evacuation may be warranted is to shelter in place.

## CAMPUS SAFETY AND BUILDING INSPECTIONS

All Campus Buildings are inspected by Public Safety Officers and Plant Personnel to maintain the safe operation of each building. Inspections consist of but are not limited to fire extinguishers, exit lights, emergency lights, emergency telephones and fire code violations.

Public Safety Officers also check for violations or non-working equipment on daily patrol. Any Violations are written up and sent immediately to Plant Operations, which place a high priority on repairing problems.

Faculty and Staff members are also encouraged to report any unsafe conditions to either the Public Safety- Department or Plant Operations Office to be repaired.

A chemical hygiene plan, biohazard plan, and lab safety plan provide operational and safety information for the various labs on campus.

# MANAGEMENT OF EMERGENCY OPERATIONS

## INCIDENT COMMAND SYSTEM

The Emergency Response Plan uses a management system known as the Incident Command System (ICS). The ICS provides an organizational structure capable of responding to all levels of emergencies from simple to complex. It also provides the flexibility to respond to an incident as it escalates in severity.

The purpose of the ICS is to:

1. Provide an organizational structure that can grow rapidly in response to the requirements of the emergency.
2. Provide the Incident Commander with the control necessary to direct and coordinate all operations and all agencies responding to the incident.
3. Assign employees with reasonable expertise and training to critical functions without loss of precious time.
4. Activate only those positions needed to manage a particular incident or level of incident.
5. Promote proper span of control and unity of command.

The organizational structure of the ICS may not resemble the day-to-day organization of the College. Employees may report to other employees to whom they do not usually have a reporting relationship. Furthermore, as the severity of the incident increases, assignments may change in the ICS organizational structure. This means that an employee’s position in the ICS may change during the course of a single incident.

## COMMAND AUTHORITY & REPORTING STRUCTURE

In any emergency incident, the first arriving emergency responder will implement the ICS. They will continue to exercise Incident Command authority until relieved by the senior official having legal or assigned responsibility for the type of incident occurring. Role and Responsibilities in emergency may change depending on administration available, the actual emergency event, and others. Generally, each respective department will manage issues related to the incident involving their expertise. Different departments will be called upon for different events.

*Pre-Determined Incident Commanders*

Although it’s understood that the first arriving first responder (likely a DSC Police Officer) will start off as incident commander, in an attempt to alleviate confusion as to which incident response agency/department is expected to take the lead during emergency situations, the following list of potential hazardous incidents identifies an associated agency or department to take the lead. As with any emergency situation, it is important to remember that mitigating circumstances can supersede this list.

Acts of Violence – Chief of Police or designee

Utility Outage – Director of Plant Operations or designee

Hazardous Materials Spill –Environmental Health and Safety ~~Coordinator~~ Manager or designee

Hazardous/Inclement Weather – Director of Public Safety or designee

Earthquake – Director of Public Safety or designee

Medical Emergency – Hamilton Medical Emergency Services (Chief of Police or designee until Dalton Fire Department personnel arrive)

Fire – Dalton Fire Department (Chief of Police or designee until Fire personnel arrive)

Pandemic – Director of Student Health Services or designee

*It must also be understood that College executives will be involved in strategic, and at times, operational decisions.*

## ACTIVATION AND TERMINATION OF THE EMERGENCY OPERATIONS CENTER

The Emergency Operations Center (EOC) located in the Public Safety Office, will be daily maintained in a state of readiness for conversion and activation. The facility is used for daily operations of the Public Safety Department and is a designated, but not a dedicated EOC facility. The EOC allows a space with backup power and other amenities to allow key decision makers an area to meet in the event of an emergency or disaster. First arriving designated staff will set up the EOC for use. The EOC serves as the centralized location in which EOC staff will gather, check in, and be assigned a role in the EOC. Response activities and work assignments will be planned, coordinated, and delegated from the EOC. During the course of an emergency, designated personnel should report directly to the EOC. In the event the Public Safety Office cannot be used, personnel should report to the alternate EOC which will be located in Peeples Hall, in one of the classrooms on the lower level. The Whitfield County Emergency Management Authority also has a cache of portable radios and other supplies that could be utilized to manage the disaster.

The recommendation to activate the EOC will be made to the President of Dalton State College by the Director of Public Safety or his designee. Upon declaration of a Level 2 or Level 3 emergency, the Public Safety Director will determine which departments will be represented in the EOC. The President of Dalton State College, advised by the Director of Public Safety, will determine when to deactivate the EOC.

## EMERGENCY LEVEL CLASSIFICATIONS

Three levels of operations have been identified relative to the magnitude of the situation:

Level 1. The emergency incident can be managed using normal response operations.

Level 2. Multi-department response in which the EOC may be partially activated; Selected ICS staffing Notifications are made at the discretion of Incident Commander.

Level 3. The emergency cannot be managed using normal campus resources. The EOC is fully activated with automatic response of all ICS staff. A campus state of disaster may be declared during a Level-3 emergency.

## ESSENTIAL ELEMENTS

Dalton State College's Director of Public Safety will be responsible for maintaining adequate emergency procedures, training, communication, coordination, and implementation of required action to the President or their appointed designee. In emergency situations where quick decisions need to be made, the Director of Public Safety or their designee will activate the specific parts of the emergency plan needed to manage the incident and immediately report to the President or their designee. In situations where immediate decisions are not required, the Director of Public Safety or their designee will collaborate with the President or their designee on the best course of action. The President has the ultimate authority on instituting the plan or parts of the plan. All Public Safety Staff members have copies of top college administration phone numbers, and access to college property and buildings if such an emergency or disaster should develop at, on, or near the campus. Should the telephone system be rendered inoperable, communication with appropriate personnel will be established through two-way radio in cooperation with local emergency communication personnel.

Dalton State College’s Director of Public Safety will maintain a constant working relationship with all area emergency response agencies. These will include, but not be limited to Dalton Police Department, Dalton Fire Department, Whitfield EMS, Whitfield Fire Department, Whitfield County Sheriff’s Department, Whitfield County EMA, Dalton/Whitfield American Red Cross, GBI, and others.

Mutual Aid Response Agreements are in place and on file with the Public Safety Director for local agencies to facilitate working relations. These agreements are signed by the local first responding agency, the President of the College, and approved by the USG.

All sworn officers will complete appropriate Incident Command Modules: These provide an introduction for all new employees, recruits, and first responders who have direct roles in emergency preparedness, incident management, or response. All newly sworn officers must complete ICS-100 NIMS: An Introduction for all new employees, recruits, and first responders. All first line supervisors must complete ICS-200 training. Public Safety Command staff have participated in advanced training in incident command and structure.

If an emergency or disaster does develop, then communication to the DSC Marketing and Communications Department will result in further communication with local radio and TV stations. The Public Safety Dispatchers will utilize Roadrunner Alert (mass notification system) to send text messages, phone calls, and emails to notify personnel and students of inoperative buildings and campus conditions. Dispatchers may also utilize campus P/A Systems to alert the campus community of dangerous situations. At all times, the Director of Public Safety will communicate directly to the President or their appointed designee.

The Clery Act requires every college and university that receives federal financial assistance to have a plan to immediately notify the campus community when there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees. Examples of significant emergencies or dangerous situations include an outbreak of a highly contagious disease, impending natural disasters, and human-made situations such as a terrorist incident, an active shooter on campus, or a bomb threat.

Separate from the emergency notification requirement, the Clery Act requires colleges and universities to issue timely warnings when they receive reports of certain crimes (including sexual assault) occurring on institutional property that represents a serious or continuing threat to students and employees. Unlike emergency notifications, which colleges and universities must issue immediately to prevent imminent harm, timely warnings must be issued promptly—that is, as soon as pertinent information is available to assist people in protecting themselves and preventing future crimes.

When an emergency situation arises, the Public Safety Department will notify the VP for Fiscal Affairs. The VP for Fiscal Affairs will notify the President and other VPs. The respective VP will notify their required department managers. The President or their appointed designee will notify Marketing and Communications (Public Relations) and others. Due to the small nature and number of upper level administration, administrators are capable of performing other duties as required.

The Public Safety Department provides scheduled emergency training yearly and any training may be requested. The goal is to have the community prepared for most emergencies and confident in their abilities. The Department also collaborates with local emergency planners and take part in associated meetings. A hazardous Mitigation plan is in place to identify natural hazards and mitigate their impact on campus.

Residence Life has shelter in place contingencies as well as relocation procedures to include business continuity planning. Emergency food services are available from campus dining and local restaurants may be contacted if campus dining s not available. Specific procedures for mail handling have been identified and personnel is trained in the proper handling of suspicious packages. DHS, USPS, and FBI also provide training information and awareness materials. ~~Free Speech~~ Public Forum areas have been identified and applicable employees have received USG training on response to any issues related to ~~free speech~~ events and civil disturbances. Each building has maps detailing evacuation routes, occupants should evacuate to a distance away from the building avoiding pedestrian and vehicular lanes of travel. Tornado safe areas are designated in each building; occupants are to shelter in place in their current locations unless directed by college personnel or first responders.

Additional information including the ICS organizational chart is located in Appendix A. Our Hazard Mitigation Plan can be found in Appendix B. This plan has been discussed and incorporated into Whitfield County EMA Hazard Mitigation Plan.

# COMMUNITY AND CAMPUS EMERGENCY CONTACTS and INFORMATION

In the event an emergency prevents the college from maintaining regular normal operational schedules, college personnel and students shall be notified immediately by television, email, and telephone. Procedures and personnel to assist and implement are:

The Department of Public Safety will monitor U. S. Weather Bureau forecasts and other available information and if the information is obtained affecting college schedules, that individual will call:

| **Severe Weather Contact List:** |  |
| --- | --- |
| Nick Henry, Vice President for Fiscal Affairs | (O) 706-272-4418 |
| Dr. Margaret Venable, President | (O) 706-272-4438 |
| **Alternative Severe Weather Contact:** |  |
| Jodi Johnson, Vice President for Student Affairs and Enrollment Management | (O) 706-272-4475 |

The first college administrative official contacted will contact other appropriate college officials for further decision making.

A collection of data and facts shall be obtained by Public Safety personnel by staying abreast of local weather conditions being forecast on the television located in the communications center, text alerts, and by streaming weather forecasts.

| Whitfield 911 (24 hours) | 706-259-2529 |
| --- | --- |
| Whitfield County EMA (Business Hours) | 706-259-3730 |

These data and facts will be obtained and provided to college administrators listed. The President will determine what required steps and actions to implement once everyone is contacted and have received all of the facts.

The Director of Plant Operations may need to travel to the campus if conditions are during times other than normal work schedule days. Select Plant Operations Staff will be available to report to work during severe weather emergencies, prior accommodations will be made so that they can safely report to work. The Director of Plant will direct plant personnel and staff on taking steps to make the campus environment safe. Priority will be given to Residence Life in preparing walkways and steps so residents can safely exit the building. Secondary assistance will be on the main campus providing solutions to walkways and as practical driveways to allow safer traffic flow. The City of Dalton Public Works Department usually assists with clearing/salting George Rice Drive.

Decisions such as class cancellations and other events will be made by the President with the assistance of the VPs and the Director of Public Safety; with the Vice President for Student Affairs and Enrollment Management notifying television stations to broadcast proper announcements. Public Safety will utilize the campus mass communication system to send emails, texts, and voice message to students, faculty, and staff alerting them of the schedule change. The Marketing and Communications Department will post appropriate messages on the college’s website and media pages.

The Director of Public Safety will attend weather briefings hosted by the local Emergency Management Authority and will monitor situations on and off campus and keep the President and VPs notified of all situations.

| **Emergency Phone Numbers** |  |
| --- | --- |
| Dalton State College Public Safety Office | 706-272-4461 |
| Emergency (Fire, Police, Ambulance) | 911 |
| Dalton Police Department | 706-278-3333 |
| Dalton Fire Department | 706-278-7363 |
| Whitfield Sheriff Department | 706-278-1233 |
| Whitfield Fire Department | 706-278-7433 |
| FBI (Dalton) | 706-272-7909 |
| GBI - After Hours | 404-244-2600 |

# SEVERE WEATHER/NATURAL DISASTER

The Dalton State College Public Safety Department monitors NOAA weather alerts as well as various online weather services and is in constant communication with the local Emergency Management Authority. Additional information pertaining to emergencies that could occur on campus is included in the Community Response Information section, including common weather events. Table top exercises and joint exercises with surrounding public safety agencies are conducted throughout the year, to better prepare for managing emergencies when they occur. In addition, fire drills are conducted in Residence Life at the beginning of the fall and spring semesters. Dalton State has a separate hazard mitigation plan that is in place to mitigate various hazardous condition that could exist on our campus.

## HURRICANES AND FLOODS

The Public Safety Department monitors weather conditions, generally that is plenty of advanced notice, but decisions and pre planning for the protection of lives, property, and buildings will be made by the Director of Public Safety and Director of Plant Operations. Decisions to cancel college activities will be made by the President, but Plant Operations, Public Safety, and other administration will monitor all activities for safety and protection. Local assistance units of governmental agencies will be contacted for required needs.

## TORNADOS

Public Safety personnel shall monitor weather conditions and be prepared to issue warnings campus wide. If a tornado strikes unexpectedly or is approaching, all persons shall be escorted to the lowest floor hallway of the building in which they are occupying at that time. Tornado safe areas are designated in each building. Persons shall be arranged or situated with their back to a wall; away from doors, windows, and electrical and gas systems. Most of Dalton State College's buildings are of brick and steel structure, thus increasing safety over wooden or prefab metal buildings.

Plant Operations, if possible, shall monitor all electrical, gas, and any other utility type service and operations to reduce the loss of property and lives.

## CRIPPLING SNOW

Public Safety shall monitor weather stations and conditions but generally, forecast predictions are available. If the campus is crippled by snow or ice, the President will act upon information received to determine if the campus is to close. If the decision to close the campus is required, area radio and TV communication will be forwarded for announcements by the Vice President for Student Affairs and Enrollment Management. The Department of Public Safety will issue appropriate mass communication messages via text messaging, email, and phone calls. The Marketing and Communications Department will post appropriate messages on the college’s website and media pages The Campus P/A system may also be utilized for immediate notifications to the community. Public Safety, Plant Operations, and the Vice President for Fiscal Affairs will attempt to monitor, maintain, and protect campus and campus property as much as possible. Only when safe driving and safety conditions exist will the campus resume normal operating conditions.

## EARTHQUAKES

Public Safety shall monitor weather conditions and broadcast stations, but like tornados, earthquakes can strike without warning. There are fewer places for safety with earthquakes, but Plant Operations shall monitor, and if necessary, cut off all utility accessories or valves such as electricity, water, and gas. All persons should locate themselves under desks and tables and inside hallways inside buildings, and if outside, move away from buildings and trees and utility objects. If a building is damaged, evacuate all persons; contact Plant Operations for the disconnection of utility service if possible, and seek medical attention if injured. Damaged buildings face possible collapse after earthquakes; evacuate all persons for safety.

# MAN MADE DISASTERS

## FIRES AND EXPLOSIONS

Fires and explosions are usually caused by accidents, negligence, intentional, lack of proper training and lack of proper and normal maintenance procedures and conditions. All persons at Dalton State College should be mature enough to notice hazardous or risky conditions and notify the Public Safety Department for correction. Fire extinguishers are located in every building on campus and the Department of Public Safety is responsible for maintaining and checking fire extinguishers for operation. The State Fire Marshall and the Public Safety Department monitor buildings, elevators, and work area stations to ensure all proper procedures and precautions are in compliance. The Director of Plant and Plant personnel should maintain and correct fire hazard conditions and equipment if Public Safety or the State Fire Marshall recommends changes, corrections, or upgrades.

Most buildings at Dalton State College are of brick and steel structure, elevators are checked routinely, all fire extinguishers are in working order, each building has more than ample exit doors and outside fire doors are labeled for exiting. Elevators are posted not to be used during fires, and all buildings on campus are one to four stories. These conditions help minimize and avoid casualties, losses, and damages to persons and buildings. Evacuation of buildings is essential and procedures are in place for quick evacuation and safety. The various buildings can be evacuated in minutes and there are suitable locations for the occupants to gather. Regardless of how little a fire is, it is always important to call the Public Safety Department to report the situation. Building Monitors or others who are properly trained may wish to try and extinguish small fires, but the Public Safety Department must be notified of all fires or smoke incidents.

## BOMB THREATS

The Department of Public Safety will be responsible for coordinating any action for bomb threats or sabotage. Anyone on campus who receives or suspects any activity of the above-mentioned items should contact Public Safety immediately at 706-272-4461. Public Safety will evaluate the risk and evacuate buildings/areas as necessary. The smallness of Dalton State’s campus shall result in quick and responsive action. Public Safety will contact local law enforcement agencies and advise them of what action is being utilized, and ask for additional assistance if needed. Public Safety has procedures in place for adequately dealing with these incidents as well as contact information for specialists if a suspicious package is found.

The Vice President for Fiscal Affairs will be notified by Public Safety personnel, and the Marketing and Communications Department will handle all media inquiries. The President or their appointed designee will act as an official spokesperson to the media on behalf of the college.

Bomb threats may be received as real threats or warnings, and as much information as possible should be requested or asked from the caller. Bomb threat checklists are available from Public Safety that have the proper questions to ask if a threat is called in to you. It is important to keep the caller on the phone as long as possible and to gather as much information from the caller as possible.

If a Bomb Threat or Warning is received by telephone, the following information is needed from bomb threat caller:

1. When is the bomb to explode, what time?
2. Where is the exact location of the bomb, what building, and what does it look like?
3. What form or object is the bomb? What type of bomb?
4. Why was the bomb planted? Who planted the bomb? Who or where is the call or information received from?

Information about a Bomb threat or warning received by letter or note:

1. Depending upon written instructions and data, deliver immediately to Public Safety.
2. Public Safety will contact local authorities and advise college officials of action.

Once information is gathered, Public Safety will follow plans and instructions as detailed.

When evacuating personnel, look for specific unfamiliar items such as boxes, briefcases, paper bags, etc. Do not worry about locked or storage space that is seldom used or occupied. Once evacuation has taken place,

Public Safety Officers will proceed with search process from outside to inside. On the inside, start at the bottom or lower floor and work up or towards the upper or top floor. On entering rooms, if lights are on, leave on. If lights are off, leave off. Listen carefully and avoid all noises if possible. Use two people to search a room.

**Search Procedures:**

1. Search furniture first
2. Search walls, paintings, drapes, etc., next.
3. Search ceiling, light fixtures, ceiling tile and false ceilings last.

If a bomb/suspicious package is detected, call the GBI Special Operation Unit 404-270-8900 from 8a- 5p, and 404-244-2600 after hours and they will assist in removing package or bomb.

Because of remote signals, do not use walkie-talkies or radio transmitters during the search process.

## CIVIL DISTURBANCE/PROTESTS

[**Dalton State College Freedom of Expression Policy:**](file:///C:\Users\ewalker\OneDrive%20-%20Dalton%20State%20College\EOP\Dalton%20State%20College%20Freedom%20of%20Expression%20Policy:%20https:\www.daltonstate.edu\...life\freedom-of-expression-policy.cms)

**https://www.daltonstate.edu/campus\_life/freedom-of-expression-policy.cms**

**Board of Regents, Official Policy of the University System of Georgia:**

[**Board of Regents Freedom of Expression Policy:**](file:///C:\Users\ewalker\OneDrive%20-%20Dalton%20State%20College\EOP\Board%20of%20Regents%20Freedom%20of%20Expression%20Policy:%20https:\www.usg.edu\policymanual\section6\C2653)

**https://www.usg.edu/policymanual/section6/C2653**

**Statement on Freedom of Expression and Assembly:**

Freedom of thought, inquiry, speech, and lawful assembly are fundamental rights of all persons. These rights include the freedom to express opinions; to hear, express, and debate various views, no matter how unpopular; and to voice criticism. Free speech is uniquely important to the College setting as it brings about a free interchange of ideas integral to the College’s fundamental mission of teaching, research, and public service. However, civil disobedience is not protected speech under the Constitution. The Constitution does not guarantee any right to engage in civil disobedience – which, by its very definition, involves the violation of laws or regulations – without incurring consequences. Civil disobedience may have a negative effect on the protected interests of others and may interfere with College business or threaten public safety or College assets, in ways that may require Dalton State to act to protect those other interests. Dalton State College has an identified Freedom of Expression Area located on the quad between the Student Center and Sequoya Hall. Protesters are required to register with the Dean of Students Office.

Civil disturbances or protests can be peaceful and non-obstructive, or disruptive and violent situations. Most campus demonstrations, such as marches, meetings, picketing, and rallies, are peaceful and non-obstructive situations. Generally, these types of demonstrations should not be interrupted and the demonstrators should not be obstructed or provoked and normal College business operations should continue. If one of the following situations exist, then it may be necessary to disrupt the demonstration:

* + Interference with normal operations of the College
  + Blocking of access to offices, buildings, or other College facilities
  + Threat of physical harm to persons or damage to College facilities/property
  + Failure to vacate the premises of a closed College facility

If any of the above conditions are met, the Department of Public Safety will be contacted.

All media inquiries will be referred to Phil Schlesinger or Misty Wheeler (Marketing and Communications Department). If an individual from a riot or demonstration group demands media coverage, the President will direct the media to site locations beneficial to all involved parties. The President will decide what media coverage and media public relations sites will be incorporated and used to resolve the issues immediately.

All of Dalton State College's Public Safety personnel have completed first responder courses and other training for assistance if minor injuries develop as a result of riots and demonstrations.

The north and south entrances could be easily manned by Public Safety Officers allowing control of vehicle entrance onto the campus. There is only one main, two lane highway, to and from Dalton State College, and the City of Dalton Police could assist with traffic if requested by Public Safety.

## ACTS OF VIOLENCE

Dalton State College is committed to the protection of its students, staff, and faculty against acts of violence. Acts of violence could include, but are not limited to, active shooter situations, hostage situations, work place violence, and terrorism. Such acts of violence have occurred on multiple campuses and multiple types of campuses across the nation. These incidents have happened with little or no warning on campus or in close proximity to campus. Violent situations are oftentimes dynamic and evolve rapidly, demanding immediate notification of first responders and quick responses to protect the innocent.

### **Active Shooter**

An active shooter is an armed subject that is actively engaged in shooting and killing or attempting to kill in populated areas with no pattern or method to target selection. Active shooter situations are highly fluid and dangerous. Often times, it takes law enforcement intervention before the situation comes to an end.

It is important to understand the following:

* + No “profile” exists for an active shooter
  + Active shooter situations are rarely impulsive acts
  + Usually, these type of events are well planned and thought out
  + Often times, other people have been aware prior to an active shooter event but failed to notify anyone
  + The most common goal of an active shooter is retribution
  + In many cases, other people were involved in the attack in some capacity

If anyone believes that a threat exists on campus, immediately contact the Dalton State Department of Public Safety at 706-272-4461 or extension 4461.

In the event of an active shooter situation, the following protocols will be implemented:

1. The Department of Public Safety will initiate the mass notification procedure for an active shooter situation, which includes:
2. Rave Alert mass notification system, including text, email and phone calls
3. Campus P/A System
4. Direct notification of the CBO and/or the President
5. The Department of Public Safety will respond to the incident and activate mutual aid from surrounding jurisdictions and agencies, as needed

For individuals on campus, follow these procedures:

1. Remain as calm as possible
2. Determine your course of action. The best way to survive an active shooter incident is to not be where the shooter is and to not go where he or she can see you. You have two choices:
3. Evacuate (Run)
4. Exit the building immediately, if it is safe to do so
5. Move quickly to a safe location away from the shooter
6. Leave belongings behind that will slow you down
7. When you see police vehicles, move toward them when it is safe to do so with your hands on your head and presenting no threat to them
8. Follow the directions of any emergency responders you encounter
9. Secure-in-Place (Hide)
10. Go to the nearest room or office
11. Close, lock, and barricade the door with any heavy furniture possible
12. Cover windows, if possible
13. Turn out the lights, if possible
14. Silence all noise producing sources, including your cell phones
15. If you can provide any valuable information to the responding units, such as the whereabouts of the shooter, call 706-272-4461 or extension 4461.
16. If you are faced with the shooter, you have a choice to make and only you can make the choice. You can stay still and hope they don’t shoot you, run for an exit while zigzagging, or even attack the shooter. This is very dangerous. A moving target is much harder to hit than a stationary one and the last thing the shooter will expect is to be attacked by an unarmed person. Any option you choose may still result in a negative response.
17. If someone near you has a life-threatening injury, and it is possible for you to safely provide first aid, do so up to but not exceeding your level of training

### **Hostage Situation**

A hostage situation involves a person or persons taking control over another person or group of people, demanding some type of action, and not allowing the person or group of people to leave. In hostage situations, the hostage taker or takers are not actively shooting or injuring people. They are, instead, holding people against their will. Each hostage situation is different depending on the specific circumstances of the encounter.

For a hostage situation, follow these procedures:

1. Try to remain calm
2. It is recommended that you follow the directions of the hostage taker(s)
3. Remain alert
4. Keep a low-key, non-provocative posture towards the hostage taker(s)
5. Personalize/humanize yourself
6. Say as little as possible, if questioned
7. Be determined to survive the situation

Any other survival techniques are situation-dependent and must be applied carefully and at your own discretion. All negotiation operations will be handled by the Dalton State Department of Public Safety and any outside agency they defer to for assistance.

### **Work Place Violence**

Work place violence is defined as any physical assault, threatening behavior, or verbal abuse occurring in the workplace setting, which includes the campus and immediate surrounding area. Workplace violence should be reported promptly to the appropriate authorities. Faculty, staff, and students are encouraged to report any behavior that they reasonably believe poses a potential workplace violence threat as described above. It is important for all members of the Dalton State College community to take the responsibility to report such behavior seriously to maintain a safe and secure working and learning environment.

Anyone experiencing or witnessing anyone in imminent danger or actual violence involving weapons or personal injury should immediately contact the Department of Public Safety at 706-272-4461 or extension 4461. This includes, but is not limited to: physical assault and/or threat; stalking or continuous harassment that causes fear, worry, or intimidation; actions intended to disrupt or sabotage operations; and indirect threats, such as “I know where you live.”

If there is a threat without the accompanied apparent ability to carry out the threat, notify the Department of Public Safety and your supervisor.

### **Terrorism**

The Federal Bureau of Investigation (FBI) defines terrorism as a violent act or acts dangerous to human life that violate federal or state law, appear to be intended to intimidate or coerce a civilian population, affect the conduct of a government by mass destruction, assassination or kidnapping, and is calculated to influence or affect the conduct of government by intimidation or retaliate against government conduct. Terrorism is usually referenced as being premeditated and politically motivated.

Terrorist acts are, by their very nature, designed and carried out with the intention of inflicting mass casualties and extensive property damage. When an act of terrorism occurs on a college campus, it will likely be necessary to implement multiple parts of the emergency management system and summon additional resources to respond to the incident.

Due to the unknown nature of implementation of a terrorist event, the appropriate response protocol for the incident, such as hazardous material release, bomb detonation, or active shooter, should be implemented and followed.

To help ensure the safety of the campus community, Dalton State College encourages all faculty, staff, students, and visitors to implement the Department of Homeland Security’s “See Something, Say Something” approach to identifying potential terroristic threats. If anyone sees anything that is out of the ordinary, they are encouraged to report it to the Department of Public Safety at 706-272-4461 or extension 4461.

# Building Evacuation

All building evacuations will occur when a fire alarm sounds and/or upon notification by emergency/college personnel. If necessary or if directed to do so by a designated emergency official, activate the building fire evacuation alarm.

**General Guidelines**

Do not use elevators during an emergency evacuation. Emergency personnel may use an elevator for evacuation after the circumstances are reviewed. When the building fire alarm is sounded or when told to leave by a designated emergency official, walk quickly to the nearest marked exit and ask others to do the same.

Once you are outside, move clear of the building, allowing others to exit. Stay clear of walkways and driveways. Do not return to an evacuated building until advised by emergency personnel.

## EMERGENCY ACITON

1. When the alarm sounds/instructed to do so, leave the building immediately.
2. Alert others to the emergency and ask if they will need help in the evacuation.
3. Do not use elevators unless instructed to do so by emergency personnel.
4. Evacuation chairs are located in the Liberal Arts Building (third floor custodial closet), and Peeples Hall (third floor across from stairwell) to be used by first responders and building monitors to assist mobility impaired individuals to evacuate.

## COMPLETE CAMPUS EVACUATION

1. In the event necessary to evacuate the entire campus, a Roadrunner Alert will be sent
2. Public Safety Officers would direct traffic in appropriate directions
3. Dalton Police Department and Whitfield County Sheriff’s Office would be notified and assistance would be requested for off campus intersections.

## EMERGENCY EVACUATION GUIDELINES FOR STUDENTS WITH DISABILITIES

It is suggested that people with disabilities prepare for emergencies by learning the locations of exit corridors,

enclosed stairwells, and by informing co-workers, professors, and / or classmates of best methods of

assistance during an emergency. Individuals needing additional information regarding evacuation may contact Disability Access in the Dean of Students Office.

People needing assistance evacuating should stay calm and take steps to protect themselves. If there is a working telephone on campus, call 4461 or by cell phone at 706-272-4461 and tell the dispatcher where you are or where you will be moving. If you must move, we recommend the following:

• Move to an exterior enclosed stairwell.

• Request persons exiting by way of the stairway to notify the emergency personnel of your location.

• As soon as practical, move into the stairway and await emergency personnel.

## D. FACULTY/STAFF RESPONSIBILITIES

Faculty and staff are expected to direct the evacuation from their area. They are responsible for knowing the primary and alternative routes of exits. When the situation involves a student with a disability, they will provide assistance according to the directions student’s give in the beginning of each semester.

## E. STUDENT RESPONSIBILITIES

In an emergency situation, it is critical to your health and safety that YOU are familiar with your needs during an evacuation. You are expected to convey these needs to your instructors within the first week of each semester.

# RESIDENCE LIFE (MASHBURN HALL)

## Information

* Residents will provide Residence Life with emergency contact information before they move in
* The fire alarm for Mashburn Hall is monitored by Public Safety which allows for a quick response time.
* Mashburn Hall has been equipped with fire extinguishers located throughout the building, and a built-in fire detection and suppression system. These are for student safety and should not be tampered with.
* Fire drills are conducted once per semester. All occupants of the building must leave the building whenever a fire alarm sounds. Rooms may be checked during fire drills to ensure compliance.
* Candles, incense, and candle/wax warmers are not permitted in Mashburn Hall. Potpourri, oil scented reed diffusers, room sprays, and scented electrical plug-ins are permitted on campus.

## Procedures

* Residents will promptly evacuate Residence Facility upon the sounding of an alarm or as otherwise directed by residence life staff or first responders.
* Residents participate in periodic fire drills and fire safety training conducted by the College for the Residence Facility. Documentation of these fire drills can be found on Public Safety’s website under the Annual Security Report.
* At least one RA is on duty for Mashburn Hall every day of the week. Residents can contact the RA on Duty by calling (706) 508-3937 for all issues and emergencies.
* Do not overload electrical outlets, instead use power strips with surge protection. Unplug items that you use periodically (i.e. phone charger, hair dryer). The use of extension cords is not permitted.
* In the event of an emergency, Mashburn Hall follows the same procedures as the main campus in relation to tornado warnings, fire alarms, immediate campus threats, etc. and are noted in the community information section.
* When a shelter in place directive is issued, Residents will move to and remain in their individual rooms until authorities issue an all clear.
* Food service, custodial, other hours will be scheduled to ensure essential food and supplies are available.
* Alternate emergency rations are available in the event deliveries or personnel cannot travel to campus during snow storms, etc.
* Residence Life will maintain a procedure and policy for their departmental operating procedures. This will include shelter in place contingencies as well as relocation procedure to include business continuity planning and transportation plans.

# FACILITIES AND AVAILABLE EQUIPMENT FOR EMERGENCIES/DISASTERS

## USAGE OF FACILITIES

In the event of a local or national emergency or disaster, Dalton State College facilities would be available. All departments across campus are responsible for obtaining, preparing, and maintaining equipment for emergencies/disasters that are required for their areas. Plant Operations and Public Safety along with others are responsible for assisting with obtaining, preparing, and maintaining equipment where needed.

* Dalton State College has an agreement with the American Red Cross. Facilities would be made available upon request for shelter or group accommodations.
* American Red Cross procedures in shelters would be followed with the Dalton State College Public Safety and Plant Operations personnel on site.
* MREs are stored in the Brown Center Building
* Residents could utilize local motels and restaurants if displaced
* The Student Center and other buildings can be used to house residents after hours and showers are available in the Bandy Gymnasium

1. Bandy Gymnasium  
   The College Gymnasium can temporarily house about 450 persons. Restrooms can accommodate this number. A first aid kit is available.
2. Pope Student Center  
   The Pope Center is available for preparation and dispensing of food. The kitchen is large and meets emergency needs. Food would have to be provided by some other (outside) group, due to the limited personnel available from the college. Tables and chairs provide a usable dining area.
3. Gignilliat Memorial Hall  
   Memorial is available as a staging area. Supplies as food, clothing, bedding, linens, medical, candles, flashlights, etc., could be provided to this building to be stored, held, and dispensed as required. This building has a large auditorium for instruction; approximately 300 seats.
4. East of Memorial Hall  
   An area of campus is available for the erection of a portable Field Hospital. The area is well drained and excellent roads for access. Parking spaces are available.
5. Westcott Hall  
   This building is available as a communication center and can provide administrative space for those activities being conducted on campus.
6. Maintenance Building  
   This building serves as headquarters for maintenance personnel and equipment.
7. Peeples Hall  
   This building has several chemical and biology labs available. Several large rooms are available for bedding. The Emergency Operations Center will occupy one of the classrooms on the lowest level if the Health Professions Building is not useable. Peeples Hall has a backup generator.
8. Health Professions Hal  
   Public Safety personnel is housed in this building. The Public Safety Office is powered by an emergency generator in case of power outage. This building would house the EOC. Medical beds and other supplies are available in the health professions section.

## AVAILABLE EQUIPMENT LOCATED ON CAMPUS

Equipment to use in an emergency/disaster crisis

5- Marked Police Vehicles with equipment

1. Unmarked Police Vehicle with equipment

8- Hand-held radios compatible with local emergency agencies

1- 1-ton dump truck

4- 1-ton vans

2- Medium sized tractors equipped with a front end loader

5- Emergency First Responder Kits.

13- Semi-Automatic Emergency Defibrillators

5- Stationary and/or semi stationary generators

1. Portable generators

# Emergency Management Committee

The Emergency Management Committee meets to discuss potential emergencies that could occur on campus, and develop and test procedures for dealing with these emergencies before they happen. The committee is comprised of individuals from several different departments on campus to provide a better perspective for planning for emergencies that might occur any place on campus. The Committee assists in developing a comprehensive, all-hazards approach to developing the institution plan. Committee assists in assessing risks/vulnerabilities, reviewing and updating the plan. The committee establishes annual goals with supporting objectives each year addressing before, during, and after a threat or hazard. The Committee works as a whole to complete these tasks.

Coordinator for Disaster/Emergency Plans:

**Michael Masters, Director of Public Safety**Public Safety Office  
Campus Phone: 706-272-4461  
Mobile Phone: 706-537-2362

**Phillip Schlesinger, Director of Marketing and Communications**Ottinger Hall  
Campus Phone: 706-272-2985

**Dr. Venable, President**Westcott Hall  
Campus Phone: 706-272-4438

**Dr. Jodi Johnson, Vice President for Student Affairs and Enrollment Management**Westcott Hall  
Campus Phone: 706-272-4475

**Dr. Bruno Hicks, Provost & Vice President of Academic Affairs**Westcott Hall  
Campus Phone: 706-272-2491

**Jeff Marshall, Chief Information Officer**Gignilliant Memorial Hall   
Campus Phone: 706-272-2611

**George Brewer, Director of Plant Operations**Plant Operations Building  
Campus Phone: 706-272-4456

# CAMPUS ASSESSMENT, RESPONSE, AND EVALUATION TEAM (CARE)

The Campus Assessment, Response, and Evaluation Team has been established to assist in addressing situations where students, faculty, staff, or others are displaying dangerous, disruptive, threatening, or concerning behaviors that potentially impede their own or others’ ability to function successfully or safely within the college environment. CARE acts as an assessment team whose duty is to review reports and incidents involving the campus community. This committee will investigate referrals, link at-risk individuals with campus and community resources for support, develop protocols for the protection and safety of the campus community, and educate the campus community on topics relevant to responding to incidents of a critical nature.

Faculty, staff, and students have the responsibility to report immediately any situation, incident, or occurrence that involves a member(s) of the campus community who is exhibiting specific behaviors that result in another member of the campus community being alarmed, distressed and/or disturbed, or has the potential to produce significant anxiety, fear, shock, or grief to other individuals.

Reporting incidents or behavior to the CARE Team should not be confused with crisis management. A crisis may be defined as any situation where a person poses an immediate risk of harm or violence to self or others. Public Safety should always be called in crisis situations. Call Public Safety at 706-272-4461.

CARE membership consists of personnel with student affairs, public safety, threat assessment/mental health, and social services expertise. The committee may also consult on an as-needed basis with other individuals such as faculty members, human resources staff, etc., who have relevant expertise and knowledge.

The CARE Team differs from the violations of the Student Code of Conduct. CARE assists with supporting a safer campus environment and will evaluate and respond to reports of disturbing behavior that may, or may not be, violations of the Student Code of Conduct.

Reporting Procedures

To complete the Incident Review Reporting Form:

• Access the PDF file online;

[Maxient reporting system: https://cm.maxient.com/reportingform.php?DaltonStateCollege&layout\_id=1](https://cm.maxient.com/reportingform.php?DaltonStateCollege&layout_id=1)

For additional assistance, contact: Dr. Jami Hall, the Dean of Students’, by phone at 706-272-2505 or by email at jhall@daltonstate.edu

Once submitted, the report will automatically become part of the electronic database used for active assessment of persons of concern and to generate report data. The report will be forwarded for review to a CARE Team. The Team will conduct a preliminary investigation. The preliminary investigation may include:

• Review of the reporting database;

• Review of the student’s disciplinary record;

• Interviews to determine corroborating evidence;

• Other relevant information as deemed appropriate to ensure the safety of the College community.

The CARE Team will meet regularly and on an as-needed basis to review reports brought forward by faculty, staff, and students. Meetings will include a briefing on the preliminary investigation; review of documentation, interviews, and other relevant information; general discussion; and recommendations by the committee.

# BUSINESS CONTINUITY

The means by which Dalton State can attempt to ensure continuity of instruction in the event of a disastrous event will vary according to the nature of the event. In any circumstance, however, communication between the different components of the College community- administration, faculty, staff, and students would proceed along ordinary routes and in accordance with the existing chain of authority to the extent that chain remained intact. Every available channel of public communication also would be utilized. Schedule alterations, such as shortened or lengthened terms, rescheduled final examinations, or the elimination of breaks and holidays, would be applied as necessary. Also, full use would be made of distance learning technologies as might be appropriate or feasible.

If the physical facilities of the campus are intact but a reduction in the number of faculty and staff is occasioned by illness, injury, or death, efforts will be made to recruit qualified temporary or part-time faculty and support staff. Should the campus be unusable, but faculty and staff are available, the instruction would take place when possible in local schools, churches, or other facilities that may be available and in all existing off-campus teaching sites to the limit of their capacity.

If both the physical and human resources of the College are seriously compromised, it may be necessary to suspend instruction temporarily and to arrange for academic credits to be awarded through another institution. Where this is impractical, a program of study may simply be frozen until its resumption becomes possible. In such cases, students would be held harmless for any hiatus in their progression attributable to events beyond their control.

## BUSINESS PRACTICES

**Payroll** - Will utilize the offices and computer systems of Georgia Highlands College or the Shared Services Center in Sandersville to run payroll. This plan was successfully used during the campus power outage in July 2004 to run payroll. Georgia Highlands College may use the services and facilities of DSC should the need arise.

**Procurement** - The purchasing card will be utilized to the fullest extent to conduct operations of the college and to expedite restoration of the campus. Paper requisitions with sequential numbers will be available to issue purchase orders when the use of the P card is not applicable. These POs will be entered into the system upon restoration of the campus. This plan was successfully utilized during the campus power outage of July 2004.

**Business Office** - The Business Office will use the facilities at OIIT, or Georgia Highlands College to continue PeopleSoft financial operations. Since the financials are hosted off site, recovery should be fast. Backups and imaged files (Fortis) as well as supporting documentation will be moved to the temporary location to continue operations. As far as student accounts and Banner, this is now hosted at OIIT in Athens so using the facility at Georgia Highlands will suffice.

**Communications** - The campus uses three types of communication- Traditional landlines, cellular phones with mobile to mobile features, and regular hand held mobile to mobile devices which are administered by the college. The hand held devices are supported by emergency generated power and the college transmits the communication. While Public Safety and Plant Operations mainly use the cellular and hand held, some units are available to use for administrative purposes during an emergency. One of these three systems should be operational in the event of an emergency.

**Record Keeping** - A cost center titled “Disaster Recovery” has been entered into the chart of accounts to account for all expenditures associated with the emergency. Payroll, Purchasing, and the Business Office have been instructed to use this number to capture all the transactions related to the recovery efforts. Also, red folders will be utilized to accumulate all the paper transactions that will be entered into the financial systems upon restoration of services. All the documentation will be retained for legal, insurance, and reimbursement issues that may exist due to an emergency.

**Information Technology-Scope -** All of Dalton State College’s information technology resources are important. Some are critical to the daily operation of the College under normal circumstances. However, in the event of a disaster, there are IT resources central to the core business processes of the College which must be preserved that are vital to the continued operation of the College. This document will identify these critical resources as well as the contingencies and procedures that are necessary should such an event occur. This plan assumes that the College will not be trying to operate in a normal fashion in the immediate aftermath of a disaster. Rather, the College will be focused on those core business activities of the Business Office, Student Records, and Financial Aid.

## DEFINITIONS

**Backup Site -** Secure, environmentally controlled, off-campus site where redundant critical IT resources can be located and operated in an emergency. The college should be able to use the offices at OIIT in Athens, Shared Services Center in Sandersville, Georgia Highlands College facility, or the DSC Gilmer County Center facility.

**Critical IT Resource -** Any IT-related system, application, or process that is central to the core operations of the College. Such resources will be only those that the college cannot operate without for more than one day.

These resources are:

**Banner** – This encompasses the student record database and all hardware and software required to access it. This is hosted by OIIT in Athens, GA.

**PeopleSoft** – This encompasses the software needed to access the accounting, which is hosted by OIIT in Athens, GA.

**Network** – This encompasses only the components of the network needed to access Banner and PeopleSoft in the event of a disaster.

**Disaster** - Any event or circumstance preventing the normal operation of the College. Most likely occurrence for this area would be tornado, fire, or earthquake.

## CONTINGENCIES

There are two locations on campus that house the College’s critical IT resources:

Gignilliat Memorial Hall – PeachNet hardware that provides Internet access to the campus. These are the critical IT resources located in this building. Less crucial applications such as student computer lab servers, Portal servers (includes student, faculty, and staff email), faculty & staff shared network storage are also located here.

Westcott Hall – houses the College’s core networking components, the fiber-optic cable terminations to all other buildings, and is the point of entry for PeachNet’s fiber (provide by Georgia Public Web).

**Loss of Gignilliat Memorial Hall:**

Critical Campus Impact - Loss of PeopleSoft and Banner access from DSC location. Loss of Internet access.

Remedy - Other OCIS personnel will reconfigure the PCs in administrative offices to access Banner and PeopleSoft from the backup site. Arrangements for Internet access will be made with Dalton Utilities until PeachNet service can be restored

**Loss of Westcott Hall:**

Critical Campus Impact – Loss of all network access to both critical and non-critical resources. Access to Banner and PeopleSoft will be limited to PCs located within Gignilliat Memorial Hall only. Loss of Internet.

Remedy – All critical administrative offices will be relocated to Gignilliat Memorial Hall. OCIS personnel will reconfigure the PCs in Gignilliat Memorial Hall to access Banner and PeopleSoft. Arrangements for Internet access will be made with Dalton Utilities until PeachNet service can be restored. OCIS personnel will implement temporary network connectivity to other locations on campus as needed.

## Technology Information Recovery Plan

**Objectives**

The focus of Dalton State College’s continuity of operations and disaster recovery has been to take advantage of hosted applications, cloud computing, and cloud backup services so that the college’s most critical systems and applications are unaffected by disaster. As of January 2020, only 5 out of 13 of the college’s most critical systems would be affected by a local disaster. Plans are currently underway to reduce that number to only 1 out of 13 by June 2020. However, the remaining critical system must reside on campus due to the application requirements.

**CURRENT BUSINESS CONTINUITY ENHANCEMENTS**

The following projects will eliminate all but 1 critical system that would be affected by a local disaster:

• Relocation of local domain controllers to Microsoft AZURE cloud (Spring 2020)

• Changing portal authentication to OneLogin authentication (Spring 2020)

• Changing GeorgiaVIEW authentication to OneLogin authentication (June 2020)

• Migration of Fortis to Banner Xtender (Spring 2020)

**CRITICAL SYSTEM INVENTORY**

For a complete inventory of systems, see the attached Critical Systems Inventory.pdf document.

**DISASTER RECOVERY STRATEGIES**

Individual disaster recovery strategies can be found in the attached Critical System DR Strategy.pdf document.

**DEFINITIONS**

Backup Site - Secure, environmentally controlled, off-campus site where redundant critical IT resources can be located and operated in an emergency. The college should be able to use the offices at ITS in Athens, Shared Services Center in Sandersville, Georgia Highlands College facility, or the DSC Gilmer County Center facility.

Critical IT Resource - Any IT-related system, application, or process that is central to the core operations of the College. Such resources will be only those that the college cannot operate without for more than one day. For disaster recovery purposes, these resources are classified as Tier 1 assets. (See attached Critical Systems Inventory.pdf)

Disaster - Any event or circumstance preventing the normal operation of the College. Most likely occurrence for this area would be tornado, fire, or earthquake.

**CLASSIFICATION OF IT ASSETS**

Information Technology assets are classified on a three-tiered system:

(See attached Critical Systems Inventory.pdf)

Tier I – Maximum outage tolerable = 24 hours

Tier II – Maximum outage tolerable = 6 Weeks

Tier III – Outage may be longer than 6 Weeks

**FACILITIES**

Critical on-campus systems are located within the Gignilliat Hall datacenter and the Westcott Hall network center. Both locations have controlled access, climate control, and protected against extended power outages with natural gas-powered emergency generators.

**COMMUNICATIONS**

In the event of a local disaster, students, faculty, and staff would be notified via the college’s Rave Alert system. Also, the status of the campus and class offerings would be communicated via general public methods. (i.e. public website, local media)

**TESTING**

The ability to access Banner and PeopleSoft from an off-campus location was confirmed December 2017. Details concerning the prior arrangements of testing can be found in the following documents.

DR Banner – Highlands.pdf

DR Banner – Highlands – Success.pdf

USG ServiceNow DR Banner.pdf

The standby server for Blackboard was restored from ITS Cloud backup in 2017.

**DISASTER RECOVERY CHECKLIST**

• Mobilize the disaster recovery team

• Alert campus community via Rave Alert, public website, and regional public media

• Verify operation and availability of all Tier 1 systems – implement appropriate recovery strategy for each affected Tier 1 system

• Assess integrity of campus network and PeachNet Internet connection

• Contact Georgia Highlands and ITS to authorize network access for Banner and PeopleSoft

• Relocate key personnel to Georgia Highlands campus

• Contact Dalton Utilities to arrange installation of an internet connection to an unaffected building

• Obtain 24 VoIP phones from Dalton Utilities

• Contact FUSION to have critical phone systems forwarded to the new Dalton Utilities phones

• Contact ITS to have temporary Dalton Utilities network authorized for Banner and PeopleSoft access

• Determine cost to replace and restore damaged equipment (Network, Phone, Servers, Security Cameras, Classroom Technology)

**DISASTER RECOVERY TEAM**

President 706-272-4438 Vice President for Academic Affairs 706-272-4420 Vice President for Enrollment and Student Services 706-272-4436 Vice President for Fiscal Affairs 706-272-4435 Chief Information Officer OCIS 706-272-2611

Network Operations Manager OCIS 706-272-2611

Information Security Officer OCIS 706-272-2611

DSC Police/Public Safety 706-272-4461

Director of Plant Operations 706-272-4446

Director of Marketing & Communications 706-272-4586

ITS, Athens, GA 888-875-3697

\*\*Mobile Contact Numbers are kept by Public Safety\*\*

**Assumptions**

1. A worst case scenario of a tornado that completely destroys both the Westcott and Gignilliat Memorial Hall has occurred.
2. The most critical systems and IT resources should be restored and available with 24 hours of a disaster.
3. How quickly the less critical systems are restored will be dependent on the damage to the rest of the campus, the availability of replacement equipment, and the availability of funds.
4. The minimum outage for less critical systems is 6 weeks and will be dependent on the restoration of network infrastructure destroyed in the disaster.

**Westcott Core Network Equipment**

**Currently installed:**

HP/Aruba 5400R zl2 Chassis (Qty: 2)

HP/Aruba J9827A Management Module (Qty: 2, 1/each Chassis)

HP/Aruba J9993A 8 port 1G/10G SFP+ v3 z12 Module (Qty: 2, 1/each Chassis)

HP/Aruba J9988A 24p 1G SFP v3 z12 Module (Qty:4, 2/each Chassis)

HP J9150A 10G MM/SR GBIC Module (Qty:14, 7/each Chassis)

HP J9152A 10G SM/LR GBIC Module (Qty:2, 1/each Chassis)

HP J4858C 1G MM/SR GBIC Module (Qty:90, 45/each Chassis)

HP J4859C 1G SM/LR GBIC Module (Qty:6, 3/each Chassis)

HP J8177C 1G RJ45 Ethernet GBIC Module (Qty:3)

Cisco 5508 Wireless LAN Controller (Model: AIR-CT5508-K9) (Qty: 1)

Fiber Runs to campus IDFs DHCP Servers (just simple servers running FreeBSD and isc-dhcpd) (Qty: 2)

**Required to be operational in a disaster recovery scenario:**

HP/Aruba 5400R zl2 Chassis (Qty: 1)

HP/Aruba J9827A Management Module (Qty: 1)

HP/Aruba J9993A 8 port 1G/10G SFP+ v3 z12 Module (Qty: 1)

HP/Aruba J9988A 24p 1G SFP v3 z12 Module (Qty:2)

HP J9150A 10G MM/SR GBIC Module (Qty:7)

HP J9152A 10G SM/LR GBIC Module (Qty:1)

HP J4858C 1G MM/SR GBIC Module (Qty:45)

HP J4859C 1G SM/LR GBIC Module (Qty:3)

HP J8177C 1G RJ45 Ethernet GBIC Module (Qty:3)

Cisco 5508 Wireless LAN Controller (Model: AIR-CT5508-K9) (Qty: 1)

Fiber Runs to campus IDFs

A DHCP Server (no special requirements)

**Memorial Core Network Equipment**

**Currently Installed:**

Palo Alto PA-3050 Network Security Appliances (Border Firewalls) (Qty: 2)

FortiGate 600D (Internal Firewalls) (Qty: 2)

PeachNet Equipment (ITS Rack) (Not the property or responsibility of DSC)

Cisco 48-Port 2960X Layer3 Switches (Qty: 5)

**Required to be operational in a disaster recovery scenario:**

Palo Alto PA-3050 Network Security Appliances (Border Firewalls) (Qty: 1)

PeachNet Equipment (ITS Rack) (Not the property or responsibility of DSC)

Cisco 48-Port 2960X Layer3 Switches (Qty: 5) (or Equivalent Switches)

**Dalton State College Critical System Disaster Recovery Plan**

**System Name:** Active Directory

**DR Tier Level:** 1

**System Location:** On-Campus

**Backup Location:** ITS Cloud Backup

**Steward:** CIO

**Trustee:** Assistant Director Of IT Services

**System Admin(s):** Micah Norton

**Local Disaster Impact:** Affected

**DR Strategy:** In the event that a disaster renders our local active directory servers unusable, and with the exception of the RoadRunner portal and GeorgiaView, all sign-ons will be accomplished by OneLogin. These logins will be unaffected in the event the local active directory servers are unavailable. However, new account provisioning/deprovisioning, as well as password resets will be unavailable. A project is underway to relocate active directories servers to the MS Azure Cloud and should be completed by Spring 2020. Once completed, all authentications, as well as account provisioning/deprovisionig, and password resets will be unaffected by a local disaster.

Should our local domain controllers become unusable (disaster or hardware failure) prior to the switchover to Azure, a standby server is available in another building. The standby server will be brought online and backups restored from the ITS backup service.

**System Name:** Aims

**DR Tier Level:** 1

**System Location:** Off-Campus

**Backup Location:** ITS Cloud Backup

**Steward:** Public Safety Director

**Trustee:** VP Enrollment & Student Services

**System Admin(s):** ITS, Chris Bedwell, Ashish Jiwani

**Local Disaster Impact:** Not Affected

**DR Strategy:** System is hosted externally and will continue to function.

**System Name:** Banner

**DR Tier Level:** 1

**System Location:** Off-Campus

**Backup Location:** ITS Cloud Backup

**Steward:** BURSAR, Admissions Director, Registrar, Financial Aid Director

**Trustee:** VP Enrollment & Student Services

**System Admin(s):** ITS, Chris Bedwell, Ashish Jiwani

**Local Disaster Impact:** Not Affected

**DR Strategy:** System is hosted externally and will continue to function. However, access to Banner is limited to networks authorized by ITS in Athens, GA. Should the DSC campus network be unusable, access to Banner can only be accomplished from an authorized network such as from the Georgia Highlands campus. Please see the attached documents (DR Banner – Highlands – Success.pdf, DR Banner – Highlands.pdf, and USG ServiceNow DR Banner.pdf). These documents show the agreement DSC has with Georgia Highlands and the successful testing that occurred 12/2017.

Alternatively, should the relocation of Banner and Peoplesoft users to the Georgia Highlands campus prove to be too difficult or problematic, Dalton Utilities has agreed to provide and Internet feed to an unaffected building on campus (see the attached Dalton Utilities DR.pdf document). ITS in Athens would need to be contacted and this new temporary network could be authorized until the DSC campus core network infrastructure could be restored.

**System Name:** Banner Xtender

**DR Tier Level:** 1

**System Location:** Off-Campus

**Backup Location:** ITS Cloud Backup

**Steward:** BURSAR, Admissions Director, Registrar, Financial Aid Director

**Trustee:** VP Enrollment & Student Services

**System Admin(s):** ITS, Chris Bedwell, Ashish Jiwani Local Disaster Impact: Not Affected

**DR Strategy:** System is hosted externally and will continue to function. However, access to Banner is limited to networks authorized by ITS in Athens, GA. Should the DSC campus network be unusable, access to Banner can only be accomplished from an authorized network such as from the Georgia Highlands campus. Please see the attached documents (DR Banner – Highlands – Success.pdf, DR Banner – Highlands.pdf, and USG ServiceNow DR Banner.pdf). These documents show the agreement DSC has with Georgia Highlands and the successful testing that occurred 12/2017.

Alternatively, should the relocation of Banner and Peoplesoft users to the Georgia Highlands campus prove to be too difficult or problematic, Dalton Utilities has agreed to provide and Internet feed to an unaffected building on campus (see the attached Dalton Utilities DR.pdf document). ITS in Athens would need to be contacted and this new temporary network could be authorized until the DSC campus core network infrastructure could be restored.

**System Name:** Blackboard

**DR Tier Level:** 1

**System Location:** On-Campus

**Backup Location:** ITS Cloud Backup

**Steward:** Campus Services Director

**Trustee:** VP Enrollment & Student Services

**System Admin(s):** Chris Bedwell, Ashish Jiwani

**Local Disaster Impact:** Affected

**DR Strategy:** A physical backup server is kept in a Peeples Hall IDF. Should the production server be damaged in a disaaster, the standby server will be restored from the ITS PeachNet Cloud backups and will serve as the production server until a new server can be purchased.

**System Name:** Dalton State Public Web Site

**DR Tier Level:** 1

**System Location:** Off-Campus

**Backup Location:** Cloud Backup

**Steward:** Director of Marketing & Communications

**Trustee:** Director of Marketing & Communications

**System Admin(s):** Third Wave Digital, Marketing & Communications

**Local Disaster Impact:** Not Affected

**DR Strategy:** System is hosted externally and will continue to function.

**System Name:** Fortis

**DR Tier Level:** 1

**System Location:** On-Campus

**Backup Location:** ITS Cloud Backup

**Steward:** CIO

**Trustee:** VP Enrollment & Student Services System Admin(s): Chris Bedwell, Ashish Jiwani

**Local Disaster Impact:** Affected

**DR Strategy:** System would be brought back online in the ITS Virtual Data Center and data restored from the ITS PeachNet Cloud backups. This system is currently being migrated to the Banner Xtender platform. Estimated completion is Summer 2020. Once this system has been migrated, it will be decommissioned.

**System Name:** Georgia VIEW

**DR Tier Level:** 1

**System Location:** Off-Campus

**Backup Location:** ITS Cloud Backup

**Steward:** LMS Admin/Instructional Technologist

**Trustee:** VP Academic Affairs

**System Admin(s):** ITS, Theresa Butori

**Local Disaster Impact:** Affected

**DR Strategy:** System is hosted externally. However, authentication to this system is dependent on our local domain controllers. Authentication will be changed to OneLogin during the break between Spring 2020 and Summer 2020 semesters. At that point, authentication and access to GeorgiaView would be unaffected by a local disater.

Should our local domain controllers become unusable (disaster or hardware failure) prior to the change to OneLogin, a standby server is available in another building. The standby server will be brought online and backups restored from the ITS backup service.

**System Name:** Office 365

**DR Tier Level:** 1

**System Location:** Off-Campus

**Backup Location:** Microsoft Cloud Backup/Replication

**Steward:** CIO

**Trustee:** President

**System Admin(s):** Micah Norton

**Local Disaster Impact:** Not Affected

**DR Strategy:** System is hosted externally and will continue to function.

**System Name:** OneLogin

**DR Tier Level:** 1

**System Location:** Off-Campus

**Backup Location:** Cloud Backup/Replication

**Steward:** CIO

**Trustee:** Director of Human Resources, VP Enrollment & Student Services

**System Admin(s):** Micah Norton

**Local Disaster Impact:** Not Affected

**DR Strategy:** System is hosted externally and will continue to function and is not dependent on local campus resources to function.

**System Name:** PeopleSoft

**DR Tier Level:** 1

**System Location:** Off-Campus

**Backup Location:** ITS Cloud Backup

**Steward:** Budget Director, AP Director, Procurement Director

**Trustee:** VP Fiscal Affairs

**System Admin(s):** ITS, Chris Bedwell, Ashish Jiwani

**Local Disaster Impact:** Not Affected

**DR Strategy:** System is hosted externally and will continue to function. However, access to Peoplesoft is limited to networks authorized by ITS in Athens, GA. Should the DSC campus network be unusable, access to Peoplesoft can only be accomplished from an authorized network such as from the Georgia Highlands campus. Please see the attached documents (DR Banner – Highlands – Success.pdf, DR Banner – Highlands.pdf, and USG ServiceNow DR Banner.pdf). These documents show the agreement DSC has with Georgia Highlands and the successful testing that occurred 12/2017.

Alternatively, should the relocation of Banner and Peoplesoft users to the Georgia Highlands campus prove to be too difficult or problematic, Dalton Utilities has agreed to provide and Internet feed to an unaffected building on campus (see the attached Dalton Utilities DR.pdf document). ITS in Athens would need to be contacted and this new temporary network could be authorized until the DSC campus core network infrastructure could be restored.

**System Name:** Rave Alert

**DR Tier Level:** 1

**System Location:** Off-Campus

**Backup Location:** Cloud Backup/Replication

**Steward:** Public Safety Director

**Trustee:** VP Enrollment & Student Services

**System Admin(s):** Public Safety, Rave

**Local Disaster Impact:** Not Affected

**DR Strategy:** System is hosted externally and will continue to function.

**System Name:** RoadRunner Portal

**DR Tier Level:** 1

**System Location:** Off-Campus

**Backup Location:** Cloud Backup/Replication

**Steward:** CIO

**Trustee:** Director of Marketing & Communications

**System Admin(s):** Third Wave Digital

**Local Disaster Impact:** Not Affected

**DR Strategy:** System is hosted externally and will continue to function. However, if the current RODC system is unavailable, the portal will not accept logins. Should this occur, instructions will be sent out on how the system links inside the portal to Georgia View, OneUSG Connect, and Banner would be accessed. A project is underway to relocate our Active Directory to AZURE as well as changing the login to use OneLogin with MFA so that the portal will continue to function. ETA Completion of Spring 2020.

**System Name:** Core Network Infrastructure

**DR Tier Level:** 2

**System Location:** On-Campus

**Backup Location:** Configs Are Backed Up to Cloud

**Steward:** CIO

**Trustee:** Networking Administrator

**System Admin(s):** Harley Burton, Brendan McMillan

**Local Disaster Impact:** Affected

**DR Strategy:** A worst case disaster will have destroyed all network hardware in the Westcott and Memorial buildings. Network and Internet communications will not exist on campus. Before on-campus networking can be restored, the Disaster Recovery Team will need to assess the building and fiber infrastructure damage to determine how much of the fiber is salvageable and whether any of it needs to be re-routed to an alternative location on campus. The Disaster Recovery Team will also determine the appropriate network hardware to be purchased and where the new hardware should be located. Depending on the extent of damage to the rest of the campus, the availability of funds, and the estimated time to restore Internet service to the campus, the Disaster Recovery Team may determine that classes should be relocated to an alternative site or a scaled down temporary network implementation be deployed until a more permanent solution can be afforded and implemented.

If restoration of the core network infrastructure will take an extended period of time, Dalton Utilities has agreed to provide and Internet feed to an unaffected building on campus. ITS in Athens would need to be contacted and this new temporary network could be authorized until the DSC campus core network infrastructure could be restored. See Core Network Equipment Inventory.pdf document for a list of equipment that would have been in production at the time of a local disaster.

**System Name:** VoIP Phone System

**DR Tier Level:** 2

**System Location:** On-Campus

**Backup Location:** Configs Are Backed Up to Cloud

**Steward:** VP Fiscal Affairs

**Trustee:** Networking Administrator

**System Admin(s):** Harley Burton, Brendan McMillan

**Local Disaster Impact:** Affected

**DR Strategy:** Dalton Utilities will be contacted for internet service and a temporary VoIP (limited scale to be setup for critical administrative personnel phone numbers). The FUSION voice provider would be contacted to forward phone numbers to the temporary Dalton Utility provided phone system. Purchase of replacement Shore-tel equipment would be required for fully restoring the system. Shore-tel VAR (value added reseller) would need to be involved to setup and configure the new Shore-tel equipment.

**XI. Crisis Communication Plan**

The purpose of a crisis communication plan is to:

* Be transparent, accountable and accessible.
* Control the message and flow of information.

Strategies to meet these goals include:

* Respond quickly to a crisis to define and control the public perception of how we are handling the crisis. Offering information quickly and transparently reduces the chance of inaccurate information being reported to the public and speculation.
* Show care, concern and compassion.
* Report our own news. Withholding pertinent information can give a perception we’re trying to hide something or have done something wrong, which can lead to public distrust.
* Assume everything is on the record. If you don’t want a statement communicated publicly, don’t say it.
* Never respond only with “no comment.” Instead, reassure reporters we are gathering information, the situation is still being investigated, and we will provide an update as soon as we can.

**When to use this plan:**

A crisis is not always an emergency, and an emergency is not always a crisis. An emergency is a situation posing a serious, imminent threat to a person or property. A crisis poses a threat to the reputation and credibility of our institution and brand. This plan will guide the communication decision-making and procedures when there is a crisis or the potential for a crisis, which may include but is not limited to: inclement or severe weather, a criminal act associated with Dalton State, a fire affecting campus, a hazardous materials spill resulting in the evacuation of campus, a pandemic, an arrest of a faculty or staff member, the sudden/unexpected death of a member of the Roadrunner family or any other incident that has the potential to attract attention from the public and/or media.

**Activation**

In the event of an emergency or weather-related event, this plan will be activated by the Director of Public Safety via a text message to the Communications Manager, Director of Marketing and administration.

In the event of a crisis that does not involve an emergency or the potential for emergency, the plan will be activated via a text from the respective administrator (e.g., director of Student Health Services).

**Crisis Communication Team**

The Crisis Communication Team is responsible for making decisions about messaging and dissemination of information. Those on the team include:

President

Vice Presidents

Director of Public Safety

Director of Human Resources

Director of Student Health Services

Director of Marketing

Communications Manager

Others may be appointed to the team temporarily depending on the nature of the crisis.

**Media Inquiries**

All media inquiries should be forwarded to the Communications Manager, Misty Watson, mwatson@daltonstate.edu or 706-272-4587. It is extremely important during emergencies, crises and other potentially controversial events that only facts be distributed, speculation and rumors prevented, and security and privacy issues considered. Depending on the nature of the crisis, the University System of Georgia’s Communications office may need to be included in messaging, in which case the Communications Manager serves as the liaison.

**Crisis Communication Roles and Responsibilities**

The Communications Manager serves as the leader of Crisis Communication and is the spokesperson. If the Communications Manager is not available, then leading Crisis Communication defaults to the Director of Marketing. Anytime a crisis is also an emergency, the Communications Officer in the Department of Public Safety and the Enrollment Services Customer Relations Manager will assist in distributing information as directed. Depending on the nature of the crisis or emergency, the leader may consult with other college or external personnel. Back-up may also be designated, as well as volunteer communication specialists from other state agencies.

**Roles:**

* Communications Manager – Gathers and disseminates information via online and media outlets, as well as disseminates internal communications.
* Director of Marketing – Assists Communications Manager and provides support with social media and website, answering calls and speaking with the media as needed. Disseminates message to campus faculty/staff that any inquiries about crisis via phone, social media or in person should be directed to the Office of Marketing and Communications.
* Communications Officer (Public Safety) – Issues Roadrunner Alerts, speaks with other emergency agencies, provides message for 911 to disseminate to other emergency organizations or the general public, if needed.
* Customer Service Relations Manager – Changes message for call center, disseminates message internally for those in front-facing positions (e.g., front desk personnel in Westcott) or who answer calls, assists with disseminating messaging to family and friends at re-unification site if applicable.

**Spokesperson**

In most cases, the designated spokesperson is the Communications Manager. The manager may appoint a person with direct knowledge of the situation to assist in this task. The President or the highest-ranking college official may take the lead in conveying the administration’s response to the crisis, showing that the college is responding effectively to the situation, calming public concern and setting an example for the entire campus.

**Tasks**

**Communicate with appropriate constituencies:**

Depending on the nature of the situation, appropriate constituencies will be contacted. Constituencies may include:

* Full and part-time general and teaching faculty, on and off campus
* Full and part-time staff, on and off campus
* Students, on and off campus
* Parents
* Boards: College, Foundation and Alumni
* Alumni/Donors
* Business community/Opinion leaders
* Vendors, college partners, granting entities
* Mass media
* General public

**Determine appropriate communication vehicles:** The Crisis Communication Team will determine the appropriate vehicle(s) to communicate information and their priority order, which may include:

* Social media
* Campus email
* Website: daltonstate.edu and/or Roadrunner portal
* News release
* Press conference
* Call center number
* Meeting

**Procedure** (when crisis is also an emergency)

**Step 1:** Public Safety initiates communication through Roadrunner Alert.

**Step 2:** Communications Manager utilizes social media and website to inform public of crisis.

**Step 3:** The following message is disseminated across campus:

There has been an incident on Dalton State’s campus involving (type of incident). Media inquiries should be directed to the Office of Marketing and Communications, the official spokespersons for the college: mwatson@daltonstate.edu or 706-272-4587. To help ensure the most accurate information is disseminated no one other than designated spokespersons should comment to the media or communicate through social media or other public forums about the incident. Social media posts may be shared via the main Dalton State social media channels.

**Step 4:** Customer Service Manager changes outgoing message to call center and others if needed to one of the following, depending on the situation:

There has been an incident on Dalton State’s campus involving (type of incident). The school is currently (lockdown, being evacuated, etc.). We ask everyone to avoid campus at this time. Follow our website and social media channels for up-to-date information on this incident.

There has been an incident on Dalton State’s campus involving (type of incident). Students are being taken to (reunification site). Family and friends can reunite with their loved ones there. Follow our website and social media channels for up-to-date information on this incident.

**Step 5:** Communications Officer distributes a statement to other emergency organizations, depending on the situation:

There has been an incident on Dalton State’s campus involving (type of incident). The school is currently (lockdown, being evacuated, etc.). We ask everyone to avoid campus at this time. Follow our website and social media channels for up-to-date information on this incident.

There has been an incident on Dalton State’s campus involving (type of incident). Students are being taken to (reunification site). Family and friends can reunite with their loved ones there. Follow our website and social media channels for up-to-date information on this incident.

Media inquiries can be directed to mwatson@daltonstate.edu or 706-272-4587.

**Step 6:** Communications Manager contacts media and arranges press briefings and news conferences, as needed. If necessary, media is informed about media staging area. Communications Manager also contacts USG Communications office; can request additional support if needed.

**Step 7:** Communications Manager will contact Communications Officer to send additional messages out via Roadrunner Alert, if needed.

**Sample Statements**

* We are in the process of gathering information about the incident. We do not have an exact time this information will be available but expect it to be in about \_\_\_\_\_\_.
* We will also be scheduling a briefing for the news media at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert time, location and directions, if appropriate).
* We have released all the confirmed information we have at this time. As soon as we have additional information, we will share it with you.
* Confirming identities of victims is one of the most difficult and sensitive matters we face after an incident like this. We are working as quickly as we can and communicating with family members. As names are confirmed, we will notify relatives first then release any names to the public. This can be a time-consuming process, but we need to avoid errors. We thank you for your understanding.
* Safety is our top priority, and we are cooperating fully in the investigation.

**Possible Questions from Media**

Casualties (FYI: casualties include fatalities and injuries.)

* Number killed or injured or who escaped (use caution with initial numbers)
* Nature of injuries received
* Care given to the injured
* Disposition of the dead
* Prominence of anyone who was killed, injured or escaped
* Information regarding escape

Property Damage

* Estimated value of loss
* Description of property
* Importance of the property
* Other property threatened
* Insurance protection
* Previous emergencies in the area

Causes

* Testimony of witnesses
* Testimony of key responders—the emergency management team, police, fire, etc.
* How emergency was discovered and relayed
* Previous indications of danger

Rescue and Relief

* Number of people engaged in rescue and relief operations
* Equipment used
* How the emergency was prevented from spreading (include response time)
* How property was saved
* Acts of heroism

Description of the crisis or disaster

* Extent of emergency
* Duration
* Pertinent details of scene: colors, smells, hazards, structural descriptions, etc.

Accompanying incidents

* Number of spectators, spectator attitudes, crowd control
* Unusual happenings
* Anxiety, stress of families, survivors, etc.

Legal actions

* Inquests, coroner’s reports
* Police follow-up
* Insurance company actions
* Professional negligence or inaction
* Suits stemming from the incident

**Sample Talking Points**

**BOMB THREAT**

* An unidentified object that may be an explosive device has been found in (building or area of campus). All have been evacuated.
* Campus will remain closed until further notice from law enforcement.
* The safety and well-being of our students and other members of our Roadrunner family is our highest priority.

**CAR CRASH**

* We are deeply saddened by what has occurred today. Our hearts go out to the families involved.
* Our priority is the safety and well-being of our Roadrunner family.
* Grief counselors are available to those who have been affected by this loss.

**EMPLOYEE ARREST (NOT WORK-RELATED)**

* The subject of the arrest was unrelated to his/her employment, and the arrest did not occur on school property.
* The employee has not been on campus since the arrest and will remain off campus until the matter is resolved.
* While this is a personnel issue that is under investigation, I can share that the employee is currently on unpaid leave.
* The safety and well-being of our students and other members of our Roadrunner family is our highest priority.

**EVACUATION**

* Dalton State is being evacuated due to (incident type, e.g. fire, flood, etc.).
* Students are being taken to the reunification center at (location), where families and friends may reunite with their loved ones at (time).
* We will share updates on our website and social media channels as additional information is available.

**FIRE**

* There has been a fire on Dalton State’s campus at (building name or area). We have evacuated the impacted area. The Dalton Fire Department will provide more details.
* At this time fire officials and law enforcement are investing the cause of the fire.
* We cannot and will not speculate on the cause of the fire.
* Our first concern is for the well-being of our students and members of our Roadrunner family who were impacted by this terrible event.
* We will share updates about class schedules on our website and social media channels as additional information is available.

**MEDICAL OUTBREAKS**

* With concern for the safety and security of our students and other members of our Roadrunner family, Dalton State will be closed until further notice from health officials.
* At this time, school officials are working closely with health officials to support their efforts to contain the outbreak.
* At this time, we are aware of (number) confirmed cases.

**SCHOOL LOCKDOWN/SHELTER IN PLACE**

* We have notified the campus community to shelter in place due to an (type of incident) incident (at or near) Dalton State College’s campus.
* We are fully cooperating and working closely with law enforcement.
* Our first priority is for the safety and well-being of our students and other members of our Roadrunner family.
* We will share updates on our website and social media channels as additional information is available.

**SHOOTING/STABBING**

* An (type of incident) incident took place at Dalton State College.
* Our Department of Public Safety responded and is investigating the incident along with (other agencies involved).
* Our first concern is for the safety and well-being of our students and other members of the Roadrunner family who were impacted by this terrible event.
* We will share updates on our website and social media channels as additional information is available.

**THREAT**

* Upon finding out about the threat, our employees immediately took action, and the Department of Public Safety is now investigating along with (other agencies involved).
* We take all threats seriously.
* We know this can be unsettling for students and parents alike; please understand we are limited in terms of what we can share due to safety and privacy concerns.
* We remain vigilant about campus security.

**XII. CAMPUS PANDEMIC PLAN**

Cheryl Owens Robin Roe

Director, Ken White Associate Director, Ken White

Student Health Services Student Health Services

Health Professions 266 Health Professions 266

706-272-4559 706-272-2523

[cowens@daltonstate.edu](mailto:cowens@daltonstate.edu) [rroe@daltonstate.edu](mailto:rroe@daltonstate.edu)

The campus pandemic plan is a four stage process as outlined below.

**Stage 1**

In preparation for a pandemic, the College will provide the following services for employees and students.

1. Employees and students will be notified and educated annually on the College Pandemic and Crisis Communication Plans.
2. The following medical supplies will be stockpiled in the Ken White Student Health Center and Mashburn Hall:

* 150 N-95 Particulate Respirator Masks
* 1 Fit Testing Supplies
* 150 Long Sleeved Isolation Gowns
* 30 Goggles
* 40 Alcohol Based Hand Sanitizers

1. Annual training for the Health Center and Counseling Staff, Housing Staff, and Public Safety.
2. If a vaccine becomes available, the College will work in cooperation with the Northwest Georgia Health District to offer the vaccine to employees and students.
3. Implement standard infection control policies and procedures to limit spread of disease on campus.
   1. Signage will be placed across campus to reinforce.
      * Good handwashing/use of alcohol based hand sanitizers if handwashing not available.
      * Cough/sneeze etiquette.
      * Other infection control mitigation measures, such as physical distancing and wearing face covering or masks.
   2. Desks/tables/computers should be wiped down with chlorine based wipes after each class.
   3. Locate alcohol based hand sanitizer in classrooms and public area
   4. Fit test Ken White Health Center, Public Safety and Mashburn Hall staff for N-95 Particulate Respirator Masks
4. Ken White Student Health Center will offer extended hours.

* Patients will be seen by appointment only.
* Appointments will be staggered so that only one patient is in the health center lobby at a time. This will limit exposure to other patients and allow for cleaning of the lobby and check-in kiosk between patients.
* To avoid duplicated appointments and to minimize wait time, patients will be asked to schedule appointments by telephone.
* Patients will be prescreened on the telephone for symptoms of infectious disease.
* Post signage in health center to have patients self-identify as potentially infectious. Patients will be screened on arrival.
* Apply surgical masks on patients with cough.
* Assess patients immediately.
* Telemedicine appointments will be encouraged when appropriate.

1. Counseling will be relocated out of the physical space of the KWSHC and implement the following:
   1. Develop procedures for increased demand.
   2. Disseminate information for available medical resources and prophylactic measures students can take to help feel more empowered and secure.
2. The pandemic coordinators will be responsible for monitoring the service area and neighboring metropolitan areas for any signs of a pandemic.
3. College representatives will serve on service area governmental task forces.

**Stage 2**

Once a confirmed outbreak has occurred in the United States, the following actions will occur.

1. College representatives will be in daily contact with local government authorities.
2. Staff from Ken White Student Health Center will work with North Georgia Health District and other agencies in tracking known or suspected cases.
3. Disposition of cases regarding isolation, quarantine, further clinical evaluations, and laboratory testing of known and possible exposures will be directed by public health officials.
   1. Isolation of suspected or diagnosed persons.
   2. Quarantine of healthy persons exposed to suspect or diagnosed cases.
4. Unless otherwise specified by CDC, the following pandemic infection control policies and procedures will be implemented to limit the spread on campus.
5. All preventive and well patient services will be suspended.
6. Telemedicine appointments will be encouraged when appropriate.
7. The college will follow current public health guidance regarding isolation and quarantine regarding sending ill students home or providing care for residence hall students in Mashburn Hall. Room assignments will be adjusted to separate sick, well (exposed) and well (not exposed) students.

d. All students who have self-identified as potentially infectious should wear masks when in public areas or during transport. Care should be taken during transport to minimize any exposure to others.

e. All staff interacting with ill or exposed students should wear appropriate PPE following public health guideline for their level of exposure to the patient.

f. Gloves should be worn when disposing of all waste.

g. Medical waste potentially contaminated with respiratory secretion or body fluids should be placed in red biohazard bags and disposed of as contaminated waste.

h. Ken White Student Health Center and Mashburn Hall rooms should be cleaned after patient is discharged using medical-grade detergent-disinfectant.

i. Air circulation to Ken White Student Health Center and isolation rooms in Mashburn Hall should be minimized.

1. Counseling center staff will implement the following protocols:
   1. Cancel existing non-urgent appointments.
   2. Move appointments to telemedicine portal if possible.
   3. Provide emotional support on campus and in residence hall through open support meetings.
   4. Provide telephone support to those in quarantine and isolation.
   5. Work with local counselors or USG Counseling Crisis Line for additional support.
2. Travel restriction will be put in place.
3. Daily absenteeism rates of faculty, staff, and students will be monitored and in consultation with Georgia Department of Public Health and the University System of Georgia a decision will be made regarding moving the Stage Three of the pandemic plan.
4. All non-credit instructional events will be canceled.
5. The Crisis Communication Plan will be enacted.

**Stage 3**

When absenteeism rates equal at least 25% for three consecutive days running or following local, state or national public health orders, the following actions will occur.

1. The College will follow Georgia Department of Public Health and/or USG directives regarding closure.
2. Ken White Student Health Center and Mashburn Hall staff will coordinate with public health officials to provide housing for ill students who are not able to be quarantined at home or in the hospital.
3. Faculty and students will be expected to continue with a modified version of the class as outlined in the syllabus.
4. College representatives will be in daily contact with local government authorities and The Board of Regents.
5. The Business Continuity Plan will be enacted.
6. The Crisis Communication Plan will remain in place and provide campus updates as needed.

**Stage 4**

The College resumes operations, and College officials will continue to monitor the area and be in contact with local government officials for a period of time to be determined.

1. The College will follow infections disease and isolation protocols mandated by state and national public health agencies.
2. Operations will resume under direction of the University System of Georgia and local, state, and national public health guidance.

\*The situations of students and faculty studying abroad will be evaluated on a case by case basis.

\*At any time, this plan may be superseded by a direct order from a governmental agency.

# STUDENT CONDUCT

Students of Dalton State College have an obligation to assist in making the College an effective place for the transmission of knowledge, the pursuit of truth, the development of self, and the improvement of society. As citizens, students enjoy the same freedoms that other citizens enjoy and, in turn, they are responsible for conducting themselves in accordance with the requirements of law and the DSC Code of Student Conduct.

As students of Dalton State College, they are responsible for compliance with all College regulations. Under the authority of the Board of Regents, the College is delegated the responsibility for establishing and enforcing regulations pertaining to student conduct. View the [conduct code](https://www.daltonstate.edu/campus_life/student-conduct-about.cms)

# COMMUNITY RESPONSE INFORMATION

## EMERGENCY CONTACTS

**For emergencies on campus, call Dalton State Public Safety at 706-272-4461 or extension 4461 from a campus phone or call 911.**

| **EMERGENCY CONTACTS** |  |
| --- | --- |
| Dalton State Public Safety (24 hours) | 706-272-4461 |
| Dalton State Plant Operations | 706-272-4446 |
| Chemical/Hazardous Material Spill | 1-800-424-8802 |
| City of Dalton Police, Fire, and EMS | 911 |
| Whitfield County Sheriff’s Office and Fire Department | 911 |

## GENERAL EMERGENCY OVERVIEW

Emergencies and disasters may occur at anytime and anywhere and may range from technological or natural disasters to civil disturbances. Primary emergency management guidance is provided by the Dalton State College Emergency Action Plan. Emergency planning and preparedness for Dalton State has been developed over many years and is an ongoing process. It is impossible to plan for every emergency, but these guidelines are designed to help with most situations. The Office of Public Safety offers training in general emergency overview and it is available upon request. Our officers receive in-service training regarding general emergencies on a continual basis.

If there is an emergency on the Dalton State College campus, notify the Office of Public Safety immediately by dialing 706-272-4461 or by dialing extension 4461 from a campus phone. Calls to 911 are also rerouted to our Dispatch Center. Give the dispatcher all information that is relevant to the situation, so the dispatcher may determine what type of response is needed.

## PREPARING FOR EMERGENCIES

In larger emergencies that may impact the entire campus and/or community, first responders may not be able to reach you immediately. For that reason, here are several simple steps you can take to be prepared to handle emergencies on your own. In order to be prepared, you should:

**For emergency situations on campus, call Public Safety at 706-272-4461 or 4461 from a College land line**

* Know what emergencies can impact you and have a plan for each.
* Always locate two exists in any building that you frequent.
* At a minimum, have an emergency kit in your car and/or residence that contains a flashlight, whistle, small First Aid Kit, and other items to sustain you for three days.
* Think about how you will communicate with family and friends during an emergency when cell phone systems may be overwhelmed – try texting and/or establishing an out of town emergency phone contact person who family and friends, can call to check in and relay messages.
* It may be difficult to remember all the phone numbers you have entered into your cell phone. Keep a printed list of phone numbers for family, friends, and other contacts in case your cell phone is inoperable, the battery is dead, or in the event, you lose your phone.
* Consider taking a CPR/First Aid class and/or other training offered in the community.

**For emergency situations on campus, call Public Safety at 706-272-4461 or 4461 from College land lines.**

## MY BUILDING INFORMATION

All buildings at Dalton State are equipped with fire alarms (located at building entrances), fire extinguishers, and AEDs. First Aid kits are located throughout campus and contain first aid supplies and gloves. Make it your priority to find out: locations of fire alarm, the nearest First Aid kit and nearest Automatic External Defibrillator (AED) for your building, where the tornado safe area is located in your building, where the fire evacuation assembly area is for your building, and the individuals in your building who are trained in CPR and First Aid.

### **ACTIVE SHOOTER**

* Take the necessary precautions and actions needed to protect your well-being.
* Notify Public Safety immediately at 706-272-4461 or call extension 4461 from a campus phone or call 911.
* Do not pull the fire alarm to alert others of an active shooter as this may put others in danger.
* Flee the area if you are able to do so safely and avoid danger.
* If flight is impossible, secure yourself in a safe area, lock/barricade all doors, silence cell phones; close blinds.
* Remain in place until an “all clear” is given by Public Safety.
* Take action as a last resort and only when your life is in imminent danger. Attempt to incapacitate the active shooter by either throwing items or with physical aggression.
* Law enforcement’s purpose is to stop the shooter as soon as possible. Officers will proceed directly to the shooter’s area.
* Follow instructions from first responders once outside.

**For more information or to schedule an Active Shooter Response training program, contact the Office of Public Safety at 706-272-4461.** [**Online Active Shooter Training**](https://emilms.fema.gov/IS907/curriculum/1.html)

### **BOMB THREAT**

Bomb threats usually come by telephone. If you receive a bomb threat call, remain calm and obtain as much information as possible from the caller. If possible, ask questions such as:

* When will the bomb explode?
* Where is it right now?
* What kind of bomb is it?
* What will cause it to explode?
* What does the bomb look like?
* Did you place the bomb?
* Who placed the bomb?
* Why did they place the bomb?
* What is your address?
* What is your name?

**Notify Public Safety immediately at 706-272-4461 or call extension 4461 from a campus phone or call 911.**

**Give the dispatcher the information you have obtained and the exact wording of the message and describe the caller’s voice and any background noises. Do not touch suspicious packages. Inform Public Safety of any suspicious packages, items, or people in the area. Follow Public Safety instructions regarding evacuation to assembly areas.**

### **CHEMICAL SPILL**

* Notify Public Safety immediately at 706-272-4461 or call extension 4461 from a campus phone or call 911.
* Do not attempt to clean up the spill.
* Remove yourself and others from the area. Cordon off the area, and do not let others enter the area.
* Anyone who has contact with the hazardous material should be isolated/asked to await emergency treatment.
* Do not pull the fire alarm unless there is a fire.
* Provide first responders with information about the spill, the chemical, and the spill area.
* Evacuate the building if first responders issue an evacuation order.
* Re-enter the building only when an “all clear” is provided by first responders.

### **CIVIL DISTURBANCE/DEMONSTRATION**

* Notify Public Safety immediately at 706-272-4461 or call extension 4461 from a campus phone or call 911.
* Remain calm and wait for instructions from Public Safety.
* Do not attempt to negotiate with the crowd.
* Do not attempt to conduct crowd control measures or to intervene unless instructed to do so by Public Safety.
* Evacuate the building or other areas as directed by Public Safety or Dalton State personnel.

### **EARTHQUAKE**

* DROP/COVER/HOLD
* Take cover immediately under a desk, chair, or table for shelter.
* Seek shelter between seating rows in a lecture hall or against a corridor wall if in a hallway.
* Do not run outside during the shaking or use stairways or elevators.
* If outside, move to an open area away from buildings.
* Report injuries/damage to Public Safety at 706-272-4461 or call extension 4461 from a campus phone or call 911.
* Be alert for aftershocks, do not use elevators, and evacuate carefully.
* Await instructions from first responders. Do not re-enter buildings until they are deemed safe to re-enter.

### **EMERGENCY NOTIFICATION**

Public Safety may use the following methods to notify the campus community of emergency events that may impact students, staff, faculty, and visitors on the campus:

* Roadrunner Alert – Roadrunner Alert is Dalton State College’s emergency notification system. It allows College officials to send critical information to the campus community through the use of text messages, voice messages, and emails. Students and staff are encouraged to sign up to receive emergency messages at http://www.daltonstate.edu/public-safety/roadrunner-alert.html
* Dalton State Home Page – www.daltonstate.edu
* Campus PA system – Used to alert the campus to emergencies both inside and outside of buildings
* Dalton State email

### **EVACUATING PEOPLE WITH DISABILITIES**

* Familiarize yourself with others in your area/classroom who may need assistance.
* The FIRST thing to do for individuals who are visually impaired and for those who have mobility issues is to ask the individual to tell you how you can best provide assistance.
* Someone should remain with the disabled person until the emergency is over
* Our campus does have evacuation devices. For individuals with mobility impairments, evacuation chairs are available in some buildings; Lorberbaum Hall, Peeples Hall, Mashburn Hall.
* Visually impaired persons – Announce the type of emergency, offer your arm for guidance, tell the person where you are going, and ask if further help is needed once you reach safety. People with hearing limitations – Turn lights on/off to gain the person’s attention, or indicate directions with gestures, or write a note with evacuation directions, and assist to safety as needed.
* People using crutches, canes or walkers – Evacuate these individuals as injured persons, assist and accompany to the evacuation site if possible, or use a sturdy chair (or one with wheels) to move the person, or help carry the individual to safety utilizing the evacuation chairs.
* Wheelchair users – Ask the individual about his or her preferences for assistance, determine whether an evacuation chair is available, remove any immediate dangers, immediately advise arriving first responders of special evacuation cases.

### **FIRE**

* If you see or receive a report of visible smoke or fire, notify Public Safety immediately at 706-272-4461 or call extension 4461 from a campus phone or call 911.
* Use fire extinguishers only if you have been trained to do so, only on small fires, and only if it is safe to do so. Stay between the fire and the nearest exit so you have a clear path to the exit. Try to work with another person.
* Evacuate the building immediately by the nearest exit, notifying others as you leave. Activate the fire alarm pull station at that exit. Building evacuation is mandatory once a fire alarm is activated.
* DO NOT use elevators.
* When leaving a room after a fire alarm, feel the door first. If cool to the touch, exit carefully. If hot, stay where you are, seal the door, and signal your location from a window. NEVER enter a room where there is fire or smoke.
* Always use stairs to exit upper floors, and if smoke is present, stay low.
* Take your personal belongings (purse, wallet, keys, etc.) as long as these items do not hinder your ability to exit the building quickly.
* If trapped on a second story floor or higher, hang an article of clothing out of the window or place a sign in the window to direct public safety personnel to your location.
* In the event of fire involving clothing, a person should stop, drop, and roll to extinguish the flames. Assistance may need to be given to persons who are not able to perform these functions for themselves.
* When evacuating, direct people away from fire hydrants, sidewalks, and roadways adjacent to the building. Have bystanders assist with observing windows and other exits for persons who may be trapped inside.
* Assist individuals who may need help in moving to a safe area, but never attempt to assist or rescue others when personal safety is compromised. Notify a Public Safety official about the situation immediately.
* Follow instructions given by Public Safety officials and first responders in regard to evacuation areas.
* Do not re-enter the building until authorized to do so by emergency personnel.

### **MEDICAL EMERGENCY**

When an injury, illness, or medical emergency occurs, remain calm and assess the situation. DO NOT place yourself in danger. Notify Public Safety immediately at 706.272.4461 or call extension 4461 from a campus phone or call 911.

* Provide the emergency dispatcher with your name, location, number of people injured, and a description of the medical emergency.
* Stay on the phone for instructions about how you can assist.
* Initiate first aid and/or CPR if trained to do so; reassure ill or injured parties that help is on the way.
* Send a responsible person to meet first responders on the street outside of the building in order to lead first responders back to the injured. Do not move injured person(s) unless there is immediate threat at that location.

### **STUDENT/STAFF CRISIS RESPONSE**

Crisis situations can occur at any time. Take note when:

* An individual’s actions can indicate intentions to commit suicide or to harm themselves. In the event a person expresses suicidal thoughts or attempts suicide, do not leave the person alone if you can remain with them safely. Contact Public Safety immediately, and advise them of all possible weapons.
* An individual’s actions indicate threatening behavior or harm to others.
* An individual displays bizarre or irrational behavior or causes disruption to campus activities.
* An individual displays other behavior that is cause for concern.

At any time that an individual’s behavior is a concern (irrational, threatening, or verbally aggressive), Public Safety should be contacted to try and calm the individual and take action. Non-crisis situations in which a student does not pose immediate threat to themselves or others may be referred to College Counseling Services at 706-272-4429 and to the [CARE Team](https://cm.maxient.com/reportingform.php?DaltonStateCollege&layout_id=1).

Behavior concerns about Dalton State faculty and staff should be referred to the faculty or staff member’s immediate supervisor and to the Office of Human Resources.

### **SUSPICIOUS PACKAGE/MAIL**

A suspicious package or device discovered on campus may pose a direct, immediate threat to the life safety of the campus population. However, packages may be delivered through normal means and may not immediately seem suspicious.

Before opening any packages, carefully examine the item for anything unusual. Any of the following characteristics could indicate a suspicious package:

• Powder or liquid being emitted by the package

• Oily stains or discolorations

• Excessive tape or strings

• Strange odors

• Misspelled words

• Unusually lopsided or uneven packages

• Excessive postage

• No return address

If a suspicious package or device is located, follow these procedures:

1. Do not move, jar, or touch the package

2. Notify the Department of Public Safety at 706-272-4461 and be prepared to provide the following information:

a. What makes the package suspicious?

b. Are there any liquids leaking from the package?

c. Are there any oily stains on the package?

d. Are there any odors coming from the package?

e. Are there any wires protruding from the package?

f. How long has the package been there?

3. Alert others in your area and begin an evacuation of the building

4. Do not use cell phones or radios near the suspicious package or device

5. Notify the crisis coordinator in your building to assist with the evacuation

6. Attempt to prevent others from entering the area near the suspicious package or device, if possible

7. Proceed to an evacuation area at least 1000 feet from the center of the building

8. Any further decisions regarding the package will be made by the Department of Public Safety in conjunction with any additional emergency response agencies

### **SUSPICIOUS PERSON OR ACTIVITY**

If you become aware of a suspicious person, suspicious activity, or someone threatening another’s safety, as soon as you can do so safely, call Public Safety at 706-272-4461 or call extension 4461 from a campus phone. Do not approach the person. Be a good witness and pay attention to details. Be prepared to give: a full description of the person, the person’s location, the person’s direction of travel, details about any vehicle used, and any other information that you observed.

### **TORNADO/SEVERE WEATHER**

* A tornado watch is issued by the National Weather Service when tornadoes are possible in the area. Normal activities should continue unless you are instructed otherwise.
* A tornado warning is issued when a tornado has been sighted or indicated by weather radar in the area.
* When a tornado warning has been issued for the Dalton State campus, Public Safety will notify the campus community of the warning by Roadrunner Alert (text, email, and phone).
* Be prepared to take shelter on the lowest level of your building, away from glass doors and windows, preferably in an interior room or hallway.
* Do not pull the fire alarm to alert others of a tornado warning.
* Wait for an all clear notification prior to returning to your work area, classroom, or living area.
* If outdoors and there is no time to get to shelter, lie in a ditch/low-lying area or crouch near a building.

### **UTILITY FAILURE – GAS LEAK or POWER OUTAGE**

UTILITY FAILURE – GAS LEAK

* Contact Public Safety immediately at 706-272-4461 or extension 4461 from a campus phone.
* Do not use cell phones or two-way radios. Do not turn light switches on or off.
* Evacuate the area if the smell of gas is strong. Do not attempt to shut off or manipulate values.
* Alert other building occupants on the way out. Do not move vehicles from the area until cleared to do so by Public Safety.

UTILITY FAILURE – POWER OUTAGE

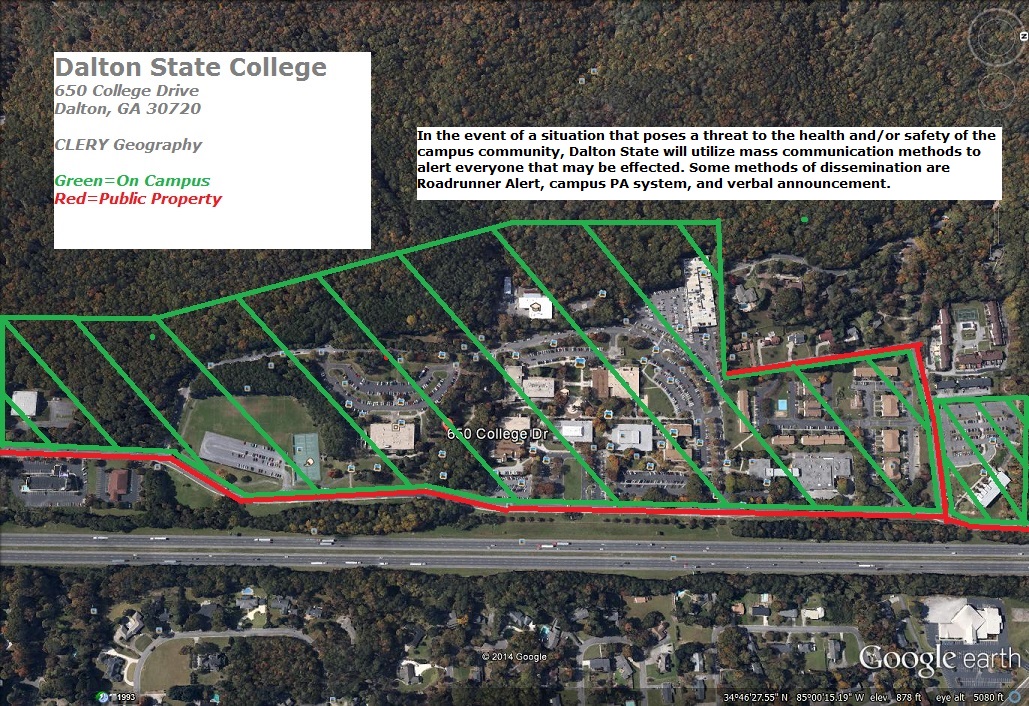
* Public Safety maintains on-call information for Plant Operations personnel. Report any utility outage to Public Safety at 706-272-4461 or call extension 4461 from a campus phone.
* Secure current work, and if possible, unplug personal computers, appliances, non-essential electrical equipment.
* Close refrigerators and freezers. If needed, open blinds for additional lighting. Assist others if needed.
* Follow the instructions given by Public Safety and Dalton State personnel.

### **WINTER STORM**

Dalton State implements the following procedures for announcing operational changes during winter weather events:

* *Roadrunner Alerts* will be sent out as soon as it is determined that the campus may open late or will be closed. Roadrunner Alert sends voice/text messages to designated phone numbers and emails to employees/students.
* *Delayed openings and campus closures* will also be relayed to local television stations. If inclement winter weather develops overnight, the College will attempt to notify media and send Roadrunner Alerts as early as possible. Please do not telephone Public Safety, other campus offices, or the news media, as their telephone lines need to be kept open for emergency response.

# DALTON STATE COLLEGE CAMPUS MAP

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Building layouts and diagrams can be located within Plant Operations and provided upon request.

# BOR EMERGENCY NOTIFICATION PLAN REVISED 2015

**Part I. Purpose, Scope & Authority**

**A. Purpose**

To establish procedures for University System of Georgia (USG) Unit(s), University System Office Departments/Divisions to notify University System Office core personnel of incidents or emergency situations.

**B. Scope**

This Emergency Notification Plan applies to all USG Unit(s) and USO Departments/Divisions.

**C. Authority**

This plan is developed under the authority of the Chancellor for the Board of Regents of the University System of Georgia.

**D. Responsibility**

1. The USO Office of Facilities, Safety and Security will be responsible for conducting an annual review of the Emergency Notification Plan, completing revisions as required.
2. USG Units are responsible for maintaining accurate, up-to-date contact information for core personnel and providing the information to the Director of Safety & Security, USO.
3. USO Director of Safety & Security/alternate, Vice Chancellor for Communications/designee and Executive Vice Chancellor for Administrative and Fiscal Affairs will coordinate notifications to the Board of Regents, and/or other agencies as required.

**E. Distribution**

This plan will be disseminated to:

1. Core USO personnel identified in Part II.
2. Core USG Unit personnel identified in Part II.
3. A Copy of this plan will be included in each institution Emergency Action/Operations Plan as an appendix or annex.

**F. Requests for USG Resources**

1. Each institution will complete and submit a critical resource inventory when requested by the USG Director of Safety and Security for inclusion in the USG Coordination Plan. NOTE: dependent upon specific situations or needs, the Director of Safety and Security may request inventory updates or resource information apart from GEMA requests.
2. Requests received from, or in response to Georgia Emergency Management Agency requests:   
     
   In the event USG resources, personnel and/or equipment are requested by the Georgia Emergency Management Agency, the Director of Safety and Security will be notified and will coordinate the response to the request.
3. Requests received by USG Unit(s) by local agencies, or in response to localized emergency:  
     
   The USG Unit will coordinate requests received by USG Unit (s) in response to local mutual aid response agreements. USG units will direct requests for resources beyond their capability to the Director of Safety and Security.

**G. Notification Procedure**

Institutions and USO personnel will notify the Director of Safety & Security as defined in Parts II & III, and/or when a request is received for resources in response to an emergency as noted in F above as follows:

**1. Mike Coverson, Director of Safety & Security**

Cell: 470-426-3706

Office: 470-426-3706

Email: [mike.coverson@usg.edu](mailto:mike.coverson@usg.edu)

**In the event the Director cannot be contacted:**

**2. Ben Scott, Board of Regents Police Inspector**

Cell: 404-556-9001

Office: 404-962-3149

Email: [Ben.Scott@usg.edu](mailto:Ben.Scott@usg.edu)

**3. Sandra Neuse, Associate Vice Chancellor for Development & Administration**

Office: 404-656-2249

Cell: 404-831-2961

Home: 404-288-6365

Email: [Sandra.Neuse@usg.edu](mailto:Sandra.Neuse@usg.edu)

**H. USO Notifications**

Dependent upon situation reported the Director of Safety & Security/alternate may notify:

1. Chancellor
2. Executive Vice Chancellor for Administrative and Fiscal Affairs
3. Vice Chancellor for Communications
4. Others as required by situation/incident

**I. Situation Definitions**

For the purposes of this Emergency Notification Plan, situations are defined as follows:

**1. Disaster** – Any event or occurrence that seriously impairs or halts the core operations of the USG Unit or USO Department/Division. The event could have occurred contiguous to the USG Unit or USO Department/Division requiring the Unit or Department/Division to respond. In some cases, mass casualties and severe property damage may be sustained.

**2. Emergency** – Any incident, potential or actual, which negatively impacts an entire building or buildings, or human life or well-being, and which disrupts the overall operation of the Unit or Department/Division.

**3. Emergency Conditions** – Conditions that are developing, or have the potential to develop, that could threaten the safety/security of the Unit or Department/Division personnel and facilities.

**Incident** – Any situation or event that may result in the temporary disruption of operations; impair the use of facilities; or place the institution or System at greater risk. The primary threat to the institution may have ended or been greatly reduced.

**J. USG Unit Core Personnel**

1. President

2. Chief Business Officer

3. Chief Information Officer

4. Chief Academic Officer

5. Emergency Coordinator

6. Physical Plant Director

7. Director of Public Safety or Security Director

8. Media Relations

**K. USO Core Personnel**

1. Chancellor

2. Executive Vice Chancellor for Administrative and Fiscal Affairs

3. Vice Chancellor for Communications

4. Vice Chancellors – as required

5. Associate Vice Chancellor for Development & Administration

6. Director of Safety & Security

7. Program Manager of Safety & Security

**Part II. General Responses/Notification**

**L. USG Units(s)**

The following diagram provides general guidance for the USG Unit(s) in notifying the Director of Safety & Security, USO.

| **EVENTS** |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Incident** | **Emergency Conditions** | **Emergency** | **Disaster** |
| Definition | Any situation or event that may result in the temporary disruption of operations; impair the use of facilities; or place the institution or System at greater risk. The primary threat to the institution may have ended or been greatly reduced. | Conditions that are developing, or have the potential to develop, that could threaten the safety/security of the Unit or Department/Division personnel and facilities. | Any incident, potential or actual, which negatively impacts an entire building or buildings, or human life or well-being, and which disrupts the overall operation of the Unit or Department/Division. | Any event or occurrence that seriously impairs or halts the core operations of the USG Unit or USO Department/Division. The event could have occurred contiguous to the USG Unit or USO Department/Division requiring the Unit or Department/Division to respond. In some cases, mass casualties and severe property damage may be sustained. |
| Operations | No disruption to minor disruption | Minor temporary disruption | Medium to severe interruption | Full interruption of operations |
| Duration | Generally event has concluded prior to being reported | Predictable amount of time, generally not exceeding 48 hours | Extended period of time in the response and recovery from the event. | Extended period of time to allow for recovery |
| Response | Limited to standard USG Unit, USO response(s) | USG Unit/USO, or local services responses | Low to high response required from USG Unit, USO and/or off-campus personnel. | Significant response from local, state and/or federal agencies, as well as other USG Unit(s) or USO personnel. |
| Notification | Director of Safety & Security is notified as soon as practicable to allow for timely System office notifications and mitigation of risk. | Director of Safety & Security is notified as soon as possible | Director of Safety & Security is notified as soon as possible | Director of Safety & Security is notified as soon as possible Director of Safety & Security is notified as soon as possible |
| Examples | Serious crimes, such as felonies, involving students, on or off campus; facility evacuations due to fires or threats of violence. | Threats of violence or harm to others have been received; Confirmed case of Pandemic type flu | Long-term power outages, other than routine maintenance/repairs; structure failures. | Severe flooding, and/or facility damage, injuries, from severe weather event. |

# NATURAL GAS SYSTEM - January 2020

## INTRODUCTION

This section has been prepared to provide Dalton State College Physical Plant and Public Safety Department personnel with data essential in an emergency situation involving the college owned and operated natural gas system.

It must be recognized that no emergency manual can address all contingencies and that there is no substitute for sound judgment of the situation by the person or persons involved. It is the intent of Dalton State College Physical Plant and Public Safety Department to provide safety and well-being to the public, specifically students, faculty, staff, and campus visitors, as a primary measure and to property as a secondary measure.

It is important for those who will have the responsibility of handling an emergency situation to be familiar with the contents of this manual. The manual is written so as to be used as a resource in an emergency situation and does not contain operational data.

## Emergency Plan Distribution List

The natural gas emergency plan is part of the overall gas emergency plan for DSC.

**Physical Plant Operations**

Director George Brewer (O) 706-272-4456

(C) 706-463-6314

Assistant Director Robert Reeves (C) 706-508-3143

Building Maintenance Manager Chad Grant (C) 706-463-7169

HVAC Jamie Howell (C) 762-201-0674

**Public Safety Personnel**

Director Michael Masters (O) 706-272-4461

Mgr. Env. Health & Occupational Safety Paul Tate (O) 706-272-4463

**Administration**

President Margaret Venable (O) 706-272-4438

VP Student Affairs & Enrollment Mgt. Jodi Johnson (O) 706-272-4475

Provost and VP of Academic Affairs Bruno Hicks (O) 706-272-2491

VP Fiscal Affairs Nick Henry (O) 706-272-4418

## DEFINITION OF EMERGENCY CONDITION

An "Emergency Condition" exists when a designated representative has declared that extraordinary procedures, equipment, manpower, and supplies must be employed to protect the public from existing or potential hazards. These hazards may include, but are not limited to the following:

1. Facility failures which result in:
2. Under pressure in the System
3. Over pressure in the System
4. Large volumes of uncontrolled escaping gas
5. Fire or explosion, etc.
6. Any leak considered hazardous
7. The continued safe operation of the System being endangered
8. Load curtailment situations where it is necessary to meet unusual or exceptional conditions by the voluntary or mandatory reduction of gas usage by selected campus facilities.
9. Natural disasters such as floods, hurricanes, earthquakes, or other severe forces of nature which make emergency provisions necessary.
10. Civil disturbances or riots which require special procedures.

| EMERGENCY CALL LIST |  |
| --- | --- |
| Dalton Utilities | 706-278-1313 |
| Fire Department | 911 |
| Police Department | 911 |
| Sheriff | 911 |
| Ambulance Service | 911 |
| Emergency Management Authority | 911 |
| **Director/Physical Plant** | **706-272-4456** |
| **Director/Public Safety** | **706-272-4461** |
| Georgia Public Service Commission Gas Safety Division | 1-800-282-5813 |
| Office of Pipeline Safety (Federal) | 1-404-832-1147 |
| National Response Center | 1-800-424-8802 |
| Georgia Utilities Protection Center | 1-800-282-7411 |
| (Georgia 811, Call Before you Dig) | 811 |

## REPORTING REQUIREMENTS

1. Reporting Requirements - Federal D.O.T., Office of Pipeline Safety (191.5)

At the earliest practicable moment following discovery of an incident, as defined in this rule, within one (1) hour of discovery, each facility owner or operator shall give telephonic notice of such incident to the Commission. If the Director of Plant Operations is not available to make the necessary notifications, the Assistant Director of Plant Operations will make the notifications. For the purposes of this rule, “incident” shall mean any of the following occurrences:

(a) An event that involves a death or personal injury necessitating in-patient hospitalization;

(b) Estimated property damage to the facility owner or operator or others, or both, of $50,000.00 or more;

(c) Unintentional estimated gas loss of three million cubic feet or more

(d) An event that is significant in the judgment of the operator, even though it did not meet the criteria of paragraphs (a), (b) or (c) of this definition. Operator’s shall evaluate their respective natural gas systems and provide written guidance for their personnel in the Operator's Operations & Maintenance and/or Emergency Procedural Manuals as to what constitutes a "significant event" for their natural gas system which would require telephonic notification.

The address and phone numbers for reporting are as follows:

Georgia Public Service Commission

Gas Pipeline Safety Division

244 Washington Street, S.W.

Atlanta, Georgia 30334

Phone: 1-800-282-5813

B. Reporting Requirements - Federal D.O.T., Office of Pipeline Safety (191.5)

Any incident involving the release of gas from a pipeline which meets any of the following criteria must be reported at the earliest practicable moment following discovery, to the National Response Center in Washington, D.C. (Phone: 1-800-424-8802), after danger to the public has been eliminated:

1. An event that involves a death, or personal injury requiring in-patient hospitalization;
2. An event that results in estimated property damage of $50,000 or more; by the operator or others, or both, but excluding cost of gas lost;
3. Unintentional estimated gas loss of three million cubic feet or more.

(d) An event that is significant, in the judgment of the operator, even though it did not meet the criteria of paragraphs (a), (b) or (c).

Information provided should include:

* Name of the operator and person making the report and their phone numbers;
* Location of the incident (city, county, state, street address)
* Time of incident, date and hour
* Number of fatalities and personal injuries, if any;
* All other significant facts that are known by the operator that are relevant to the cause of the incident or extent of the damages

Within 48 hours after the confirmed discovery of an incident, to the extent practicable, an operator must revise or confirm its initial telephonic notice required in paragraph (b) of this section with an estimate of the amount of product released, an estimate of the number of fatalities and injuries, and all other significant facts that are known by the operator that are relevant to the cause of the incident or extent of the damages. If the Director of Plant Operations is not available to make the necessary notifications, the Assistant Director of Plant Operations will make the notifications. If there are no changes or revisions to the initial report, the operator must confirm the estimates in its initial report.

The address and phone number for reporting are as follows:

US Department of Transportation  
Office of Pipeline Safety Pipeline and Hazardous Materials Safety Administration  
Attn: Information Resources Manager, PHP-10  
1200 New Jersey Avenue, SE  
Washington, D.C. 20590-0001

Phone: 1-800-424-8802

**GEORGIA UTILITY FACILITY PROTECTION ACT (GUFPA)**

The Georgia Utility Facility Protection Act (GUFPA), enacted by the General Assembly in July 2000, provides for the protection of the buried utility facility infrastructure within the State of Georgia. That protection is provided by requiring excavators using mechanized equipment to call for a facility locate prior to excavating or blasting and requiring the facility owner/operator to locate their facilities upon request. Violations of the GUFPA are subject to a civil penalty of up to $10,000. To file a report on a probable violation of the Georgia Utilities Facility Protection Act (GUFPA), go to GUFPA Violation Reporting System: <http://gufpa.psc.state.ga.us/>

Dalton State College User ID: daltonstate

Dalton State College Password:   test

All contractors doing work on premises must sign in and no digging will occur until gas lines are located.

## ADDITIONAL HELP LIST

In certain emergency situations, it may be necessary to solicit help (manpower, materials, and equipment) from other area utilities or utility contractors. The following list includes gas system operators or utility contractors located within a relatively short distance. The managers of the respective system operators should be contacted when soliciting help unless noted otherwise.

| **Gas System Operator** | **Phone#** |
| --- | --- |
| Dalton Utilities | 706-278-1313 |
| **Pipeline Contractors**  CEDS Construction: Lamar Andrews | 706-889-2361 |
| (c)678-414-1731 |  |

## FAILURE OR EMERGENCY ON DALTON UTILITIES SUPPLY PIPELINE

1. If Dalton Utilities detects the failure first, one of its personnel will immediately notify Plant Operations during normal business hours or Dalton State College Public Safety at 706-272-4461 after hours and provide all relevant information. Public Safety will immediately contact Plant Operations or the Director of Plant Operations or his Supervisor/designee and re-lay all information to them.
2. If Dalton State College personnel are the first to detect the trouble, or if a call is received from an outside source, the first employee to have knowledge of the trouble shall notify the Maintenance Office at 706-272-4446 during normal working hours or the Public Safety at 706-272-4461 after 4:00 p.m. or on weekends and holidays. Plant Operations or Public Safety Director\* will, in turn, notify The Physical Plant Director or the On-Call Supervisor, who will, in turn, notify Dalton Utilities at 706-278-1313.
3. Public Safety will evacuate the building as necessary.
4. The Physical Plant Director/Public Safety Director\* will execute the Emergency Call List.
5. The Physical Plant Director/Public Safety Director\* will coordinate the dispatching of appropriate Physical Plant or Public Safety Department personnel to the scene.
6. The Physical Plant Director/Public Safety Director\* will dispatch the appropriate personnel to adjust pressures, shift loads, curtail customers, and take other action as he deems necessary to protect the System and minimize outages.
7. The Physical Plant Director/Public Safety Director\* will maintain communications with Dalton Utilities and keep status reports until the emergency is cleared.

Note: \*During Normal Business Hours, this role will be that of Physical Plant Director. After Normal Business Hours, the Physical Plant Director/his designee or the Director of Public Safety will be contacted. In the event a large amount of gas is released, Public Safety will evacuate the building and contact the Dalton Fire Department.

## EMERGENCY AT MASTER METER OR REGULATOR STATION

1. The first Physical Plant Department employee to have knowledge of an emergency at the master meter or regulator station will immediately notify the Physical Plant Director/Supervisor and provide all relevant information.
2. The first Physical Plant employee to arrive at the scene will evaluate the extent of the emergency, inform the Physical Plant Director/Public Safety Director and request appropriate assistance.
3. The Physical Plant Director/Public Safety Director will execute the Emergency Call List (to the extent necessary).
4. The person-in-charge at the scene will coordinate activities and issue instructions necessary to bring the emergency under control. Main line valves will be closed only upon clearance from the Physical Plant Director except where, in the opinion of the person-in-charge at the scene, the emergency is so severe that immediate shut down is imperative, in which case he may issue shutdown instructions without such clearance. In a situation such as this, the person-in-charge shall notify the Physical Plant Director/Public Safety Director at the earliest practical moment thereafter.
5. The Physical Plant Director shall dispatch appropriate personnel to adjust pressure, shift loads, curtail customers, and take other action as he deems necessary to protect the public, the System and to minimize outages.
6. The person-in-charge will keep the Physical Plant Director/Public Safety Director informed as to the status of the emergency, take pressure and/or flow readings as needed, and advise when the emergency is under control.

## FAILURE OR EMERGENCY ON DISTRIBUTION SYSTEM

1. The first employee to have knowledge of an emergency on the distribution system will immediately notify the Physical Plant Director/Public Safety Director and provide all relevant information.
2. The Physical Plant Director will send appropriate personnel to:
3. Verify the emergency
4. Determine the extent of the emergency
5. Ascertain type of assistance required
6. Emergency being confirmed, the Physical Plant Director/Public Safety Director will execute the Emergency Call List (to the extent necessary) and dispatch the appropriate personnel and equipment to the scene.
7. The person-in-charge at the scene will coordinate activities and issue instructions necessary to bring the emergency under control. This may include, but is not limited to, the following actions:
8. Evacuate and secure the area; enlist Public Safety as needed.
9. Request assistance as required.
10. If repair is to be made without shutdown, so advise the Physical Plant Director.
11. If mains must be shut down, request clearance to operate valves from the Physical Plant Director. In issuing clearance, the Physical Plant Director shall utilize System records to determine the best way to isolate the emergency with a minimum of outage. If in the opinion of the person-in-charge, the emergency is so severe that immediate shutdown is imperative, he may do so without clearance; however, he shall notify the Physical Plant Director/Public Safety Director of his actions at the earliest practical moment thereafter.

**NOTE**: Only properly authorized personnel shall operate valves of the gas distribution system. Fire or police officials, or other persons, are not authorized to operate valves or to instruct others (including physical plant personnel) to operate valves.

1. The Physical Plant Director shall dispatch appropriate personnel to adjust pressure, shift loads, curtail customers, and take other action as he deems necessary to protect the public, the System and to minimize outages.
2. The person-in-charge will keep the Physical Plant Director/Public Safety Director informed as to the status of the emergency and advice when the emergency is under control.
3. When the emergency is under control, the Physical Plant Director resumes normal operations.
4. If a main has been shut down, the person-in-charge will notify the Physical Plant Director when services can be restored and request additional personnel as necessary to assist.
5. When the additional personnel arrive, the person-in-charge will issue instructions to shut-off all affected services. A house-to-house operation is mandatory.
6. The person-in-charge will follow-up to make sure all affected services are shut-off before requesting permission from the Physical Plant Director to purge and re-pressure main.
7. Once the main has been purged and re-pressured, the person-in-charge will instruct his personnel to reinstate each individual service affected (purge and re-light). A house-to-house operation is mandatory.
8. Other Responsibility Assignments
9. Fire Department: In case of fire or explosion, the Public Safety Director or the first responsible person on the scene shall notify the Fire Department.
10. Police Department: Stay apprised of the situation and ensures availability of adequate personnel as needed.

## GAS LEAK: INSIDE BUILDING

The first Physical Plant Department employee to arrive at the scene of a gas leak shall take every corrective action necessary to protect life and property from danger.

Immediately after entering building, sample air in rooms, basement or crawl space with a gas indicator. If the presence of a dangerous concentration of gas in the house is indicated - 40% of L.E.L. (Lower Explosive Limit) or 2% on percentage (%) scale, proceed as follows:

1. Evacuate the building immediately with the assistance of Public Safety.
2. Do NOT operate any electrical switches.
3. Shut off gas meter valve and lock.
4. Open doors and windows.
5. Probe outside house with rod and gas indicator for gas in ground outside building; check water meter and available openings.
6. If ground is gas free outside building and after building is properly aired out, turn on meter valve and check all gas piping and appliances for leaks. Use meter test hand and soap water (be SURE meter test hand is OPERATIVE).
7. Repair leak if possible. If further action is necessary to repair leak, notify occupants that they cannot return to the building until the situation has been corrected or the area has been made safe. TURN OFF, LOCK METER AND LEAVE OFF.
8. If repair to leak is successful, return occupants to building, but only after you are positively sure it is safe to do so.

**NOTES**

1. If gas is found outside building, call your supervisor immediately after performing steps A, B, C, D and E above. Open water meter boxes and available openings to allow gas to escape to atmosphere. Care must be taken to make these openings safe for traffic and to AVOID IGNITION.
2. If ever in doubt, call your supervisor.
3. If gas is found in ground outside building, be sure to check neighboring buildings even if they have no gas service. If there is a possibility of gas from a leak entering premises that are closed, notify Physical Plant Director/ Public Safety Director to request a forcible entry to the premises.
4. Do not rely on your sense of smell to determine if gas is present in a building or in the ground. USE INSTRUMENTS PROVIDED YOU FOR THIS PURPOSE.
5. Electric meters may be removed to shut down all lights and electric appliances. DO NOT ATTEMPT THIS IF ELECTRIC METER IS INSIDE IN AN AREA OF GAS CONCENTRATION. In commercial buildings where NO GAS is present at the master fuse panel, the switch or switches may be turned off. However, it is IMPERATIVE that the combustible gas indicator shows that NO GAS is present in or around the area of the panel.
6. Windows and doors can be opened to dissipate the gas.
7. After all gas has been cleared and it has been determined that it is safe to reset the electric meter, call the electric department to reset and seal the electric meter.
8. When checking a house or building, consider 40% on the L.E.L. (LOWER EXPLOSIVE LIMIT) SCALE OR 2% ON THE 100% SCALE OF A COMBUSTIBLE GAS INDICATOR TO BE DANGEROUS. THIS READING SHOULD BE IN FREE AIR.
9. Be sure your gas indicating instrument is set on the proper scale and that all connections on the sampling tube are tight.
10. When sampling air in a building, have your instrument set on the L.E.L. scale. Remember that natural gas is lighter than air.
11. When sampling in probe holes in ground, have your instrument set on a 0-100% scale, if a very low reading is obtained (2% or less) then the instrument may be set to the L.E.L. scale. (This applies only to multi-scale instruments).

## GAS LEAKS OUTSIDE

The first Physical Plant Department employee to arrive at the scene of a gas leak shall take every corrective action necessary to protect life and property from danger.

The employee shall:

1. Assess danger to public, surrounding building occupants, and property.
2. If necessary, evacuate and/or assist all persons to safety with the assistance of Public Safety.
3. If necessary, notify Physical Plant Director/Public Safety Director, and Public Safety. Public Safety will notify the fire department if necessary.
4. Notify supervisor and/or other responsible person(s).
5. If necessary, blockade the area. (Public Safety may be needed).
6. It will be the responsibility of the person-in-charge (Plant Director/Public Safety Director) to:
7. Set up communications.
8. Coordinate the operation.
9. Make all decisions concerning emergency valves, isolating areas and the use of emergency equipment.
10. Implement the check list.

## RESTORATION OF SERVICE AFTER OUTAGE

When the supply of gas has been cut off to an area, no gas will be turned on to the affected area until the individual service to each customer has been turned off and locked.

A building to building operation is mandatory. The individual service of each building must be turned off, either at the meter or at the service valve. If the service valve cannot be located, the service line must be uncovered; a service valve installed and cut off. In restoring service to an affected area, all gas piping and meters must be purged and appliances relit. The person-in-charge is to coordinate this operation and be responsible for same.

A complete record of the incident, with drawings, etc., shall be kept on file.

### **OPERATION OF VALVES**

A gas distribution system is a complex network of interconnected mains, fed by regulators, and having valves throughout for the purpose of shutting off or diverting the flow of gas. The pressure in the mains may vary from very few pounds per square inch to hundreds of pounds per square inch.

Before operating any valves, a study should be made to determine the effect upon the entire System. Improper operation of a valve may create a hazardous condition or increase the severity of an existing hazardous condition. Sound judgment and due caution are called for.

Only properly authorized personnel shall operate valves. Any personnel with Plant Operations or Public Safety that has attended and completed the required training is certified to operate these valves. Plant Operations will have that training and certification information on file. Fire, police, other officials and other outside individuals are not authorized to operate valves or to instruct others, including Physical Plant Department personnel, to operate valves.

System maps and schematics showing valve locations are kept at the Physical Plant office. Building schematics are included as part of this manual. Operating personnel should be familiar with the location of main valves within the System. A listing of the locations of Emergency Gas Valves follows:

## EMERGENCY GAS VALVE LIST

**Campus Master Meter Valve** - South entrance to campus. Call Dalton Utilities 1-706- 278-1313 to close this valve.

### **Maintenance Building**

Building valve - South Center Entrance. Right of door.

Yard Valve - East side of building 45' from North end of building & 36' from East end of building under Dogwood tree.

### **Bandy Gymnasium**

Building Valve - West wall of building to left of main entry doors.

Yard Valve - North West of building in lawn, 30' from concrete staircase.

### **Roberts Library**

Building Valve - North East end of building near center window.

Yard Valve - North & West of Northwest corner. North 15'-West 29'

### **Westcott Hall**

Building Valve - West side of building at Mechanical room door.

Yard Valve - South & East of South East corner of building South 21'6"-East 10f.

### **Pope Student Center**

Building Valve (old side) - South West corner behind electrical transformer and left of

Mechanical Room door.

Building Valve (new side) - North West corner of building

### **Health Professions Hall**

Master Meter Valve - North end of building at left of dumpster container pad. Call Dalton Utilities to close this valve.

Main lobby 1st floor building valve - North end of building-center wall

Hardware building valve - Middle West wall at mechanical room

Classroom 115A - South wall outside classroom

### **Gignilliat Memorial Hall**

Building Valve - West side of building to right of entrance

### **Lorberbaum Hall**

Building valve - Southwest corner of building adjacent to Mechanical Room.

### **Sequoya Hall**

Building valve (old side) - North West corner of building at Mechanical room

Building valve (new side) - 41' North of New addition on West side of sidewalk that parallels old side of Sequoya building

Yard valve (new side) - 29' North of new addition on West side of sidewalk that parallels old side of Sequoya building

### **Mashburn Hall**

Building valve Interior first floor Northwest corner

Yard Valve Northwest corner of building

### **Peeples Hall**

Building valve – first floor, first door on right at West entrance

Yard Valve – Southwest Corner of building near generator

## RESPONDING TO GAS LEAK REPORTS

The employee receiving a report of a gas leak will ask the person reporting the leak the necessary questions to properly fill out the leak report form. In most cases the Plant Operations Administrative Assistant will receive gas leak reports and will complete the necessary reporting forms. Anyone who receives a report of a gas leak after hours, on weekends, or when the Administrative Assistant is out can and should complete the reporting form and send the completed report to Plant Operations. It is important that as much information as possible be obtained in order that the person receiving the call may properly evaluate the urgency of the call. All reports of leaks WILL RECEIVE PRIORITY – Saving a human life is the first priority, then property.

If it has been determined that a hazardous gas leak exists inside a building, the caller should be advised to:

A. Do not turn on or off any electrical switches.

B. Do not ring door bells or use telephones.

C. Do not light matches, cigarettes, etc.

D. Do not start automobiles or other engines.

E. Do extinguish all open flames.

F. Do evacuate building to a safe distance (about a block).

G. Do ask the people evacuated to notify the operator of their new location.

If the gas leak is NOT inside a building, the caller should be advised to:

A. Do not operate equipment in the area.

B. Leave the area immediately

Necessary personnel will be dispatched to the location of the reported leak to make an evaluation. It is the responsibility of the Physical Plant Director to make sure the proper employees are familiar with the procedure concerning gas leak calls.

A complete file of completed leak report forms will be kept along with any other pertinent records concerning the leak. Any reported leaks inside, under or near any structure is an emergency situation and Physical Plant Department personnel should respond and correct the situation immediately. It will be the responsibility of the person in charge of the operation and repair to give CAREFUL CONSIDERATION to any action taken to assure that nothing is done which may endanger life or property, create another emergency or unnecessarily disrupt service.

A comprehensive report shall be prepared for each incident. This report shall contain:

1. The location and time of the incident.
2. All other significant known facts that is relevant to the cause of the leak or extent of the damage.

A complete record of the report shall be kept on file.

## REPORT ON EMERGENCY AND ACTIONS TAKEN

Following the occurrence of an emergency condition, the Plant Director may appoint a team to conduct an investigation of the emergency and submit to him a written report containing at least the following information:

1. Cause of the emergency
2. Extent of damage and injury
3. Number of buildings affected and duration of outage
4. Recommendation of action to be taken to prevent recurrence
5. Review of employee activities to determine whether emergency procedures were effectively followed.

## PRESS RELEASES

The college’s objective in working with the news media during an emergency is the same as that of emergency personnel; to be helpful and cooperative in determining the cause of an emergency and to accurately report the cause to the public. For that reason, only the Department of Marketing and Communications shall handle all news releases. In the event of a need to communicate to all campus personnel, the campus email system, email@daltonstate.edu will be the means of communication.

## SAMPLE PRESS RELEASES TO BE USED AT OUTSET OF EMERGENCY

**Situation No. 1:**

Gas Outage Over Entire System or Select Buildings

"The following is a special announcement from Dalton State College’s Plant Operations Director. Certain buildings on campus are now without natural gas service because of a pipeline failure. Physical Plant Department employees, for your safety, are in the process of turning off all affected gas appliances and pilot light. Students, faculty, staff, and campus visitors are requested to stay tuned to this station for further instructions and reports of progress in the restoration of gas service. Do not try to light your gas appliances during this emergency." Plant Operations Director

**Situation No.2:**

Supply Curtailment

"The following is a special announcement from Dalton State College’s Plant Operations Director. Due to the extreme weather conditions, Dalton State College has been requested to reduce all non-essential natural gas usage. Certain buildings on campus will be without natural gas service to effect this reduction. Physical Plant Department employees are in the process of turning off all affected gas appliances and pilot light. Students, faculty, staff, and campus visitors are requested to stay tuned to this station for further instructions and reports of progress in the restoration of gas service. Please assist us by minimizing your personal natural gas usage as much as possible and turning off all non-essential gas appliances during this emergency." Plant Operations Director

## Check List (MAJOR DISASTER)

* Have persons been evacuated and area blocked?
* Have ambulances been called?
* Has Fire Department been called?
* Has Police Department been notified?
* Have communications been established?
* Has repair crew been notified?
* Has company call list been executed?
* Has outside help been requested?
* Has Public Relations Department been given instructions for communications to campus personnel?
* Has Emergency Management Authority been notified?
* Have emergency valves or proper valves to shut down or reroute gas been identified and located?
* Has leak been shut off or brought under control to the area?
* Has Telephonic Report to OPS/DOT been made?
* Has Telephonic Report to GPSC been made?
* Has surrounding area been probed for the possibility of further leakage?
* Is the situation under control and has the possibility of recurrence been eliminated?
* If an area has been cut off from a supply of gas, has the individual service to each building been cut off and locked?

## PHYSICAL PLANT EQUIPMENT LIST

| **Description** | **Model Number** | **Type** | **Vehicle #** |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Tag # | Old | New | Driver |
| BACK HOE |  |  |  |  |  |  |
| SHOVELS |  |  |  |  |  |  |
| CGI | 19-705 | Bacharach Leakator-10 |  |  |  |  |
| METAL DETECTOR |  |  |  |  |  |  |
| VALVE TOOL AND WRENCH |  |  |  |  |  |  |

## EMERGENCY EQUIPMENT

The Physical Plant Director, or his designate, shall be responsible for the adequacy, availability, and condition of emergency equipment. Emergency equipment shall be kept at the Physical Plant Building, on service trucks, and at such other locations as necessary to adequately meet emergency conditions. All operating employees shall know the location and proper use of emergency equipment. Periodic checks of emergency equipment should be taken and records of these inspections are kept on file.

## Public Safety Protocol

**Gas Leak**

1. Dispatch will notify the officers, supervisor, and maintenance of the possible gas leak.   
   **\*In the absence of a dispatcher, the officer answering the phone will assume those responsibilities.**
2. Officers will investigate with the help of maintenance personnel to determine if there is a leak.
3. If there is a large volume of gas present, the building should be evacuated, and Whitfield 911 notified of the situation. Occupants should be evacuated to a safe area away from the building.
4. After hours and weekends
5. An officer will respond to the possible leak location.
6. If gas is present, on call maintenance personnel will be contacted for guidance. In the event there is a large amount of gas, the building should be evacuated and Whitfield 911 alerted to the situation.

**\* If there is any doubt, EVACUATE!**

**\* DO not use cell phones or radios if there is a gas leak.**

## EMPLOYEE TRAINING

Employee meetings shall be held periodically as determined by the Physical Plant Director. At these meetings, discussions shall be held and employees trained in proper emergency procedures. This training shall be coordinated by the Physical Plant Director.

The employee training and discussions shall include, but are not limited to the following:

1. Review of emergency manual procedures.
2. Review the location and use of emergency equipment.
3. Review the locations and use of the following:
4. System maps
5. Main records
6. Service records
7. Valve records
8. Regulator stations schematics
9. Take a hypothetical emergency situation and step-by-step review the action to be taken. Records shall be kept on file of attendance and items discussed at each meeting.

## PUBLIC EDUCATION

There shall be a continuing education program to enable students, faculty, staff, campus visitors, appropriate governmental organizations, and persons engaged in excavation related activities to recognize a gas emergency for the purpose of reporting it to the Physical Plant Department.

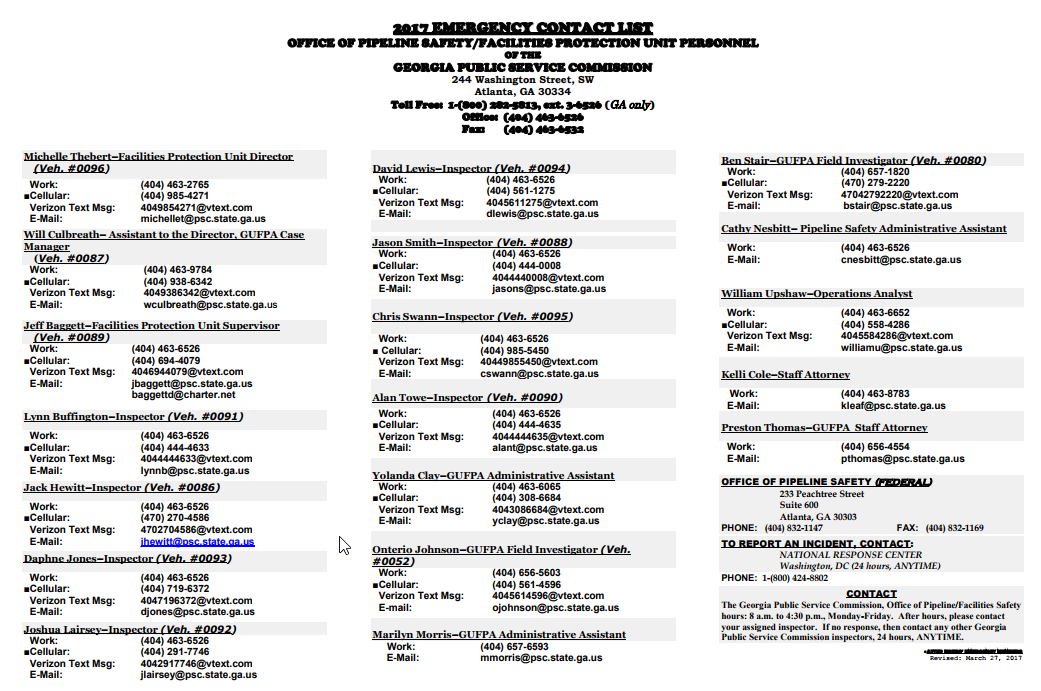
The program material shall include, but is not limited to:

1. Information about gas.
2. Recognition of gas odors.
3. What to do and what not to do when there is strong gas odor.
4. Notification to the Physical Plant Director prior to making excavation or related activities.
5. Physical Plant Department phone numbers and after-hours number to call for information or to report an emergency.

This information may be conveyed to the public primarily by signage at all campus buildings. Security will be responsible for checking all buildings annually for signage indicating “who to call in the event of a gas leak and the phone number to call”.

## LIAISON WITH PUBLIC OFFICIALS

The Liaison shall be established with fire, police and emergency management officials with respect to emergency procedures. Meetings shall be held with the appropriate officials to acquaint them with the campus capabilities and procedures respecting gas emergencies and to learn the capability and responsibility of each government organization that may respond to an emergency. Training sessions, as required, may be scheduled with fire, police, and emergency management organizations to train them in the proper procedures to follow during a gas emergency. The Public Safety Director, or his designate, will implement and coordinate this program. A record shall be filed of all meetings, training sessions, and other related activities.



[Link to 2017 Office of Pipeline Safety/Facilities Protection Unit Personnel Emergancy Contact List](http://www.psc.state.ga.us/facilitiesprotect/fp_pipesafe/EmergencyContactList.pdf)

# Right-to-Know Training

All newly employed persons will receive their initial Right to Know Training within two weeks of first reporting to work. Training will complete the Right-to-Know program produced by the [Board of Regents Right-to-Know on Line Training Course](http://www.usg.edu/facilities/rtk-ghs)

Note: all Dalton State College employees are required to complete Right-to-Know Refresher Training annually (training must be documented on or before October 31).

For those employees, who routinely encounter or handle hazardous chemicals, a Chemical Specific Training must be given to those employees and student employees, who handle or use hazardous chemicals. General electronic training is available through the Board of Regents online.

1. Chemical Specific training for Dalton State Faculty and laboratory workers will be provided by the appropriate lab supervisor.
2. Chemical Specific Training for employees in the Dalton State College Maintenance Department will be provided by the maintenance supervisors in custodial, grounds, building, maintenance, electrical/mechanical maintenance, and central receiving.

The training of all employees will be documented either electronically through the online program for Basic training, or by the appropriate trainers using written forms. This documentation is verified by the campus Right-to-Know Coordinators. It is the responsibility of each department chair to assure that each employee has received Right-to-Know Training annually and where applicable, Chemical Specific Training.

An audit of all chemicals used by a department’s employees must be completed annually and a list of chemicals, amounts of the various chemicals, and locations of the chemicals must be submitted annually to the Right to Know Coordinators. Each department must review SDS sheets annually for the chemicals used by the department and use the audit and SDS sheets to conduct their Chemical Specific Training. It is the responsibility of each department to maintain a current SDS file. New SDS sheets for individual chemicals must replace older SDS sheets every three years.

## Dalton State College Right to Know Coordinator:

1. Paul Tate, Manager: Environmental Health, Occupational Safety and Risk Management (EH&OS)

### **WORKPLACE DATA**

### **RIGHT-TO-KNOW COORDINATOR: (HAZARDOUS CHEMICAL PROTECTION COMMUNICATION COORDINATOR)**

Name: Paul Tate

Telephone: (706) 272-4463

Office: Manager: Environmental Health, Occupational Safety & Risk Management

**Employer’s central SDS file:**

Location: Environmental Health, Occupational Safety & Risk Management

For access, call: Paul Tate at (706)-272-4463

**Workplace (Lab) supervisor:**

Name: Amanda Smith [chemistry] or Manal Abdelsamie [biology]

Location: Peeples Hall Telephone: (706) 272-4612 or (706) 272-4457

| **Emergency telephone numbers:** |  |
| --- | --- |
| Fire | 911 |
| Ambulance | 911 |
| Hazardous chemical spill response: Paul Tate | (706)-272-4463 |
| Hazardous waste disposal response: Paul Tate | (706)-272-4463 |
| **Police** |  |
| Campus Public Safety | (706) 272-4461 |
| Dalton City Police | 911 |
| **If coordinator is unavailable contact:** |  |
| Paul Tate | (706)-272-4463 |
| Director of Public Safety | (706) 272-4461 |

## DALTON STATE COLLEGE RIGHT TO KNOW TRAINING PROGRAM

**Information**

All new employees hired by Dalton State College will receive their initial Right-to-Know training by staff in the Human Resources Office within two weeks of first reporting for work. This training will include online training provided by the University System of Georgia’s Board of Regents. Those employees who regularly encounter hazardous chemicals in the course of their employment will receive additional annual CHEMICAL-SPECIFIC training in their departments.

1. CHEMICAL-SPECIFIC training for faculty and laboratory workers in the School of Science, Technology, and Mathematics will be performed by a Chemistry or Biology instructor appointed by the Department Chairperson.
2. CHEMICAL-SPECIFIC training for workers in the Department of Plant Operations will receive their training from their immediate supervisors: Custodial, Grounds, Maintenance, and Central Storage.

A schedule of the training to be performed during the calendar year shall be prepared by each of these trainers and forwarded to the Campus Right-to-Know Coordinator by October 31 of each year. The dates, times, locations and assigned attendees for each session shall be included in the schedule.

All Departments will use the online [training modules from the Georgia Universities Board of Regents](http://www.usg.edu/facilities/resources/training) available online or other training as appropriate for the chemicals being used by that department.

The training of all employees will be documented via the online program or using written forms as appropriate.

Monitoring of the performance of the training will be accomplished in two ways:

1. Training documentation in employee personnel files will be reviewed by the Campus Right-to-Know Coordinator as the Coordinator chooses.
2. The Campus Right-to-Know Coordinator will make unannounced visits to scheduled training sessions and observe them.

The Campus Right-to-Know Coordinator will maintain (from memos received) a database of all employees trained.

Dalton State College Right to Know Campus Coordinator Paul R. Tate

**Specifics:**

**Supervisory Responsibilities**

1. Supervisors are responsible for advising their employees of any operations occurring in their workplaces where hazardous materials are present.
2. The immediate supervisor of any employee who will routinely be exposed to any hazardous chemical must ensure that before beginning work, each such employee receives additional CHEMICAL-SPECIFIC TRAINING on:

* Any such chemicals present in workplace operations;
* Physical and health effects of the chemicals;
* Methods and observation techniques used to determine the presence or release of the chemicals in the work area;
* How to lessen or prevent exposure to these chemicals by proper work practices and use of personal protective equipment;
* Emergency procedures to be followed in the event of exposure;
* Procedures for safe disposal of waste chemicals.

1. **Documentation of Training**

After participating in either BASIC TRAINING, a record will be generated through the online program, or CHEMICAL-SPECIFIC TRAINING, a written record of the training given must be made. Such records must be maintained for three years.

1. **Training for Increased Hazard**

Prior to the introduction of any new chemical hazard or significant increase of an existing hazard in a work area, the immediate supervisor or affected employees must ensure that additional necessary CHEMICAL-SPECIFIC TRAINING is provided and recorded.

1. Department heads and supervisors throughout the University System, in keeping with their obligation to ensure a safe work environment, are responsible for maintaining ready accessibility of SDS’s for employees in their work areas for review during each work shift.
2. The person ordering a chemical or product containing a hazardous chemical should verify that all containers received for use will:

* Be clearly labeled as to the contents;
* Display the appropriate hazard warnings;
* List the name and address of the manufacturer.

**Secondary Containers**

The work shift supervisor in each section should ensure that all secondary containers are labeled with either an extra copy of the original manufacturer’s label or with a label containing:

**The identity of the contents,**

**and**

**GHS hazard warning label, properly filled out.**

If the secondary container is intended only for short-term storage (one week or less); it shall be labeled, at a minimum with the name of the contents and date of filling. Vials and test tubes may have hazard labels affixed to the rack or container in which they are held, rather than on each vial or test tube, so long as every vial or test tube in the rack or container presents the same hazard.

**Unlabeled Containers**

If an employee finds a container in the workplace, and it is unlabeled or carries a defaced label and is thought to contain a hazardous chemical, the employee should immediately notify a supervisor. If the supervisor is unable to identify the container, the supervisor should call the RTK Coordinator.

1. The Supervisor shall maintain a Hazardous Chemical list, along with up to date SDS sheets and shall submit an Up To Date Hazardous Chemical List by July 31st and January 1st each year to the Right-to-Know Coordinator for publication with the University System of Georgia Board of Regents Right-to-Know Coordinator, as required as a part of the Hazardous Chemical Protection Communication Plan.

NOTE: Although the University System Hazard Communication Plan requires a semi-annual submission of each institution’s hazardous chemicals list by chemical name and manufacturer, recent changes in reporting standard have eliminated the need to list the manufacturer of each chemical. Accordingly, the list of hazardous chemicals to be sent to the University System Right to Know Coordinator this July (and all subsequent January and July dates) need to contain ONLY chemical names.

## BASIC TRAINING

**A Trainer’s Guide**

**MATERIALS:** [University System of Georgia Board of Regents online training program](http://www.usg.edu/facilities/rtk-ghs).

**TIME FRAME**: As long as required by the employee to complete.

The Georgia Right to Know Law (Public Employees Hazardous Chemical Protection and Right to Know Act of 1988, as amended) requires that all Employees’ be informed of:

1. The requirements of the law;
2. Their right to receive information regarding hazardous chemicals met on the job;
3. Their right to have their physician receive information on the chemicals to which they may be exposed;
4. Their right to receive formal training on hazardous chemicals;
5. What a safety data sheet (SDS) is, and how to use it;
6. Where hazardous chemicals are used in their work area.

### **TRAINING REQUIREMENTS**

The most important element of the Right-to-Know program is the employee training and information program. The “Georgia Department of Labor Chapter 300-3-19 Public Employee Hazardous Chemicals Protection and Right to Know Rules” established the following requirements of the training program:

**Frequency of Training**

* 1. Each employee shall be provided with information and training as required by the Act and these regulations at the time of initial assignment to the workplace. [Basic training should be provided during employee orientation; Chemical-specific training must be provided by supervisor or local trainer.]
  2. Each employee shall be provided with a periodic re-training as to the hazards associated with the hazardous chemical to which the employee is exposed. Such retraining must occur at least annually. [The Right-to-Know Coordinator will provide annual refresher training to Right-to-Know trainers; annual refresher training of each employee shall be provided by supervisor or local trainer.]
  3. An employee shall not be exposed to a hazardous chemical until the employee has been trained in its hazards. [Supervisor is responsible.]

**Content of Training**

Training programs shall be tailored to the specific nature of each individual workplace and the educational levels of the employees. At a minimum, the information imparted to employees must include the following:

* 1. The requirements of the Act. [Basic training.]
  2. Identification of specific work areas in the workplace where hazardous chemicals are handled and/or produced. [Must be developed by supervisor or local trainer as a part of chemical-specific training.]
  3. The location and content of the public employer’s written hazardous chemical protection communication program. [Basic training.]
  4. The purpose of a Safety Data Sheet, including the information contained therein. [Basic training.]
  5. The various control measures to be used to minimize the employees’ exposure to hazardous chemicals. Where applicable, this shall include information on:

1. The proper use, care, storage, selection, and fitting of respirators, and the elements of a respirator program.
2. The use of face shields, goggles, and safety glasses;
3. The use of appropriate gloves, aprons, protective clothing, and foot coverings.
4. The use of exhaust ventilation equipment; and
5. Work practices which reduce exposure to hazardous chemicals. [Chemical specific training].
6. The right of the employee’s physician to receive hazardous chemical information. [Basic training].
7. Methods of detecting an employee’s exposure, such as air sampling, biological monitoring, visual detection, odor identification, warning properties of the hazardous chemicals used, and other standard industrial hygiene principles. [Basic and Chemical-specific training.]
8. Emergency procedures, such as spill response and first aid. [Basic and Chemical-specific training.]
9. Proper storage of chemicals and separation of incompatible substances. [Chemical-specific training.]
10. Training in hazards associated with improper mixing of chemicals located in the employee’s work area and potential hazards associated with exposure to chemical reaction products. [Chemical-specific training.]
11. Where additional information and training can be obtained. [Basic training.]

**Training Format**

All training sessions must include an opportunity for employees to ask questions. [Self-service videotaped training programs do not meet this requirement.]

**Training Activities**

A written log of all training activities shall be maintained at the workplace. This log shall be retained for three years after training has been completed. [Basic training log is maintained by the orientation-program provider. Chemical-specific training of supervisors shall be maintained by the Right-to-Know Coordinator and training of employees (performed by supervisors or local trainers) must be maintained by the responsible supervisor.]

## *Dalton State College* HAZARDOUS CHEMICAL PROTECTION COMMUNICATION (RIGHT-to-KNOW) PLAN

### **Purpose**

In order to comply with the Georgia Public Employees Hazardous Chemical Protection and Right to Know Act of 1988 as amended, Georgia Department of Labor Chapter 300-3-19 Public Employee Hazardous Chemical Protection and Right to Know Rules, and the University System of Georgia Hazardous Chemical Protection Communication (Right to Know) Plan, this written Hazardous Chemical Protection Communication Plan is established for Dalton State College.

### **Definitions**

1. “Member unit” means any of the thirty-four colleges and universities governed by the Board of Regents of the University System of Georgia (USG).
2. “Member unit Right-to-Know Coordinator” means an individual who is assigned the responsibilities associated with that title in the written member unit Hazardous Chemical Protection communication (Right-to-Know) Plan.
3. “University system Right-to-Know Coordinator” means the individual who is assigned the responsibilities associated with that title as described below.
4. “Work area” means a room inside a building or structure, an outside area, or other defined space in a workplace where hazardous chemicals are produced, stored or used and where employees are present in the course of their employment.
5. “Workplace” means an establishment or business of an employer at one geographic location at which work is performed by a state employee and which contains one or more work areas. In the case of an independent contractor or subcontractor, the workplace shall be defined as all work areas wholly owned or controlled by such independent contractor or subcontractor.

### **Policy**

All work units of Dalton State College are included within this program. The written program is available for review at the office of the Right to Know Coordinator (Manager: Environmental Health, Occupational Safety & Risk Management) located in Health Professions Hall, room 306.

### **Dalton State College Right-to-Know Coordinator**

The Dalton State College Right-to-Know Coordinator is Paul Tate (706) 272-4463 who shall:

1. Act as liaison between The University System Right-to-Know Coordinator and Dalton State College on hazardous chemical issues;
2. Resolve questions regarding applicability of the Chapter 300-3-19 rules to individual workplaces and work areas of Dalton State College;
3. Make arrangements for and/or provide appropriate and adequate Right-to-Know training to all employees of Dalton State College;
4. Ensure that a written workplace-specific hazard communication program be developed for each workplace at Dalton State College. This workplace-specific program will include a list of hazardous chemicals used, stored, or manufactured in that particular workplace, and will be available to all employees in the workplace;
5. Disseminate updated information so that all employees of Dalton State College will have access to current Safety Data Sheets for those hazardous chemicals used in their work area, via their supervisors;
6. Ensure that employees are made aware of and are properly trained in the uses and hazards associated with chemicals to which they are exposed in their work area;
7. Ensure that employee training on and notification of the use of hazardous chemicals in the work area are adequately documented in each employee’s personnel file.
8. Ensure that employees are provided with personal protective equipment appropriate to each work environment, and receive adequate training in the use and maintenance of this equipment;
9. Accumulate hazardous chemical inventory information for Dalton State College;
10. Review the hazardous chemical labeling practices of work areas which use secondary storage containers at least annually.

### **Procurement of Hazardous Chemicals**

Unless there exist alternate procedures established by the Dalton State College Right-to- Know Coordinator to advise the Coordinator of the acquisition of a hazardous chemical, i.e. laboratory coordinators, plant operations, any person procuring a hazardous chemical MUST forward a copy of the purchase order to the Dalton State College Right-to-Know Coordinator, or otherwise communicate in writing that the procurement did occur. It is the responsibility of the person approving its purchase to determine whether a chemical or product used is a hazardous chemical under the law.

### **Material Safety Data Sheets**

[MSDS (Material Safety Data Sheets)](https://msdsmanagement.msdsonline.com/19c2a928-de36-47f3-b7d0-3eab960a684e/ebinder/?nas=True) - A hard, printed, copy is maintained by the Chemical Laboratory Coordinator in Peeples Hall.

Department heads and supervisors throughout the Dalton State College campus, in keeping with their obligation to ensure a safe work environment, are responsible for maintaining ready accessibility of SDS’s for employees in their work areas for review during each work shift.

### **Container Labeling**

The person ordering a chemical or product containing a hazardous chemical should verify that all containers received for use will:

Be clearly labeled as to the contents; display the appropriate hazard warnings; list the name and address of the manufacturer.

### **Secondary Containers**

The work shift supervisor in each section should ensure that all secondary containers are labeled with either an extra copy of the original manufacturer’s label or with a label containing: the identity of the contents, and a GHS hazard warning label properly filled out.

If the secondary container is intended only for short-term storage (one week or less), it shall be labeled as a minimum with the name of the contents and date of filling. Vials and test tubes may have hazard labels affixed to the rack or container in which they are held, rather than on each vial or test tube, so long as every vial or test tube in the rack or container presents the same hazard.

### **Unlabeled Containers**

If an employee finds a container in the work area, and it is unlabeled or carries a defaced label and is thought to contain a hazardous chemical, the employee should immediately notify a supervisor. If the supervisor is unable to identify the container, the supervisor should call the Dalton State College Right-to-Know Coordinator for assistance.

### **Employee Training**

**Current Employees**

Currently, employed persons will receive annual training each year. Training will be documented by October 31st of each year.

**New Employees**

Prior to starting work, each new employee of Dalton State College will complete the Right-to Know training session which will be BASIC TRAINING. That BASIC TRAINING may normally be scheduled during New Employee Orientation, and includes an online program on “Your Right to Know” approved by the Department of Labor for such training. The program provides an overview of the hazardous chemical protection laws, regulations, and policies in place in The University System and a summary of employee rights in hazardous chemical protection. Any additional Right to Know policies established for Dalton State College will be presented at this time.

**Employees Handling Hazardous Chemicals**

The immediate supervisor of any employee who will routinely be exposed to any hazardous chemical must ensure that before beginning work, each such employee receives additional CHEMICAL-SPECIFIC TRAINING on:

* Any such chemicals present in workplace operations;
* Physical and health effects of the chemicals;
* Methods and observation techniques used to determine the presence or release of the chemicals in the work area;
* How to lessen or prevent exposure to this personal protective equipment;
* Emergency procedures to be followed in the event of exposure;
* Procedures for safe disposal of waste chemicals.

**Documentation of Training**

After participating in BASIC TRAINING the employees’ name will be automatically be entered into the USG database. After participating in CHEMICAL-SPECIFIC TRAINING, a written record of the training given must be made. Such records must be maintained for three years.

### **Training for Increased Hazard**

Prior to the introduction of any new chemical hazard or significant increase of an existing hazard in a work area, the immediate supervisor of affected employees must ensure that additional necessary CHEMICAL-SPECIFIC TRAINING is provided and recorded.

### **Supervisory Responsibilities**

Department heads are responsible for advising their employees of any operations occurring in their work areas where hazardous materials are present.

The Manager of EH&OS, in coordination with the appropriate Lab Supervisors, is responsible for ensuring that all hazardous chemicals remaining on Dalton State College property as a result of the departure of a faculty or staff member, or the vacating or reassignment of an assigned space, shall be managed in accordance with appropriate procedures.

### **Informing Contractors**

A contractor doing work at Dalton State College may

1. Expose employees of Dalton State College to hazardous chemicals used by the contractor;
2. Expose employees and subcontractors of the contractor to hazardous chemicals used by the contractor;
3. Expose employees and subcontractors of the contractor to hazardous chemicals used by Dalton State College.

Therefore,

Any contract with Dalton State College which may involve hazardous chemical exposure should require the contractor to:

1. Notify the workplace manager at the member unit work site at least 30 days prior to the commencement of work of any hazardous chemicals which will be used or stored at the worksite by the contractor or its subcontractors. (This 30-day requirement may be waived in the event of an emergency.) The workplace manager will then:

1. Disseminate this information to member unit employees whose workplace is at the work site.
2. Obtain from the contractor SDS’s for those hazardous chemicals and maintain them readily available to University employees during the contractor’s presence at the work site;
3. Provide documentation to the workplace manager that its employees and its subcontractors have been provided with information and training on hazardous chemicals being used by the contractor or it subcontractors at the work site.

### **Hazardous Chemical Lists**

The Dalton State College Right-to-Know Coordinator shall supply to the University System Right-to-Know Coordinator in June and December of each year, a list, by the manufacturer of all hazardous chemicals or products present in the member unit’s workplaces. This list shall include all chemicals labeled as flammable, explosive, combustible liquid, corrosive, reactive, oxidizer, toxic, water reactive, pyrophoric, or organic peroxide.

This list can be located in Appendix C.

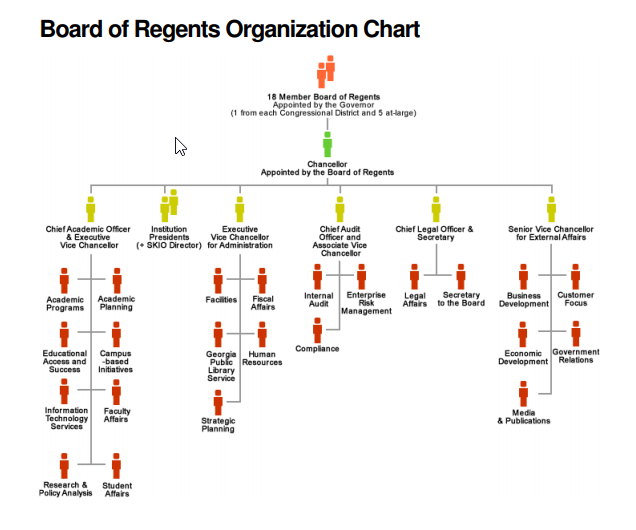
# ORGANIZATIONAL CHART

## Dalton State College Organizational Charts

<https://www.daltonstate.edu/skins/userfiles/files/DSC-Organizational-Chart-effective-June2019.pdf>

## Board of Regents Organizational Chart

[Board of Regents Organizational Chart: http://us.gcsu.edu/USGFC/11-05-11/BoR\_Org\_Chart.pdf](http://us.gcsu.edu/USGFC/11-05-11/BoR_Org_Chart.pdf)

[](http://us.gcsu.edu/USGFC/11-05-11/BoR_Org_Chart.pdf)

# EMERGENCY PLAN UPDATES

The Safety and Security Plan is reviewed yearly. In addition, the plan is updated as procedures, contact information, or other information changes. The plan is also evaluated annually by the Board of Regents. Changes to the plan will be detailed here and revised copies sent to the appropriate personnel.

| EMERGENCY PLAN UPDATES |  |
| --- | --- |
| \*December 2012 | Updated Director of Public Safety Information |
| \*April 2013 | Updated Right-to-Know Coordinator information to reflect that Amanda Smith is now a Right-to-Know Coordinator. |
| \*August 2013 | Updated Emergency Plan Committee information to reflect that Charles Johnson is no longer on the Emergency Planning committee, Updated Vo-Tech  Information to reflect that there is no longer an accessible auto shop. |
| \*August 2014 | Updated Right-to-Know Coordinator information to reflect that Paul Tate is now a Right-to-Know Coordinator. Updated information to reflect that the Basic Training is now provided via online training through the USG Board of Regents web site. Also removed references that the University of Georgia maintained a master listing of all chemicals. Made corrections as to where and how the R-T-K training is to be conducted. |
| \*August 2014 | Updated campus pandemic plan to state that faculty and students will continue with a modified version of the class as outlined in the syllabus. |
| \*August 2014 | Updated business continuity plan to reflect current practices with the assistance of VP of Fiscal Affairs. Updated gas plan, contact information, added Information Technology Section,  updated table of contents, and revised plan in its entirety according to BOR recommendations. |
| \*October 2014 | Updated Campus Map, Updated BOR contact information/protocol/ |
| \*August 2015 | Updated various contact lists, CARE Team information, Peeples Hall information, MDS Sheet location. |
| \*October 2015 | Updated the campus building information (height), grammar, and various pronouns to be non-gender specific, reviewed procedures are detailed in the entire document. |
| \*November 2015 | Updated to include recommendations from the BOR; added verbiage of plan dissemination, verbiage of the separate hazardous mitigation plan. |
| \* August 2016 | Updated all contact information. Added Clery Act Statement. Added information pertaining to Mashburn Hall gas shut off locations. |
| \*August 2017  \*August 2018  \*August 2019 | Updated Contact Information, added information about chemical lab safety, reformatted,  - Updated DSC Logo  - Updated various contact information  - Added link to Free Speech & Assembly Policy  - Updated CARE Team information and link  - Updated Community Response Information  - Updated Campus Pandemic Plan  - Updated BOR contact information/protocol  - Updated various items in Natural Gas System section  - Updated Organizational Chart  - Updated and added Appendix information  - Updated to include requirements from BOR  - Updated various contact information  - Updated wording in Free Speech section to Freedom of Expression.  - Added acronym list  - Added definition list  - Updated link for college organizational chart  - Updated and added appendix information  - Added building layouts/diagrams  - Updated Pandemic plan contact info  - Updated available equipment |

October 2020 - Updated wording in Free Speech section

- Updated titles, personnel names, building names

- Updated BOR contact list

- Updated Natural Gas System Plan

- Updated Business Continuity

- Updated Pandemic Plan

# Appendix A of EOP

**Definitions of key Emergency Management Terms**

**After Action Review**

The main product of the evaluation and improvement planning process is the After Action Report. This document is created after an actual emergency event or an exercise to capture observations, make recommendations, identify strengths, and identify corrective actions to improve future planning and response initiatives.

**All-Hazards**

An approach to emergency planning that creates response protocols that can be applied to multiple hazard events. This planning approach attempts to incorporate all potential hazards a jurisdiction may face into an emergency plan.

**Command**

The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**Continuity of Operations Plan (COOP)**

A planning initiative to ensure that primary mission critical functions continue to be performed during and after an emergency with as little interruption as possible.

**Coordinate**

To advance an analysis and exchange of information systematically among partner organizations who have or may have a need to know certain information to carry out specific incident management responsibilities.

**Emergency**

Any incident, whether natural or manmade, that requires response actions to protect life, property, and/or the environment.

**Emergency Management**

The managerial function charged with creating the framework within which communities reduce vulnerability to hazards and cope with disasters. This is accomplished through mitigation, preparedness, response, and recovery operations and initiatives.

**Emergency Operations Center**

The physical location at which the coordination of information and resources to support incident management activities normally takes place.

**Emergency Support Function**

A functional area of response activity established to facilitate the delivery of response actions and resources during the immediate response phase of a disaster to save lives, protect property and public health, and maintain public safety.

**Evacuation**

The organized, phased, and supervised withdrawal, dispersal, and removal of persons from dangerous, or potentially dangerous, areas and their reception and care in safe areas.

**Exercise**

An instrument to train for, assess, practice, and improve performance in prevention, protection, response, and recovery capabilities in a risk-free environment.

**Hazardous Materials**

Substances or materials which may pose unreasonable risks to health, safety, property, and/or the environment when used, transported, stored, or disposed of.

**Incident Command**

The organizational element responsible for overall management of the incident and consisting of the Incident Commander and any assigned supporting staff.

**Incident Commander**

The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources.

**Incident Command System**

A standardized, on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents.

**Logistics**

The process and procedure for providing resources and other services to support an incident.

**Mitigation**

Activities providing a critical foundation in the effort to reduce the loss of life and property from a natural and/or manmade disaster by avoiding or lessening the impact of a disaster and providing value to the public by creating a safer community.

**Mutual Aid Agreement**

Written agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services.

**National Incident Management System**

A set of principles that provide a systematic, proactive approach guiding government agencies at all levels, non-governmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate against the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life, damage to property, and harm to the environment.

**National Weather Service**

The federal agency tasked with providing localized weather information to the population, and during a weather-related emergency, to state and local emergency management officials.

**Preparedness**

A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response.

**Recovery**

The development, coordination, and execution of service and site restoration plans; the reconstitution of operations and services; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

**Response**

Activities that address the short-term, direct effects of an incident. This includes immediate actions to save lives, protect property, and meet basic human needs.

**Secure-in-Place**

The application of locks, barricades, and other protective measures to secure one’s self from an active, violent situation.

**Shelter-in-Place**

The initiation of protective measures against a chemical release or severe weather event.

**State of Emergency**

The condition declared by the University President when, in his or her judgment, a threatened or actual disaster is of sufficient severity and magnitude to warrant disaster assistance from other state organizations and institutions.

**Terrorism**

Any activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of government by mass destruction, assassination, or kidnapping.

**Unified Command**

An Incident Management System application used when more than one agency or department has incident jurisdiction or when incidents cross political jurisdictions. Department work together through the designated members of the Unified Command, often the senior person from departments participating in the Unified command, to establish a common set of objectives and strategies and a single Incident Action Plan.

# Appendix B of EOP

**Acronym List**

**AAR –** *After Action Report*

**AED –** *Automated External Defibrillator*

**AVP –** *Assistant Vice President*

**CDC –** *Center for Disease Control*

**CEM –** *Certified Emergency Manager*

**CERT –** *Community Emergency Response Team*

**CLO –** *Chief Legal Officer*

**COOP –** *Continuity Operations Plan(ning)*

**CPG –** *Comprehensive Preparedness Guide*

**CPR –** *Cardiopulmonary Resuscitation*

**DHS –** *Department of Homeland Security*

**DOCS –** *Department Operating Centers*

**DPS –** *Department of Public Safety*

**DSC –** Dalton State College

**EAP –** *Emergency Action Plan*

**EH&S/EHS –** *Environmental Health and Safety*

**EMA –** *Emergency Management Agency*

**EMAP –** *Emergency Management Accreditation Program*

**EMC –** *Electric Membership Corporation*

**EMS –** *Emergency Medical Service*

**EOC –** *Emergency Operations Center*

**EOP –** *Emergency Operations Plan*

**ESF –** *Emergency Support Function*

**FEMA –** *Federal Emergency Management Agency*

**FEOC –** *Forward Emergency Operations Center*

**GEMA –** *Georgia Emergency Management Agency*

**GSAR –** *Georgia Search and Rescue*

**HHS –** *Health and Human Services*

**HPAI –** *Highly Pathogenic Avian Influenza*

**HVAC –** *Heating, Ventilation, and Air Conditioning*

**IAEM –** *International Association of Emergency Managers*

**IAP –** *Incident Action Plan*

**IC –** *Incident Command*

**ICS –** *Incident Command System*

**JIC –** *Joint Information Center*

**NCAA –** *National Collegiate Athletic Association*

**NEMA –** *National Emergency Management Association*

**NFPA –** *National Fire Protection Administration*

**NIMS –** *National Incident Management System*

**NRF –** *National Response Framework*

**O.C.G.A. –** *Official Code of the State of Georgia*

**OEM –** *Office of Emergency Management*

**PAG –** *President’s Advisory Group*

**PIO –** *Public Information Officer*

**POD –** *Point of Dispensing*

**PPE –** *Personal Protective Equipment*

**Q&A –** *Questions and Answers*

**RAs –** *Resident Assistants*

**SACS –** *Southern Association of Colleges and Schools*

**SHS –** *Student Health Services*

**THIRA –** *Threat Hazard Identification and Risk Assessment*

**UC –** *Unified Command*

**UITS –** *University Information Technology Services*

**USG –** *University System of Georgia*

**USO –** *University System Office*

**WHO –** *World Health Organization*

# Appendix C of EOP

**Emergency Action Plan Poster**

<https://www.daltonstate.edu/skins/userfiles/files/emergency_new_9_18_18.pdf>

# Appendix D of EOP

## NIMS/ICS Structure and Requirements

In the event of a large-scale incident involving the Dalton State College campus or resources, the National Incident Management System (NIMS) becomes a critical piece in facilitating effective and appropriate assistance based on the size and complexity of the incident.

## Benefits of Incident Command System

The Incident Command System (ICS) allows DSC personnel and outside responders to meld rapidly into a common management structure to respond to an emergency situation. Incident command allows for management by best practices and helps to ensure the safety of responders, students, faculty, staff, and others. The achievement by objectives process outlined in the ICS structure allows for the efficient use of resources to support the incident response operations.

## Training

Training requirements associated with NIMS and ICS are based on roles and responsibilities in incident response and the emergency management structure. The U.S. Department of Homeland Security and the U.S. Department of Education recommend all “key personnel” involved in emergency management and incident response take the appropriate NIMS training courses and support the implementation of NIMS. All key personnel are required to complete four courses in order for Dalton State to be considered NIMS compliant. Key personnel are identified as those with a critical role in response, such as the Incident Commander, command staff, general staff, or member of any campus emergency management team. These four courses are:

• ICS-100HE: Introduction to the Incident Command System for Institutes of Higher Education

• ICS-300: Intermediate Incident Command System

• ICS-400: Advanced Incident Command System

• ICS-700: NIMS, An Introduction

Each of these classes can be taught in a classroom setting and are also available online at training.fema.gov, with the exception of ICS-300 and ICS-400, which are only available in a classroom setting. Personnel with a role in emergency preparedness take ICS-100HE, at a minimum, including Crisis Coordinators.

In addition to the requirements for key personnel, leadership personnel who could potentially be in the position to command or manage an incident at Dalton State College are recommended to take the following additional NIMS courses:

• ICS-200: ICS for Single Resources and Initial Action Incidents

• ICS-800: National Response Framework, An Introduction

These courses are only available online. Finally, it is recommended that Senior and Executive Staff members of Dalton State College take:

•ICS-402: Incident Command System Overview for Executives and Senior Officials.

## Structural Components of ICS: Unified Command

Unified Command is, perhaps, the most important aspect of the Incident Command System for Dalton State College. Unified Command enables agencies with different legal, geographical, and functional responsibilities to coordinate, plan, and interact efficiently to appropriately respond to an emergency. Incident commanders from each representative response agency or department will make joint decisions within the Unified Command structure and speak with one voice. As the incident evolves, the lead Incident Commander would change within the Unified Command to match the needs of the incident. For example, as an incident switched from a law enforcement centered response to an active shooter to a medical centered response to deal with the patients, the decisions made by Unified Command would lean more towards law enforcement representatives for the first part and medical representatives for the second.

Under Unified Command, unity of command, which is where each responder reports to only one supervisor, would remain intact. Each agency or department would maintain their own incident command structure, but overarching decisions would be made by the Unified Command and decisions would then be filtered down through the ICS structure. There would be a single set of general staff and/or command staff positions. These positions should be filled by the most qualified and experienced persons available. Decisions on who should fill these positions must be agreed upon by the Unified Command. For example, for a response operation requiring emergency response from fire personnel, law enforcement personnel, and plant operations personnel, there would be a single Operations Section Chief directing all of the tactical operations. There would then be a Branch Director over each of the three emergency response groups to direct their operations.

A Unified Command results in a shared understanding of priorities and restrictions, as well as a single set of incident objectives for all agencies. This allows for collaborative strategies and improved informational flow, both internally and externally. By having all response agencies following the same strategies and objectives, duplication of effort is decreased and the efficient use of resources increases.

Unified Command allows for a single planning process that produces one Incident Action Plan (IAP) for the incident, instead of each department of agency having their own IAP. Along with coordinated planning activities, logistics and resource ordering can also be coordinated to decrease logistical duplication and increase potential cost saving.

## Structural Components of ICS: Command Staff

The Incident Commander (IC) is the person with overall responsibility for managing the incident by objectives, planning strategies, and implementing tactics. Depending on the severity of the situation, the IC may require the services of Command Staff personnel, which includes a Safety Officer, a Liaison Officer, and/or a Public Information Officer.

• Safety Officer: ensures the safety of all on-scene personnel

• Liaison Officer: primary contact for supporting agencies and is generally only required during a multi-agency, multi-jurisdictional response

• Public Information Officer: responsible for sharing information with University constituencies and the media in reference to the incident.

## Structural Components of ICS: General Staff

Depending on the severity of the incident, the Incident Commander may assign Section Chiefs to direct major functional areas of the incident response. The four major functional areas are: Operations, Logistics, Planning, and Finance/Administration

*Operations*

The Operations Section is responsible for directing and coordinating all incident tactical operations. Generally, the Operations Section Chief is the person with the greatest technical and tactical expertise in dealing with the situation. This section generally expands to include additional layers of supervision as more resources are deployed to maintain a manageable 3-7 person “span of control,” which is the number of people that can be effectively supervised by a single person.

As an incident grows larger, the Operations Section may be split based upon function or geography, as the situation dictates. Each situation is different and could require vastly different operational solutions and resources.

*Logistics*

The Logistics Section is responsible for all of the resource and facility support requirements for the incident. Some of the tasks the logistics section may include, but are not limited to: ordering, obtaining, maintaining and accounting for essential personnel, equipment and supplies; providing communication planning and resources; setting up food services for responders; providing support transportation; and providing medical services to incident personnel.

Logistics can be split into Service and Support Branches. The Service Branch includes Communications, Medical, and Food units. The Support Branch includes Supply, Facilities, and Ground Support units. Each of these units provides valuable support to the overall incident operations.

The Communications Unit prepares and implements the Incident Communications Plan, distributes and maintains communications equipment, supervises the Incident Communications Center, and establishes adequate communications over the incident. The Medical Unit develops a medical plan, provides first aid and light medical treatment for personnel assigned to the incident, and prepares procedures for a major medical emergency. The Food Unit supplies the food and potable water for all incident facilities and personnel, and obtains the necessary equipment and supplies to operate food service facilities at Bases and Camps.

The Supply Unit determines the type and amount of supplies needed to support the incident. It is also responsible for ordering, receiving, storing and distributing those supplies, as well as maintaining proper inventory and accountability of supplies and equipment. The Facilities Unit sets up and maintains required facilities to support the incident. This unit is also responsible for facility security and maintenance needs, including sanitation, lighting, and cleanup. The Ground Support Unit prepares the incident Transportation Plan. This unit is also responsible for fueling, maintenance, and repair of ground resources as well as supplying transportation for all personnel, supplies, and food.

*Planning*

The Planning Section is responsible for the incident action planning process and information collection and analysis. The planning section is also responsible for tracking resources assigned to an incident, maintaining all incident documentation, and developing demobilization plans and procedures.

The Planning Section can be staffed by four additional units. They are the Resources, Situation, Documentation, and Demobilization units. In addition to these units, any technical specialists or subject-matter experts would be placed in the planning section to aid in proper Incident Action Plan development.

The Resources Unit conducts all check-in activities and maintains the status of all incident resources. This unit plays a significant role in the development of the Incident Action Plan. The Situation Unit collects and analyzes information on the current situation, prepares situation displays and summaries, and develops maps and projections. The Documentation Unit provides duplication services, including the written IAP, and maintains incident-related documentation. The Demobilization Unit assists in ensuring that all resources are released from the incident in an orderly, safe, and cost-effective manner.

*Finance/Administration*

The Finance/Administration Section monitors costs associated with the response and provides cost analysis, as needed. This section is involved in contract negotiating and monitoring, timekeeping, damage or injury compensation, and documentation for reimbursement. The Finance Section can be split into four units: Procurement, Time, Cost, and Compensations/Claims.

The Procurement Unit is responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements. The Time Unit is responsible for all incident personnel time-recording needs. The Cost Unit is responsible for collecting all cost data, performing cost effectiveness analysis, providing cost estimates, and making cost-saving recommendations. The Compensation/Claims Unit is responsible for the overall management and direction of all administrative matters pertaining to compensation for injury-related and claims-related activities kept for the incident.

These structures would be assigned by the Incident Commander in incidents where the IC could not appropriately handle all four aspects due to incident size or complexity.

*Pre-Determined Incident Commanders*

Although it’s understood that the first arriving first responder (likely a DSC Police Officer) will start off as incident commander, in an attempt to alleviate confusion as to which incident response agency/department is expected to take the lead during emergency situations, the following list of potential hazardous incidents identifies an associated agency or department to take the lead. As with any emergency situation, it is important to remember that mitigating circumstances can supersede this list.

Acts of Violence – Chief of Police or designee

Utility Outage – Director of Plant Operations or designee

Hazardous Materials Spill –Environmental Health and Safety Coordinator or designee

Hazardous/Inclement Weather – Director of Public Safety or designee

Earthquake – Director of Public Safety or designee

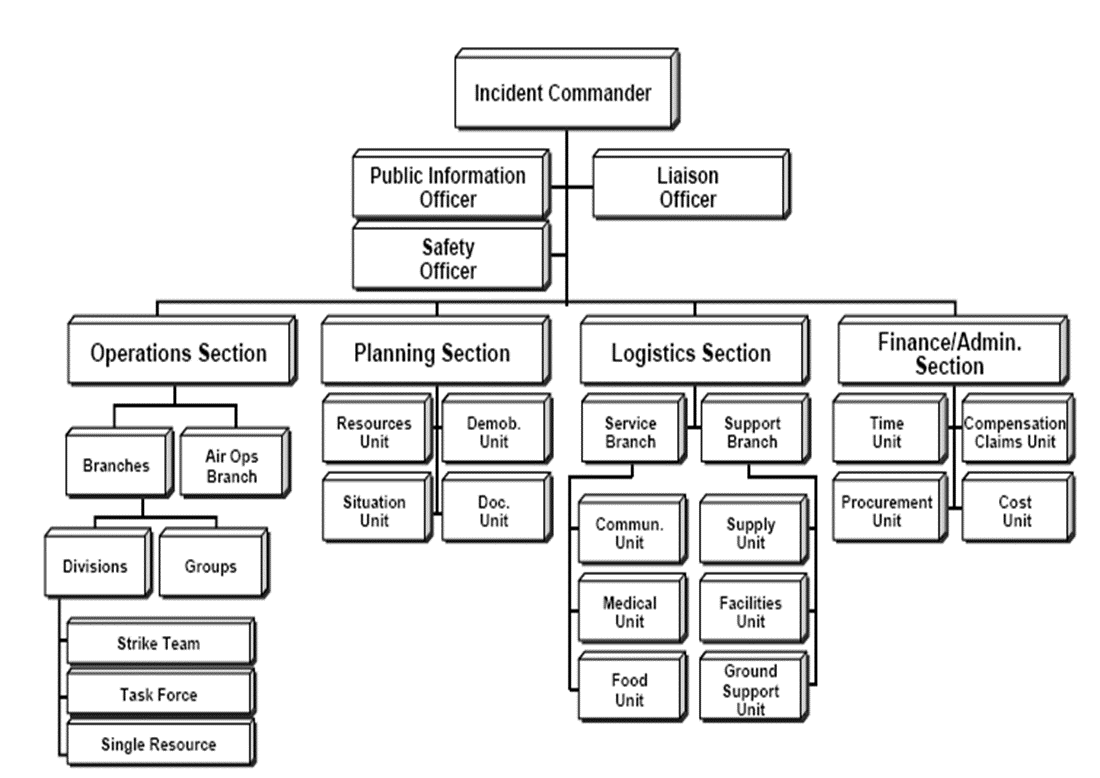
Medical Emergency – Hamilton Medical Emergency Services (Chief of Police or designee until Dalton Fire Department personnel arrive)

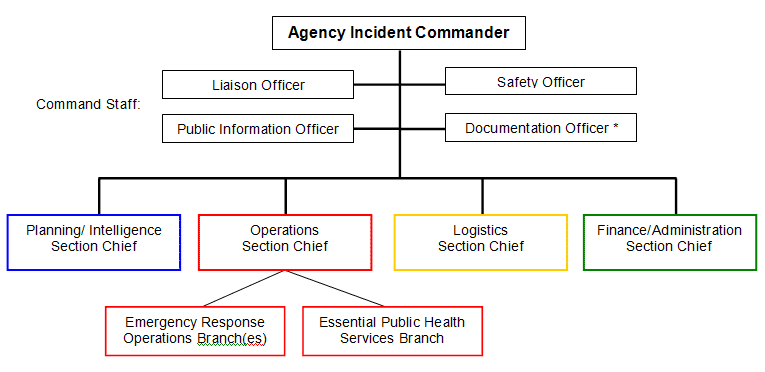
Fire – Dalton Fire Department (Chief of Police or designee until Fire personnel arrive)

Pandemic – Director of Student Health Services or designee

*It must also be understood that College executives will be involved in strategic, and at times, operational decisions.*

## Incident Command Charts

**Full ICS Structure**

*Incident Command General and Command Staff Only*

## Incident Command Forms

Most incidents require record-keeping techniques to allow for proper documentation of the event. The requirements for each event, like the events themselves, will vary depending upon the agencies involved and the nature of the incident. To allow for a streamlined approach to documentation, 21 ICS forms have been made available by the Department of Homeland Security. For DSC’s purposes, the following ten forms are the most likely to be implemented during any large-scale event or emergency at Dalton State College.

ICS 201 – Incident Briefing Form

This form provides the incident command/unified command and general staff with basic information regarding the incident situation and the resources allocated to the incident. This form also serves a permanent record of the initial response to an incident.

ICS 202 – Incident Objectives

This form serves as the first page of a written Incident Action Plan (IAP) and describes the basic strategy and objectives for use during each operational period.

ICS 203 – Organizational Assignment List

This form, typically used as the second page of the IAP, provides information on the response organization and personnel staffing of the incident.

ICS 204 – Division/Group Assignment List

This form is used to inform personnel of their assignments after the objectives are approved by incident command/unified command.

ICS 205 – Incident Communications Plan

This form provides a single location for all communications equipment assignments for each operational period.

ICS 206 – Incident Medical Plan

This form provides information on incident medical aid stations, ambulances, hospitals, and medical emergency procedures.

ICS 207 – Incident Organization Chart

This form allows for a visual wall chart depicting the ICS organization position assignments for the incident.

ICS 209 – Incident Status Summary

This form can be utilized as a situational report to give an overall view of the most recently completed operational period accomplishments and needs for the next operational period.

ICS 211 – Check-in List

This form is used to check in personnel and equipment arriving at or departing from the incident.

ICS 214 – Activity Log

This form records details of notable activities and events. It provides a basic documentation of incident activity to be used as a reference for after-action reports (AARs).

# Appendix E of EOP

## Hazard Mitigation Plan Updated 11/2017

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SEISMIC HAZARD SCORE WILDFIRE HAZARD SCORE WIND HAZARD SCORE

Document Title: **HAZARD MITIGATION PLAN**

|  |  |  |
| --- | --- | --- |
| **Plan Approval** | **Date** |  |
| *James A. Burran* | 11/27/07 | Original plan approval |
| **Type of Review** | **Date** | **Changes** |
| Biennial | 10/23/2017 | * Updated data and responsibility contact * Updated mitigation goals * Updated buildings and property values * Updated hazard maps |
| Subcommittee Meeting | 11/2017 | * Reviewed plan * Discussed Mitigation as per Chapter 1, Section IV. |
| **Dr. Venable Signature** | 12/2017 | Plan Approval |
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### CHAPTER 1 – EXECUTIVE SUMMARY

1. This Hazard Mitigation Plan represents Dalton State College’s commitment to reducing risks from both natural and technological hazards, and also serves as a guide for decision makers as they commit resources to reducing the effects of potential hazards. In addition, this Hazard Mitigation Plan provides a list of mitigation goals, objectives and related actions that may assist in reducing risk and preventing loss from future natural hazard events.

This Hazard Mitigation Plan is the result of the Board of Regents initializing the Disaster Resistant University (DRU) planning process. With guidance from GEM&HSA, this Plan will meet requirements for the federal Disaster Mitigation Act of 2000 (DMA2K). The Plan will identify the risks and vulnerabilities to natural hazards for our institution. The Plan will identify mitigation activities that can be undertaken to reduce those risks and vulnerabilities.

Dalton State College agrees that mitigation makes sense. It has been proven time and again that the impact of hazards can be lessened, and sometimes avoided altogether, if appropriate action is taken before hazardous events occur. Through the identification of vulnerable areas and the implementation of measures aimed at minimizing exposure, the negative impacts of natural hazards can be greatly reduced. Action starts through the preparation and implementation of a comprehensive mitigation strategy.

1. Information in the Dalton State College Disaster Mitigation Plan is based on research from a variety of sources. These sources include: The National Climatic Data Center, National Weather Service, Georgia Department of Natural Resources, Georgia Forestry Commission, Georgia Tornado Database, and Whitfield County Emergency Operations Plan.

Environmental Health, Occupational Safety and Risk Management (EH&OS) was responsible for updating the mission statement for the planning initiative (Appendix A), as well as the goals, objectives and action items identified in the plan.

1. A Hazard, Risk, and Vulnerability assessment was accomplished by compiling and reviewing historical data on the location of specific hazards, the value of existing property in hazard locations, and analyzing the risk of life, property and the environment that could potentially result from future hazard events. The Dalton State College EH&OS accomplished the HRV by conducting the following steps:

***Inventorying Critical Facilities****:* Critical facilities are important in that these entities provide essential products and services to the public that are necessary to preserve the welfare and quality of life in the surrounding area. The critical facilities for Dalton State College have been identified in Appendix C.

***Hazard Identification****:* Map and historical data sources were studied and reviewed in order to identify the geographic extent, intensity, and probability of occurrence for various hazard events. EH&OS identified four major hazards – severe thunderstorms and tornados, winter storms, wildfires, and earthquakes that typically could affect Whitfield County. A comprehensive hazard description and history for Whitfield County is provided in Appendix B.

***Profiling Hazard Events****:* The causes and characteristics of each hazard, how it has affected Whitfield County in the past, and what part of Whitfield County’s population and infrastructure has historically been vulnerable to each specific hazard has been analyzed. A profile for each hazard discussed in this plan is provided in Chapter 2.

***Vulnerability Assessment****:* This step was accomplished by comparing each previously identified hazard with the inventory of affected critical facilities and population exposed to each hazard.

***Estimating Losses****:* Using the best available data, this step involved estimating damage and financial losses likely to be sustained in a geographic area by the use of mathematical models. Describing vulnerability in terms of dollar losses provides the college with a common framework in which to measure the effects on critical facilities (Appendix C).

### MITIGATION GOALS AND OBJECTIVES

In assessing Vulnerability/Estimating Potential Losses EH&OS was responsible for performing a detailed risk assessment of the campus. EH&OS reviewed and analyzed hazard event and profiles and related critical facilities to determine expected losses from specific hazard events. Potential losses include people, buildings, infrastructure, and other important college assets.

The Dalton State College Pre-Disaster Mitigation Planning Committee used the results of the Hazard, Risk and Vulnerability assessment to identify and prioritize goals, objectives and related actions. Mitigation Goals and Objectives were identified by the Planning committee and then prioritized based on the number of students it would affect and the cost to perform each project. Each mitigation goal includes required actions for implementation, as well as potential resources, which may include grant programs or human resources

1. As determined during the planning process, EH&OS shall assume the responsibility for the upkeep and maintenance of the plan. It shall be the responsibility of EH&OS to ensure that this plan is utilized as a guide for initiating the identified mitigation measures. The Director of Public Safety, or his designee, shall be authorized to convene a committee to review and update this plan periodically (at least biennial) throughout the useful life of the plan, not to exceed five years.

Through this process, the committee shall identify projects that have been successfully undertaken in initiating mitigation measures throughout the campus. These projects shall be noted within the planning document to indicate their completion. Additionally, the committee shall brainstorm and identify any new or additional mitigation projects that may arise. The Dalton State College DRU Plan will be made available to Whitfield County for incorporation into their Pre-Disaster Mitigation Plan as needed.

1. The Dalton State College Pre-Disaster Mitigation Planning Committee, working with appropriate local officials, will be responsible for initiating implementation of plan action items and undertaking a formal review process.

The Plan Maintenance Section of this document, Chap 4. Para IV, details the formal process that will ensure that the Dalton State College Disaster Mitigation Plan remains an active and relevant document. The plan maintenance process includes monitoring and evaluating the plan biennially, and producing a plan revision every five years. Additionally, Dalton State College will develop steps to ensure public participation throughout the plan maintenance process.

1. Dalton State College currently has a population of approximately 5,100 faculty, staff and students. This population is present on campus at various times, not all at once.

### Resolution and Proclamation

Whereas new regulations require that Dalton State College has an approved hazard mitigation plan in place before they can be considered for future disaster assistance, including hazard mitigation funding.

Whereas Dalton State College approved a planning committee to meet guidelines set forth by the Georgia Emergency Management & Homeland Security Agency (GEM&HSA).

Whereas the Dalton State College Disaster Mitigation Plan has been approved by the Georgia Emergency Management & Homeland Security Agency (GEM&HSA).

Therefore, the Dalton State College Disaster Mitigation Plan has been approved. It is effective for planning purposes for Dalton State College.

### CHAPTER 2 – CAMPUS NATURAL HAZARD, RISK AND VULNERABILITY (HRV) SUMMARY

The Dalton State College Office Environmental Health, Occupational Safety and Risk Management (EH&OS) confirmed all natural hazards that had been previously identified and that could potentially affect Whitfield County. These hazards include wildfires, winter storms, earthquakes, tornados, flooding and severe thunderstorm incidents. Even though all of these hazards have not directly affected any portion of Whitfield County in recent years, the potential still remains that at any time; they could become a significant threat.

The list of potential hazards was then narrowed to only the hazards that are most likely to impact the campus. These threats include wildfires, earthquakes, winter storms, tornados and severe thunderstorms incidents. As a result of the disaster mitigation planning process, EH&OS determined that four natural hazards pose a direct, measurable threat to Dalton State College.

Tornados/severe thunderstorms, winter storms, earthquakes and wildfires are all potential threats to the campus. Flooding on the other hand, is isolated to select areas of the county that are within the flood plain and/or hazard area. Each of these potential hazards is addressed individually with relevant supporting data.

### Tornados/Severe Thunderstorms -

* 1. Tornadoes and severe thunderstorms regularly affect Whitfield County. Reference Whitfield County Hazard Mitigation Plan Section 2.1 and 2.2. See Appendix B, Hazard Frequency Table.
  2. According to Whitfield County Hazard Frequencies Table records for Whitfield County, over the last 50 years there have been one hundred one ninety-six documented incidents of thunderstorm events that include high winds, lightening or hail and six tornado events. High winds and tornados can pose a risk at any time. The historical data for tornado activity is 12 percent/year chance of future occurrence. For thunderstorms, the historical data indicates a 202 percent/year chance of future occurrence. Data for both hazards is covered in the Whitfield County Plan. Dalton State College has the same exposure so the Hazard Frequency Table is included in Appendix B.
  3. There are fourteen critical facilities on campus. These consist of 14 total buildings; 6 classroom buildings-Health Prof. Hall, Gignilliat Memorial Hall, Lorberbaum Hall, Sequoya Hall, Brown Hall, Peeples Hall; 1 Admin-Westcott Hall; 1 Roberts Library; 2 support buildings - Parking deck, Plant Ops; 1 Pope Student Center; 1 Bandy Gymnasium; 1 Ottinger Hall; 1 Residential Hall - Mashburn Hall. The combined value is approximately $147,700,000. Reference Inventory of Assets in Appendix C**.**
  4. All facilities at Dalton State College are vulnerable to tornados and thunderstorms. The most vulnerable buildings would be the Pope Student Center and Roberts Library. These buildings have exposed large windows and are less resistant to wind. The combined total value of these buildings is $39,800,000.
  5. It is impossible to determine probability or extent of tornados and thunderstorms so all construction must adhere to the Georgia State Minimum Standard Codes (Uniform Codes Act) and the International Building Code (2012 edition) with Georgia Amendments (2014) (2015). The minimum standards established by these codes provide reasonable protection to persons and property within structures that comply with the regulations for most natural hazards. The existing development patterns on campus and the majority of our academic and administrative structures use concrete and metal construction. This construction is particularly wind resistant. No private residential buildings exist on campus.
  6. Dalton State College does have residents of the surrounding counties on campus much of the time, especially during daylight and evening hours, and is concerned with evacuation. This population number is approximately 5,600 and consists of faculty, staff and students. This population is present on campus at various times, not all at once.
  7. Tornados and thunderstorms are a very real threat to Dalton State College. the Potential for damage in any area is significant. Public awareness of how to prepare for and what to do during severe storms may reduce the risk of deaths, but no preparations can be made for a particular area.

### Winter Storms

* 1. Winter Storms occur relatively infrequently in Whitfield County; they have the potential to wreak havoc on the community when they do strike. Reference Whitfield County Hazard Mitigation Plan Section 2.2. See Appendix B, Hazard Frequency Table.
  2. According to the Whitfield County Hazard Frequencies Table records for Whitfield County, during the last 50 years, documentation of 19 winter storms was found. Based on the entire fifty-year period, a winter storm is likely to occur within Whitfield County once every 2.6 years. Another way of stating these findings is that every year in Whitfield County there is a 38% chance of a winter storm. Dalton State College has the same exposure so the Hazard Frequency Table is included in Appendix B.
  3. There are fourteen critical facilities on campus. These consist of 14 total buildings; 6 classroom buildings-Health Prof. Hall, Gignilliat Memorial Hall, Lorberbaum Hall, Sequoya Hall, Brown Hall, Peeples Hall; 1 Admin-Westcott Hall; 1 Roberts Library; 2 support buildings - Parking deck, Plant Ops; 1 Pope Student Center; 1 Bandy Gymnasium; 1 Ottinger Hall; 1 Residential Hall - Mashburn Hall. The combined value is approximately $147,700,000. Reference Winter Storm Map in Appendix B and Inventory of Assets in Appendix C.
  4. All facilities at Dalton State College are vulnerable to damaging Winter Storms due to the flat roofs of our buildings.
  5. It is impossible to determine probability or extent of Winter Storm damage so all construction must adhere to the Georgia State Minimum Standard Codes (Uniform Codes Act) and the International Building Code (2000 edition). The minimum standards established by these codes provide reasonable protection to persons and property within structures that comply with regulations for most natural hazards. The existing development patterns on campus and the majority of our academic and administrative structures use concrete and metal construction. This construction is particularly winter storm resistant.
  6. Dalton State College does have residents of the surrounding counties on campus much of the time, especially during daylight hours, and is concerned with evacuation. This population numbers 5,000 and consists of faculty, staff and students. This population is present on campus at various times, not all at once.
  7. Damaging winter storms are a very real threat to Dalton State College. The potential for damage in any area is significant. Public awareness of how to prepare for and what to do during severe storms may reduce the risk of deaths, but no preparations can be made for a particular area.

### Wildfire

* 1. Wildfires are a serious threat to Whitfield County. Reference

Whitfield County Hazard Mitigation Plan Section 2.5. See Appendix B, Hazard Frequency Table**.**

* 1. According to Whitfield County Hazard Frequencies Table records for Whitfield County, over the past 50 years, documentation of 3301 wildfire events was found. Based on the entire fifty-year period, it is likely that a wildfire event will occur an average of once a week in Whitfield County. Another way of stating these findings is that every month in Whitfield County there is a 550% chance of a wildfire event. Dalton State College has the same exposure so the Hazard Frequency Table is included in Appendix B.
  2. There are fourteen critical facilities on campus. These consist of 14 total buildings; 6 classroom buildings-Health Prof. Hall, Gigilliat Memorial Hall, Lorberbaum Hall, Sequoya Hall, Brown Hall, Peeples Hall; 1 Admin-Westcott Hall; 1 Roberts Library; 2 support buildings - Parking deck, Plant Ops; 1 Pope Student Center; 1 Bandy Gymnasium; 1 Ottinger Hall; 1 Residential Hall - Mashburn Hall. The combined value is approximately $147,700,000. Reference Inventory of Assets in Appendix C.
  3. All facilities at Dalton State College are vulnerable to damages of Wildfires due to the lay of the land and surrounding woodlands.
  4. It is impossible to determine probability or extent of damaging wildfires so all construction must adhere to the Georgia State Minimum Standard Codes (Uniform Codes Act) and the International Building Code (2000 edition). The minimum standards established by these codes provide reasonable protection to persons and property within structures that comply with the regulations for most natural hazards. The existing development patterns on campus and the majority of our academic and administrative structures use concrete and metal construction. This construction is particularly fire resistant. No private residential buildings exist on campus.
  5. Dalton State College does have residents of the surrounding counties on campus much of the time, especially during daylight hours, and is concerned with evacuation. This population numbers 5,000 and consists of faculty, staff and students. This population is present on campus at various times, not all at once.
  6. Damaging wildfires are a very real threat to Dalton State College. The potential for damage in any area is significant. Public awareness of how to prepare for and what to do during wildfires may reduce the risk of deaths, but no preparations can be made for a particular area.

### Earthquakes

* 1. All Structures and facilities within Whitfield County are susceptible to earthquake damage since they can occur in any portion of the County or Municipalities. Reference Whitfield County Mitigation Plan Section 2.7. See Appendix A, Hazard Frequency Table.
  2. The Whitfield County HMPC reviewed historical data from the National Oceanic and Atmospheric Administration, the National Climatic Data Center, and the U.S. Geological Survey in researching earthquake events of the County. Evidence of one earthquake is all that was found within the past fifty years. However, the State of Georgia has experienced seven earthquakes from 1974 to 2003, according to USGS information. The HMPC was unable to determine which of these additional earthquakes affected Whitfield County and, if so, to what degree. Nevertheless, the HMPC believes that these earthquakes would have occurred close enough to Whitfield County (even if they occurred in South Georgia) to merit consideration. The threat of earthquakes in Whitfield County may be more significant than the one documented earthquake incident would seem to indicate. Dalton State College has the same exposure so the Hazard Frequency Table is included in Appendix B.
  3. There are fourteen critical facilities on campus. These consist of 14 total buildings; 6 classroom buildings-Health Prof. Hall, Gignilliat Memorial Hall, Lorberbaum Hall, Sequoya Hall, Brown Hall, Peeples Hall; 1 Admin-Westcott Hall; 1 Roberts Library; 2 support buildings - Parking deck, Plant Ops; 1 Pope Student Center; 1 Bandy Gymnasium; 1 Ottinger hall; 1 Residential Hall - Mashburn Hall. The combined value is approximately $147,700,000. Reference Inventory of Assets in Appendix C.
  4. All facilities at Dalton State College are vulnerable to earthquakes except for the Brown Hall which was designed using the 2000 IBC code. Under that code, this area is classified as ‘Zone D’. ‘Zone F’ is the highest classification. All utilities, electrical, gas, and water are underground in ridged pipes making them more susceptible to damage from earthquakes.
  5. It is impossible to determine probability or extent of earthquakes so all construction must adhere to the Georgia State Minimum Standards Codes (Uniform Codes Act) and the International Building Code (2000 edition). The minimum standards established by these codes provide reasonable protection to persons and property within structures that comply with the regulations for most natural hazards. The existing development patterns on campus and the majority of our academic and administrative structures are concrete and metal construction. No private residential buildings exist on campus.
  6. Dalton State College does have residents of the surrounding counties on campus much of the time, especially during daylight and evening hours, and is concerned with evacuation. This population number is approximately 5,300 and consists of faculty, staff and students. This population is present on campus at various times, not all at once.
  7. All of Whitfield County can potentially be affected by earthquakes since the entire County is located within the highest seismic threat zone. Public Awareness of how to prepare for and what to do during an earthquake may reduce the risk of deaths, but no preparations can be made for a particular area.

CHAPTER 3 – CAMPUS NATURAL HAZARD MITIGATION GOALS, OBJECTIVES AND ACTION STEPS

**OVERALL COMMUNITY MITIGATION GOALS, POLICIES AND VALUES NARRATIVE**

1. **Tornadoes/Severe Thunderstorms**
   1. The mitigation goals associated with severe thunderstorms are largely the same as those associated with tornados. Tornados are by far the deadliest, unpredictable natural hazard Dalton State College experiences and are usually more destructive and less frequent than thunderstorms, but both represent similar threats. A tornado and severe thunderstorms have the potential to cause injury, loss of life, and incalculable damage to public and private property, utilities and infrastructure. Severe thunderstorms represent one of the greatest threats to Dalton State College. Severe thunderstorms are one of the most frequently occurring natural hazards in Whitfield County. Although the severity of tornados and thunderstorms is often unpredictable, advanced planning can help limit the damages they cause. There are two main goals for tornados and severe thunderstorms at Dalton State College. The first is to minimize the loss of life and property. The second is to prevent disruption of services to the public to the greatest extent possible. The Whitfield County Hazard Mitigation Planning Committee (HMPC) has identified several courses of action that both local officials and citizens can use to mitigate the deadly effects of tornados and severe thunderstorms.
   2. Dalton State College has recommended certain measures that can be implemented to protect the campus. Mitigation strategies include both structural and non-structural mitigation measures. The structural mitigation recommendations presented emphasize both new construction as well as modification to older structures.

### Mitigation Goal #1:

“Develop and implement education and awareness programs aimed at mitigating the effects of natural hazards and reducing the risks to students and critical facilities.”

### Objective #1:

“Develop natural hazard mitigation awareness programs.”

#### ACTION STEPS:

* + - 1. *Develop and distribute education and awareness materials or brochures related to hazard mitigation and preparedness to include tornados and storm safety, fire* *safety, first aid, and various other topics as needed.*
      2. *(Category: Education and Awareness)* **Responsible Org:** Dalton State College

**Coordinating Org:** Dalton State College

**Timeline:** 2007 - Continual **Approximate Cost:** Low

**Funding Source:**

General Funds and Staff Time

Education of our population will result in the population’s ability to make the right choices in any hazardous situation.

***c.*** The Public Safety Department distributes various informational material to the community yearly.

### Mitigation Goal #2:

**“**Keep a hazard mitigation mindset active and alive at Dalton State College.”

### Objective #1:

“Establish an on-going role for the Dalton State College- Disaster Mitigation Planning Committee.”

#### ACTION STEPS:

* + - 1. *Establish clear roles for committee members, meet biennial in order to pursue and evaluate implementation of mitigation measures.*
      2. *(Category: Education and Awareness)* **Responsible Org**: Dalton State College

**Coordinating Org**: Committee Members/Dalton State College

**Timeline:** 2007 - Continual

**Approximate Cost:** Low

**Funding Source:** General Funds

Regular evaluations will benefit the campus as a whole.

* + - 1. The Planning Committee met with all

members in attendance in November, 2007. The committee’s purpose as well as each member’s responsibilities were discussed.

### Mitigation Goal #3:

“Protect the integrity of Information Technology Services.”

**Objective #3:**

“Maintain I.T. operations.”

***ACTION STEPS:***

1. *a generator and switching unit to use as a backup source of power in case of interruption in electrical services.*
2. *(Category: Property Protection)*

**Responsible Org:** Dalton State College

**Coordinating Org:** Dalton State College, Plant Ops & OCIS

**Timeline:** 2007 - Continual

**Approximate Cost:** $56,000

**Funding Source:** FEMA/GEMA Grant Funds. This would ensure our operational capabilities with the benefit to student, faculty and staff.

***c***. A generator has been installed to assist in

maintaining power for the internal I.T. operations.

### Mitigation Goal #4:

“Protect the integrity of Information Technology Services.”

**Objective #3:**

“Maintain I.T. operations.”

***ACTION STEPS:***

1. *IT Director states that systems are backed up to servers in Athens, Georgia. It was stated that these systems would be available if the infrastructure on campus was damaged. The Blackboard System would take approximately 12 hours to restore to operating condition for transactions and door access on campus. Due to security in place, access to Banner would be difficult to obtain within a reasonable amount of time currently.IT Director is working to obtain clearer procedures for accessing Banner if infrastructure were compromised. Will work to secure agreements with another institution to use their infrastructure to access systems and continue business.*
2. *(Category: Property Protection)*

**Responsible Org:** Dalton State College

**Coordinating Org:** Dalton State College, OCIS

**Timeline:** 2017 - Continual

**Approximate Cost: L**ow

**Funding Source:** Internal as required.

### Mitigation Goal #5:

Reduce the risk of injury to students

**Objective #3:**

Work to make tornado safe areas safer

***ACTION STEPS:***

*a. Install tornado safe film on glass in lecture room on lower level of the Brown Center. This will make the occupants of the building and the room safer in the event of strong winds and tornados.*

*b. (Category: Property Protection)*

**Responsible Org:** Dalton State College

**Coordinating Org:** Dalton State College, OCIS

**Timeline:** 2013

**Approximate Cost: Medium**

**Funding Source:** Internal as required.

c. Film was installed on the windows on the lower level conference room

### Winter Storms

* 1. Winter storms have the potential to cause injury, loss of life, and serious damage to public and private property, utilities and infrastructure. These storms represent one of the greatest natural hazard threats to Dalton State College. Most of the damage within Whitfield County during winter storms is caused by the formation of ice on roads and tree limbs, and power lines. These storms are usually predictable and can be forecasted in advance. However, some storms do come by surprise. Either way, advanced planning can help prevent much of the damage winter storms cause. There are two main mitigation goals for winter storms at Dalton State College. The first is to minimize the loss of life and property. The second is to prevent disruption of services to the public to the greatest extent possible. The Whitfield County Hazard Mitigation Planning Committee (HMPC) has identified several courses of action that both local officials and citizens can use to mitigate the damaging effects of winter storms.
  2. Dalton State College has recommended certain measures that can be implemented to protect the campus. Mitigation strategies include both structural and non-structural mitigation measures. The structural mitigation recommendations presented emphasize both new construction as well as modification to older structures.

### Mitigation Goal #1:

**“**Keep a hazard mitigation mindset active and alive at Dalton State College.”

### Objective #1:

“Establish an on-going role for the Dalton State College- Disaster Mitigation Planning Committee.”

#### ACTION STEPS

* + - 1. *Establish clear roles for committee members, meetings regularly in order to pursue and evaluate implementation of mitigation measures.*
      2. *(Category: Education and Awareness)*

**Responsible Org*:*** Dalton State College

**Coordinating Org:** Committee Members/Dalton State College

**Timeline:** 2007 - Continual

**Approximate Cost:** Low

**Funding Source:** General Funds

Regular evaluations will benefit the campus as a whole.

***c.*** The Planning Committee met with all

members in attendance in November, 2017. The committee’s purpose as well as each member’s responsibilities were discussed.

1. **Mitigation Goal #2:**

Protect the integrity of Information Technology Services.”

### Objective #1:

“Maintain I.T. Operations.”

#### ACTION STEPS:

* 1. *Purchase a generator and switching unit to use as a backup source of power in case of interruption in electrical services.*
  2. *(Category: Property Protection)* **Responsible Org:** Dalton State College

**Coordinating Org:** Dalton State College, Plant Ops & OCIS

**Timeline:** 2007 - Continual **Approximate Cost:** $56,000

**Funding Source:** FEMA/GEMA Grant Funds

This would ensure our operational capabilities with the benefit to students, faculty and staff.

***c***. A generator has been installed to assist maintaining power for the internal I.T. operations.

### Mitigation Goal #3:

### Lessen property damage

### Objective #1:

Maintain campus trees and shrubbery to lessen the likely hood of limbs damaging campus or personal property.

***ACTION STEPS***

* + - 1. *Plant Operations to trim trees*
      2. *(Category: Prevention*
      3. **Responsible Org*:*** Dalton State College

**Coordinating Org:** Plant Operations

**Timeline:** 2017 - Continual

**Approximate Cost:** Low

**Funding Source:** General Funds Wildfire

* 1. Wildfire is one of the most frequently occurring natural hazards

within Whitfield County. Wildfires have the potential to cause injury, loss of life, and serious damage to public, and private property, utilities and infrastructure. These events represent a potentially devastating threat to Dalton State College. There are two main goals at Dalton State College. The first is to minimize the loss of life and property. The second is to prevent disruption of services to the public to the greatest extent possible. The Whitfield County Hazard Mitigation Planning Committee (HMPC) has identified several courses of action that both officials and citizens can use to mitigate the deadly effects of Wildfires.

* 1. Dalton State College has recommended certain measures that can be implemented to protect the campus. Mitigation strategies include both structural and nonstructural mitigation measures. The structural mitigation recommendations presented emphasize both new construction as well as modification to older structures.

### Mitigation Goal #1:

Reduce the under lament of debris.”

### Objective # 1:

“Damage potential can be reduced in most areas susceptible to wildfire by ensuring that structures are surrounding by defensible space and buffer zones. These manageable areas generally 30 to 100 feet, are designed to remain clear of combustible materials. Slopes facing south and east are more vulnerable to dryness and heat from sun exposure.”

#### ACTION STEPS:

* + - 1. *Maintain the inner and outer perimeters of the college campus to prevent the loss of life, serious damage to public and private properties, utilities and infrastructures.*
      2. *(Category: Life/Property Protection)* **Responsible Org:** Dalton State College

**Coordinating Org:** Dalton State College, Plant Ops

**Timeline:** 2007 – Continual

**Approximate Cost:** $25,000

**Funding Source:** Internal

By taking this step we will lessen the likelihood of Wildfires causing injury to students, faculty, staff and the destruction to campus properties.

***c.*** Plant Operations maintains campus grounds with a fire prevention mindset. In addition, George Rice Drive would act as a buffer in the event of a wildfire to the west of the main campus.

* + 1. **Mitigation Goal #2:**

“Protecting the integrity of Information Technology Services.”

### Objective #1:

“Maintain I.T. Operations.”

#### ACTION STEPS:

* 1. *Purchase a generator and switching unit to use as a backup source of power in case of interruption in electrical services.*
  2. *(Category: Communication)*

**Responsible Org:** Dalton State College

**Coordinating Org:** Dalton State College, Plant Ops & OCIS

**Timeline:** 2007 Continual

**Approximate Cost:** $56,000

**Funding Source:** FEMA/GEMA Grant Funds

This would ensure our operational capabilities with the benefit to student, faculty and staff.

* 1. A generator has been installed to assist in maintaining power for the internal I.T. operations.

### Earthquakes

* 1. All of Whitfield County can potentially be affected by earthquakes since the entire County is located within the highest seismic threat zone. Earthquakes have a great potential to cause injury, loss of life, and serious damage to public and private property, utilities and infrastructure. Such events are uncommon within Whitfield County. As a matter of fact, no records of serious earthquake damage have been found for Whitfield County. Nevertheless, the tremendous destructive capacity of an earthquake requires Dalton State College to consider mitigation strategies.

Dalton State College developed two main mitigation goals for earthquakes within the campus. The first is to minimize the loss of life and property. The second is to prevent disruption of services to the public to the greatest extent possible. The Whitfield County Mitigation Planning Committee (HMPC) has identified measures to help mitigate the destructive force of earthquakes.

* 1. Dalton State College has recommended certain measures that can be implemented to protect the campus. Mitigation strategies include both structural and nonstructural mitigation measures. The structural mitigation recommendations presented emphasize both new construction as well as modification to older structures.

### Mitigation Goal #1:

“Reduce risk of Gas and Water ruptures.”

### Objective #1

“Continue replacement all current rigid pipes with flexible Pipes and shut valves at each building.”

#### ACTION STEPS:

* + - 1. *Obtain necessary funding and new replacement pipes and shut off valves to meet new codes.*
      2. *(Category: Life/Property Protection)* **Responsible Org:** Dalton State College **Coordinating Org:** Dalton State College, Plant Ops

**Timeline:** 2007 - Continual **Approximate Cost:** $240,000

**Funding Source:** Internal

By undertaking this step we will lessen the likelihood of gas leaks and explosions in case of earthquake.

***c.*** All exterior gas lines were replaced with

flexible gas lines.

* + 1. **Mitigation Goal #2:**

“Protecting the integrity of Information Technology Services.”

### Objective # 1:

“Maintain I.T. Operations.”

#### ACTION STEPS:

* 1. *Purchase a generator and switching unit to use as a backup source of power in case of interruption in electrical services.*
  2. *(Category: Property Protection)* **Responsible Org:** Dalton State College

**Coordinating Org:** Dalton State College, Plant Ops & OCIS

**Timeline:** 2007 - Continual **Approximate Cost:** $56,000

**Funding Source:** FEMA/GEMA

General Funds

This would ensure our operational capabilities with the benefit to students, faculty and staff.

* 1. A generator has been installed to assist in

maintaining power for the internal I.T. operations.

### CHAPTER 4 – EXECUTING THE PLAN

1. **CAMPUS IMPLEMENTATION ACTION PLAN -**
   1. The disaster mitigation planning process was overseen by EH&OS with the assistance of the Disaster Mitigation Planning Committee. This Plan was submitted to GEMA for approval.
   2. Dalton State College will act to formally adopt this plan.
   3. This Disaster Resistant College Plan will become even more effective when incorporated with the Whitfield County Hazard Mitigation Plan. This Plan will be made available to the County for their utilization as needed to incorporate into their PDM Plan at their next update.

### **MONITORING AND UPDATES -**

* 1. The Dalton State College EH&OS will be responsible for monitoring any hazardous event or changes to the plan.
  2. Collaboration between Dalton State College and Whitfield County will occur to review and update this plan.
  3. Assessment will be performed after any hazardous event and/or every year. The plan will be updated every five years in coordination with Whitfield County to ensure maximum efficiency of the plan.

### **MULTI-JURSDICTIONAL STRATEGY AND CONSIDERATIONS -**

* 1. The difference with respect to the Dalton State College plan and the Whitfield County Plan is that each entity will be responsible to carry out their own individual Plan within their respective jurisdictions.

### **PLAN UPDATE AND MAINTENANCE -**

* 1. The Planning Committee will convene in order to accomplish the plan evaluation. Additionally, EH&OS will schedule meetings as required to preserve a continuity and consistency throughout the process. These meetings will provide an opportunity to discuss the progress of the action items and maintain the partnerships that are essential for the sustainability of the mitigation plan.

### CHAPTER 5 – CONCLUSION

1. **CONCLUSION SUMMARY**
   1. As previously stated, the Dalton State Colleges Office of Environmental Health, Occupational Safety and Risk Management (EH&OS), will be charged with ensuring that this plan is monitored and updated biennial or more often if deemed necessary. The method of evaluation will consist of utilizing a checklist to determine what mitigation actions were undertaken, the completion date of these actions, the cost associated with each completed action, and whether actions were deemed to be successful. Also, items discovered by EH&OS that need to be addressed will be discussed.
   2. The cost benefit of a project was based upon the anticipated cost in relation to the perceived benefit of the action taken. A proposed action with a high price tag, but minimal benefit to the campus, was considered to have a low cost benefit. Conversely, if minimal expenditures were required and the entire campus would benefit, this received favorable cost benefit rating. All proposed mitigation actions were evaluated to determine the favorability of the benefit in relation to the cost associated with completing the project. Determining the feasibility of mitigating hazards can provide decision makers with an understanding of the potential benefits and costs of an activity, as well as a basis upon which to compare alternative projects.

### **2. REFERENCES -**

Numerous sources were utilized to ensure the most complete planning document could be assembled.

### Publications

FEMA Pre-Disaster Mitigation *How-to Guides # 1, 2, 3, 7*

GEM&HSA Supplements to FEMA Pre-Disaster Mitigation How-to Guides

Whitfield County Emergency Operation Plan (2016)

# APPENDIX A OF HMP

* + - **Plan Committee**
    - **Mission Statement**

## DALTON STATE COLLEGE

**PRE-DISASTER MITIGATION COMMITTEE**

**SUBCOMMITTEES**

**IDENTIFY CRITICAL FACILITIES/EQUIPMENT**

* Nick Henry
* George Brewer
* Michael Masters
* Paul Tate
* Jeff Marshall

**IDENTIFY HAZARDS AND ESTIMATE LOSSES**

* Nick Henry
* George Brewer
* Michael Masters
* Paul Tate

**INVENTORY ASSETS**

* Nick Henry
* Cynthia Parker

**INDENTIFY GOALS AND FUTURE PROJECTS**

* George Brewer
* Michael Masters
* Paul Tate

### **MISSION STATEMENT**

**FOR THE**

**DALTON STATE COLLEGE HAZARD MITIGATION PLAN**

THROUGH EFFECTIVE PLANNING, DEVELOP A CAMPUS-WIDE MITIGATION MINDSET THROUGH STAFF AND FACULTY LEADERSHIP

AND COMMUNITY-BASED PARTNERSHIP, LEADING THE WAY TO A SAFE AND SECURE ENVIRONMENT FOR ALL.

# APPENDIX B OF HMP

* + **Thunderstorm Hazard Description**
  + **Assets Exposed to Hazard Map - Thunderstorms**
  + **Tornado Hazard Description**
  + **Fujita Scale of Tornado Intensity Table**
  + **Tornados in Georgia Graph**
  + **Recorded Tornados in Whitfield County Graph**
  + **Number of Tornados per County Map**
  + **Assets Exposed to Hazard Map – Tornados**
  + **Winter Storm Hazard Description**
  + **Assets Exposed to Hazard Map – Winter Storm**
  + **Wildfire Hazard Description**
  + **Observed Fire Danger Map**
  + **Assets Exposed to Hazard Map – Wildfire**
  + **Earthquake Hazard Description**
  + **Probability of Earthquake Map**
  + **Mercalli Intensity Scale**
  + **Magnitude/Intensity Comparison Table**
  + **Earthquake Magnitude Map**
  + **Assets Exposed to Hazard Map - Earthquake**

**Severe Thunderstorm Hazard Description –** A Severe Thunderstorm is defined as a thunderstorm producing wind at or above 58 mph and/or hail ¾ of an inch in diameter or larger. This threshold is met by approximately 10% of all thunderstorms. These storms can strike any time of year, but similar to tornados, are most frequent in the spring and summer months. They are nature’s way of providing badly needed rainfall, dispersing excessive atmospheric heat buildup and cleansing the air of harmful pollutants. Not only can severe thunderstorms produce injury and damage from violent straight-line winds, hail, and lightning, but these storms can produce tornados very rapidly and without warning. Note: For the purposes if this Plan, severe thunderstorms that result from tropical storms and hurricanes are included in this section.

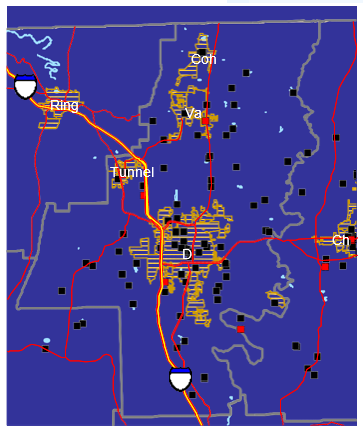
The most damaging phenomena associated with thunderstorms, excluding tornado activity, are thunderstorm winds. These winds are generally short in duration involving straight-line winds and/or gust in excess of 50 mph. However, these winds can gust to more than 100 miles per hour, overturning trailers, un-roofing homes, and toppling trees and power lines. Such winds tend to affect areas of the County with significant tree stands, as well as areas with exposed property, infrastructure, and above-ground utilities. Resulting damage often includes power outages, transportation and economic disruptions, and significant property damage. Severe thunderstorms can ultimately leave a population with injuries and loss of life. Thunderstorms produce two types of wind. Tornados are characterized by rotational winds. The other more predominant winds form a thunderstorm, downbursts, are small areas of rapidly descending air beneath a thunderstorm that strike the ground producing isolated areas of significant damage. Every thunderstorm produces a downburst. The typical downburst consists of only a 25 mph gusty breeze, accompanied by a temperature drop of as much as 20 degrees within a few minutes. However, severe downburst winds can reach from 58 to 100 mph, or more, significantly increasing the potential for damage to structures. Downbursts develop quickly with little or no advance warning and come from thunderstorms whose radar signatures appear non-severe. There is no sure method of detecting these events, but atmospheric conditions have been identified which favor the development of downbursts. Severe downburst winds have been measured in excess of 120 mph, or the equivalent of and F2 tornado, on the Fujita Scale. Such winds have the potential to produce both a loud “roaring” sound and the widespread damage typical of a tornado. This is why downbursts are often mistaken for tornados.

Hail can also be a destructive aspect of severe thunderstorms. Hail causes more monetary loss than any other type of thunderstorm-spawned severe weather. Annually, the United States suffers about one billion dollars in crop damage from hail. Storms that produce hailstones only the size of a dime produce dents in the tops of vehicles, damage roofs, break windows and cause significant injury or even death. Unfortunately, hail is often much larger than a dime and can fall at speeds in excess of 100 mph. Hailstones are created when strong rising currents of air called updrafts carry water droplets high into the upper reaches of thunderstorms where they freeze. These frozen droplets bump into and coalesce with unfrozen water droplets and are then carried back up high within the storm where they refreeze into larger drops. This cycle may repeat itself several times until the

frozen water droplets become so large and heavy that the updraft can no longer support their weight. Eventually, the frozen water droplets fall back to earth as hailstones.

Finally, one of the most frightening aspects of thunderstorms is lightening. Lightening kills nearly one hundred people every year in the United States and injures hundreds of others. A possible contributing reason for this is that lightning victims frequently are struck before or just after the occurrence of precipitation at their location. Many people apparently feel safe from lightening when they are not experiencing rain. Lightening tends to travel the path of least resistance and often seeks out tall or metal objects. With lightening however, it’s all relative. A ‘tall’ object can be an office tower, a home, or a child standing on a soccer field. Lightening can and does strike just about any object its path. Some of the most dangerous and intense lightening may occur with severe thunderstorms during the summer months, when outdoor activities are at their peak

**Thunderstorm: Assets Exposed to Hazard –** In evaluating assets that are susceptible to severe thunderstorms, hail, and lightning, the committee determined that, since this hazard is not spatially defined, all public and private property is susceptible to severe thunderstorms, including all critical facilities. The map below identifies critical facilities located within the hazard area which, in the case of severe thunderstorms (all blue areas), includes the entire County.

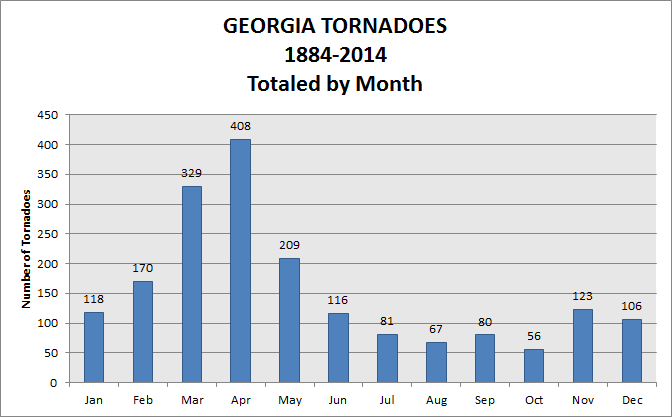


**Tornado Hazard Description –** A tornado is a dark, funnel-shaped cloud containing violently rotating air that develops below a heavy cumulonimbus cloud mass and extends toward the earth. The funnel twists about, rises and falls, and where it reaches the earth causes great destruction. The diameter of a tornado varies from a few feet to a mile; the rotating winds attain velocities of 200 to 300 mph, and the updraft at the center may reach 200 mph. A tornado is usually accompanied by thunder, lightning, heavy rain, and a loud "freight train" noise. In comparison with a hurricane, a tornado covers a much smaller area but can be just as violent and destructive. The atmospheric conditions required for the formation of a tornado include great thermal instability, high humidity, and the

convergence of warm, moist air at low levels with cooler, drier air aloft. A tornado travels in a generally northeasterly direction with a speed of 20 to 40 mph. The length of a tornado's path along the ground varies from less than one mile to several hundred. The Fujita Scale is the standard scale for rating the severity of a tornado as measured by the damage it causes (see table below).

|  |  |  |  |
| --- | --- | --- | --- |
| **The Fujita Scale of Tornado Intensity** | | | |
| **F-Scale Number** | **Intensity Phrase** | **Wind Speed Type of Damage Done** | |
| F0 | Gale tornado | 40-72 mph | Some damage to chimneys; breaks branches off trees; pushes over shallow-rooted trees; damages sign boards. |
| F1 | Moderate tornado | 73-112 mph | The lower limit is the beginning of hurricane wind speed; peels surface off roofs; mobile homes pushed off foundations or overturned; moving autos pushed off the roads; attached garages may be destroyed. |
| F2 | Significant tornado | 113-157 mph | Considerable damage. Roofs torn off frame houses; mobile homes demolished; boxcars pushed over; large  trees snapped or uprooted; light object missiles generated. |
| F3 | Severe tornado | 158-206 mph | Roof and some walls torn off well-constructed houses; trains overturned; most trees in forest uprooted |
| F4 | Devastating tornado | 207-260 mph | Well-constructed houses leveled; structures with weak foundations blown off some distance; cars thrown and large missiles generated. |
| F5 | Incredible tornado | 261-318 mph | Strong frame houses lifted off foundations and carried considerable distances to disintegrate; automobile sized missiles fly through the air in excess of 100 meters; trees debarked; steel reinforced concrete structures badly damaged. |

Tornados are considered to be the most unpredictable and destructive of weather events, even though they are not the most frequently occurring natural hazard within Whitfield Co. Tornado season in Georgia ordinarily runs from March through August, with the peak activity being in March and April. However, tornados can strike at any time of the year when certain atmospheric conditions are met. See graph below.



During the past fifty years, documentation of seven tornado events was found. Based on the entire fifty-year period, it can be inferred that a tornado is likely to occur within Whitfield Co. a little less than once every eight years. Another way of stating these findings is that every year in Whitfield Co. there is an 12% chance of a tornado event.

When only the past ten-year period is taken into consideration, the likelihood of such an event in Whitfield Co. is estimated at a 10% chance per year (or about once every ten years).

**All Recorded Whitfield Co.**

**Tornados**

**1**

**1880-1949**

**3**

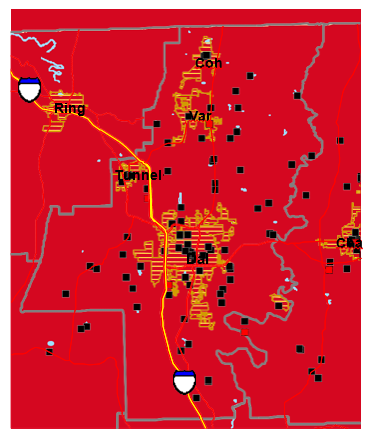
**1950-1954**

**6**

**1955-2005**

The statewide map on the following page shows tornados on record dating back to 1950 which, due to the map dating just beyond the 50-year history we are reviewing, accounts for one additional tornado, for a “map total” of seven. In other words, six tornados have occurred in Whitfield Co. within the past fifty years, and seven tornados have occurred in Whitfield Co. within the past fifty-fiveyears. We knew this map would cause some confusion because of the different time period assessed, but we wanted to demonstrate the tornado activity of Whitfield Co. in relationship to surrounding counties, and the entire state. Beyond the map’s period dating back to 1950, three other tornados are on record as having occurred in Whitfield Co. (an eighth, ninth, and tenth). These three tornados occurred in 1880 (2) and 1932. The following chart may help clarify this issue:

**Tornados: Assets Exposed to Hazard** - Tornados are unpredictable and are indiscriminate as to when or where they strike. In evaluating assets that may potentially be impacted by the effects of tornados, the HMPC determined that all critical facilities, public and private property, are susceptible. The map below identifies critical facilities located within the hazard area which, in the case of tornados (all red areas), includes the entire County.



**Winter Storm Hazard Description –** Winter storms bring the threat of freezing rain, ice, sleet, snow and the associated dangers. A heavy accumulation of ice, especially when accompanied by high winds, devastates trees and power lines. Such storms make highway travel or any outdoor activity extremely hazardous due to falling trees, ice, and other debris.

Although winter storms occur relatively infrequently, they have the potential to wreak havoc on the community when they do strike. Winter storms within Whitfield County typically cause damage to power lines, trees, buildings, structures, and bridges, to varying degrees. Due to the County’s high elevation, many highways have steep grades, resulting in very hazardous travel conditions when they are covered with frozen precipitation.

Another hazard exists due to the large tree population. Trees and branches weighed down by snow and ice become very dangerous to person and property.

**Winter storm: Assets Exposed to Hazard** - In evaluating assets that may potentially be impacted by the effects of winter storms, the HMPC determined that all critical facilities, public and private property, are susceptible. The following map identifies critical facilities located within the hazard area which, in the case of winter storms (all light blue areas), includes the entire County.

Map showing Winter Storm assets exposed to hazard


**Wildfire Hazard Description –** A wildfire is defined as an uncontrolled fire occurring in any natural vegetation. For a wildfire to occur there must be available oxygen, a supply of fuel, and enough heat to kindle the fuel. Often, these fires are begun by combustion

and heat from surface and ground fires and can quickly develop into a major conflagration. A large wildfire may crown, which means it may spread rapidly through the topmost branches of the trees before involving undergrowth or the forest floor. As a

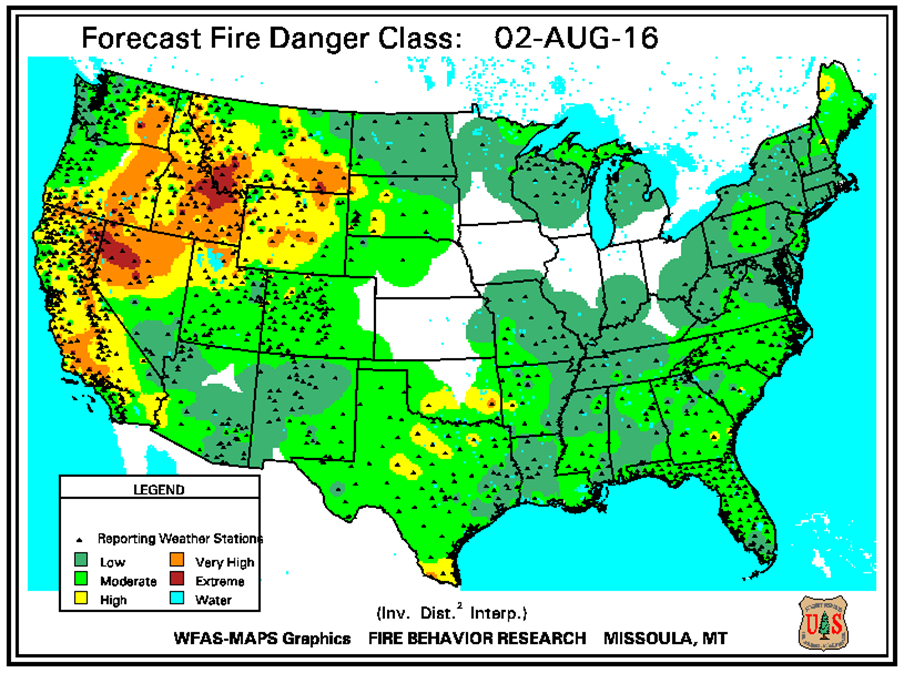
result, violent blowups are common in forest fires, and on rare occasions they may assume the characteristics of a firestorm. A firestorm is a violent convection caused by a continuous area of intense fire and characterized by destructively violent surface in drafts. Sometimes it is accompanied by tornado-like whirls that develop as hot air from the burning fuel rises. Such a fire is combustible in the locality. No records were found of such an event ever occurring within Whitfield County, but his potential danger should be considered when planning mitigation efforts.

The threat of wildfire varies with weather conditions: drought, heat and wind participate in drying out the timber or other fuel, making it easier to ignite. Once a fire is burning, drought, heat, and wind all increase its intensity. Topography also affects wildfire, which spreads quickly uphill and slowly downhill. Dried grass, leaves, and light branches are considered flash fuels; they ignite readily, and fire spreads quickly in them, often generating enough heat to ignite heavier fuels such as tree trunks, heavy limbs, and the matted duff of the forest floor. Such fuels, ordinarily slow to kindle, are difficult to extinguish. Green fuels (growing vegetation) are not considered flammable, but an intense fire can dry out leaves and needles quickly enough to allow ready ignition. Green fuels sometimes carry a special danger: evergreens, such as pine, cedar, fir, and spruce, contain flammable oils that burst into flames when heated sufficiently by the searing drafts of a wildfire.

Tools for fighting wildfires range from the standard equipment of fire departments to portable pumps, tank trucks, and earth-moving equipment. Firefighting forces specially trained to deal with wildfires are maintained by local, state and federal entities including the Whitfield Co. Fire Department, Georgia Forestry, and U.S. Forest Service. These trained firefighters may attack a fire directly by spraying water, beating out flames, and removing vegetation at the edge of the fire to contain it behind a fire line. When the very edge is too hot to approach, a fire line is built at a safe distance, sometimes using strip burning or backfire to eliminate fuel in the path of the uncontrolled fore or to change the fire’s direction or slow its progress. Backfiring is used only as a last resort.

The control of wildfires has developed into an independent and complex science costing approximately $100 million annually in the United States. Because of the extremely rapid spreading and customary inaccessibility of fires once started, the chief aim of this work is prevention. However, despite the use of modern techniques (e.g., radio communications, rapid helicopter transport, and new types of chemical firefighting apparatus) more than 10 million acres of forest are still burned annually. Of these fires, about two thirds are started accidentally by people, almost one quarter is of incendiary origin, and more than 10% are due to lightning.

At the time this plan was reviewed, Whitfield County’s threat of wildfire was classified as “Moderate”. However, this status can change from week to week. See the following map.



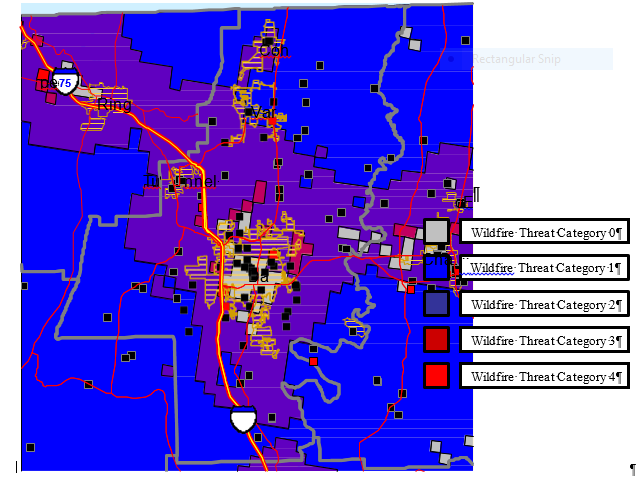
**Wildfire: Assets Exposed to Hazard –** In evaluating assets that are susceptible to wildfire, the committee determined that all public and private property is susceptible to

wildfire, including all critical facilities. The map below identifies critical facilities located within the hazard area which, in the case of wildfire, includes the entire County to varying degrees. The Wildfire Threat Categories are defined as:

Category Description

0 Lowest Threat: includes areas with no houses, with bodies of water, agricultural areas, and/or cities.

1. Very Low Threat
2. Low Threat
3. Moderate Threat
4. High Threat



Fortunately, most of the County has been classified under Wildfire Threat Categories 0, 1, or 2, the lowest threats on a scale of 0 to 4. Only a few relatively small areas located in and around the City of Dalton have been classified under Wildfire Threat Categories 3 or 4.

**Earthquake Hazard Description –** One of the most frightening and destructive natural hazards is a severe earthquake. An earthquake is a sudden movement of the Earth, caused by the abrupt release of strain that has accumulated over a long time. The forces of plate tectonics shape the Earth as the huge plates that form the Earth’s surface slowly move over, under, and past each other. Sometimes the movement is gradual. At other times, the plates are locked together, unable to release the accumulating energy. When the accumulated energy grows strong enough, the plates break free. If the earthquake occurs in a populated area, it may cause many deaths, injuries and extensive property damage.

The goal of earthquake prediction is to give warning of potentially damaging earthquakes early enough to allow appropriate response to the disaster, enabling people to minimize loss of life and property. The U.S. Geological Survey conducts and supports research on the likelihood of future earthquakes. This research includes field, laboratory and theoretical investigations of earthquake mechanisms and fault zones. A primary goal of earthquake research is to increase the reliability of earthquake probability estimates.

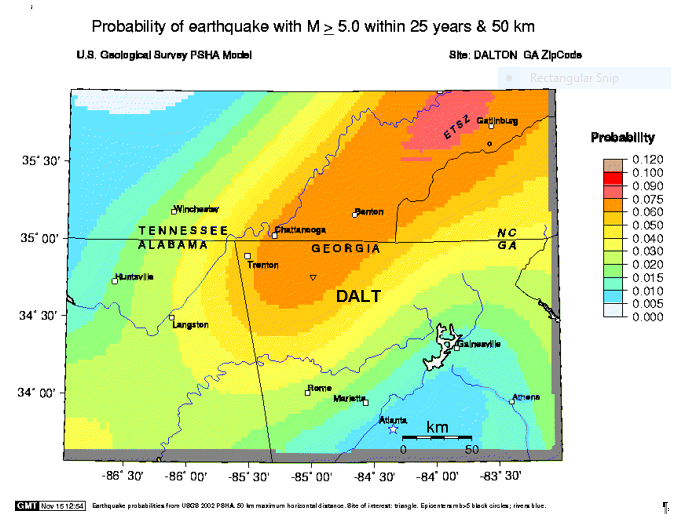
Ultimately, scientists would like to be able to specify a high probability for a specific earthquake on a particular fault within a particular year. Scientists estimate earthquake probabilities in two ways: by studying the history of large earthquakes in a specific area and the rate at which strain accumulates in the rock.

Scientists study the past frequency of large earthquakes in order to determine the future likelihood of similar large shocks. For example, if a region has experienced four magnitude 7 or larger earthquakes during 200 years of recorded history, and if these shocks occurred randomly in time, then scientists would assign a 50 percent probability (that is, just as likely to happen as not to happen) to the occurrence of another magnitude 7 or larger quake in the region during the next 50 years. But in many places, the assumption of random occurrence with time may not be true, because when strain is released along

one part of the fault system, it may actually increase on another part.

Another way to estimate the likelihood of future earthquakes is to study how fast strain accumulates. When plate movements build the strain in rocks to a critical level, like pulling a rubber band too tight, the rocks will suddenly break and slip to a new position. Scientists measure how much strain accumulates along a fault segment each year, how much time has passed since the last earthquake along the segment, and how much strain was released in the last earthquake. This information is then used to calculate the time required for the accumulating strain to build to the level that results in an earthquake.

This simple model is complicated by the fact that such detailed information about faults is rare. In the United States, only the San Andreas fault system has adequate records for using this prediction method.



The following two tables describe the Abbreviated Modified Mercalli Intensity Scale, and show intensities that are typically observed at locations near the epicenter of earthquakes of different magnitudes.

## Abbreviated Modified Mercalli Intensity Scale

1. Not felt except by a very few under especially favorable conditions.
2. Felt only by a few persons at rest, especially on upper floors of buildings.
3. Felt quite noticeably by persons indoors, especially on upper floors of buildings. Many people do not recognize it as an earthquake. Standing motor cars may rock slightly. Vibrations similar to the passing of a truck. Duration estimated.
4. Felt indoors by many, outdoors by few during the day. At night, some awakened. Dishes, windows, doors disturbed; walls make cracking sound. Sensation like heavy truck striking building. Standing motor cars rocked noticeably.
5. Felt by nearly everyone; many awakened. Some dishes, windows broken. Unstable objects overturned. Pendulum clocks may stop.
6. Felt by all, many frightened. Some heavy furniture moved; a few instances of fallen plaster. Damage slight.
7. Damage negligible in buildings of good design and construction; slight to moderate in well-built ordinary structures; considerable damage in poorly built or badly designed structures; some chimneys broken.
8. Damage slight in specially designed structures; considerable damage in ordinary substantial buildings with partial collapse. Damage great in poorly built structures. Fall of chimneys, factory stacks, columns, monuments, walls. Heavy furniture overturned.
9. Damage considerable in specially designed structures; well-designed frame structures thrown out of plumb. Damage great in substantial buildings, with partial collapse. Buildings shifted off foundations.
10. Some well-built wooden structures destroyed; most masonry and frame structures destroyed with foundations. Rails bent.
11. Few, if any (masonry) structures remain standing. Bridges destroyed. Rails bent greatly.
12. Damage total. Lines of sight and level are distorted. Objects thrown into the air.

## Magnitude / Intensity Comparison

### Magnitude Typical Maximum Modified Mercalli Intensity

**1.0 - 3.0**

**3.0 - 3.9**

**4.0 - 4.9**

**5.0 - 5.9**

**6.0 - 6.9**

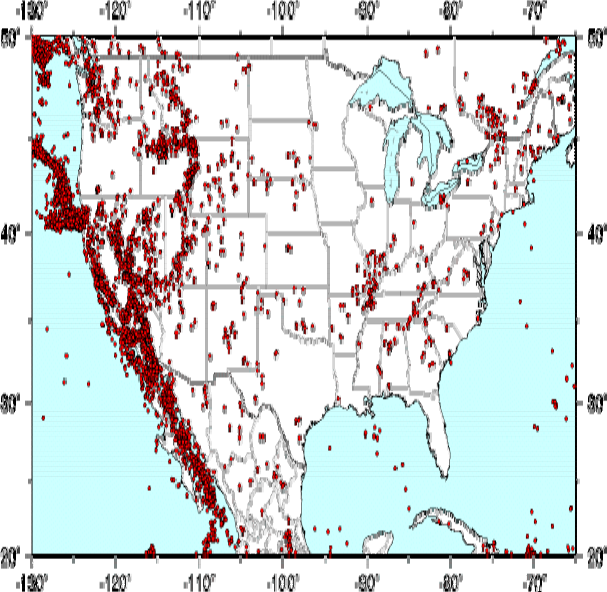
**7.0** and higher

**I**

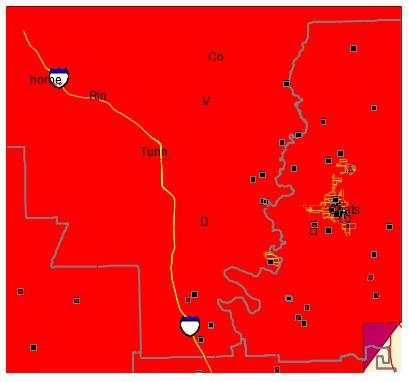
**II - III IV - V VI - VII VII - IX**

**VIII** or higher

**Earthquakes, Magnitude 3.5 and greater 1974 to 2003**



**Earthquake: Assets Exposed to Hazard -** All structures and facilities within Whitfield County are susceptible to earthquake damage since they can occur in any portion of the County or Municipalities. Unfortunately, all of Whitfield County is located in the highest seismic threat zone (all red areas). See map below.



# APPENDIX C OF HMP

* + - **Critical Facilities**

## Hazard Frequency Table

* + - **Inventory of Assets**
    - **Seismic Hazard Score**
    - **Wildfire Hazard Score**
    - **Wind Hazard Score**

**CRITICAL FACILTIES**

* **Westcott Hall – College Administration**
* **Gignilliat Memorial Hall – Office of Computing and Information Services**
* **Mashburn Hall – College Dormitory**
* **Health Professions Hall (south end) – Public Safety**
* **Plant Operations**

**Appendix C – Whitfield County Hazard Frequency Table**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hazard | Number of Events in Past 10  Years | Number of Events in Past 20  Years | Number of Events in Past 50  Years | Historic Recurrence Interval (years)  Past 10 Years | Historic Recurrence Interval (years)  Past 20 Years | Historic Recurrence Interval (years)  Past 50 Years | Historic Frequency  %  chance/year Past 10 Years | Historic Frequency  %  chance/year Past 20 Years | Historic Frequency  %  chance/year Past 50 Years | Past 10 Year Record Frequency Per Year | Past 20 Year Record Frequency Per Year | Past 50 Year Record Frequency Per Year |
| Hurricane Surge - Cat 1 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| Hurricane Surge - Cat 2 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| Hurricane Surge - Cat 3 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| Hurricane Surge - Cat 4 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| Hurricane Surge - Cat 5 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| Tropical Storm/Hurricane | 5 | 5 | 5 | 2.00 | 4.00 | 10.00 | 50.00% | 25.00% | 10.00% | 0.5 | 0.25 | 0.1 |
| High Winds (Non- Thunderstorm) | 5 | 7 | 7 | 2.00 | 2.86 | 7.14 | 50.00% | 35.00% | 14.00% | 0.5 | 0.35 | 0.14 |
| Flooding | 16 | 17 | 17 | 0.63 | 1.18 | 2.94 | 160.00% | 85.00% | 34.00% | 1.6 | 0.85 | 0.34 |
| Wildfire | 538 | 1419 | 3301 | 0.02 | 0.01 | 0.02 | 5380.00% | 7095.00% | 6602.00% | 53.8 | 70.95 | 66.02 |
| Earthquake | 1 | 1 | 1 | 10.00 | 20.00 | 50.00 | 10.00% | 5.00% | 2.00% | 0.1 | 0.05 | 0.02 |
| Tornado | 1 | 2 | 6 | 10.00 | 10.00 | 8.33 | 10.00% | 10.00% | 12.00% | 0.1 | 0.1 | 0.12 |
| Severe Thunderstorm, Hail, Lightning | 66 | 84 | 101 | 0.15 | 0.24 | 0.50 | 660.00% | 420.00% | 202.00% | 6.6 | 4.2 | 2.02 |
| Drought | 13 | 13 | 13 | 0.77 | 1.54 | 3.85 | 130.00% | 65.00% | 26.00% | 1.3 | 0.65 | 0.26 |
| Extreme Heat | 8 | 8 | 8 | 1.25 | 2.50 | 6.25 | 80.00% | 40.00% | 16.00% | 0.8 | 0.4 | 0.16 |
| Extreme Cold | 13 | 13 | 13 | 0.77 | 1.54 | 3.85 | 130.00% | 65.00% | 26.00% | 1.3 | 0.65 | 0.26 |
| Winter Storm | 16 | 19 | 19 | 0.63 | 1.05 | 2.63 | 160.00% | 95.00% | 38.00% | 1.6 | 0.95 | 0.38 |
| Landslide | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| Dam Failure | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| Fog | 1 | 1 | 1 | 10.00 | 20.00 | 50.00 | 10.00% | 5.00% | 2.00% | 0.1 | 0.05 | 0.02 |
| HazMat Release | 200 | 386 | 386 | 0.05 | 0.05 | 0.13 | 2000.00% | 1930.00% | 772.00% | 20 | 19.3 | 7.72 |

**NOTE: The historic frequency of a hazard event over a given period of time determines the historic recurrence interval. For example: If there have been 20 HazMat Releases in the County in the past 5 years,**

**statistically you could expect that there will be 4 releases a year.**

**Realize that from a statistical standpoint, there are several variables to consider. 1) Accurate hazard history data**

**and collection are crucial to an accurate recurrence interval and frequency. 2) Data collection and accuarcy has been much**

**better in the past 10-20 years (NCDC weather records). 3) It is important to include all significant recorded hazard events which will include periodic updates to this**

**table.**

**By updating and reviewing this table over time, it may be possible to see if certain types of hazard events are increasing in the past 10-20 years.**

**Reporting for Seismic Hazard by Jurisdiction Grouped by Hazard Score**

**NOTE:** Only completed facilities will be reported

Table showing report for seismic hazard by jurisdiction grouped by hazard score.


|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Dalton city | Public Four- Year College | Roberts Library  Building |  |  |  |  |  | **X** |  |  |  |  |  | 59,323 | $17,000,000 | 2015 | $6,700,000 | 2015 |  |  |  | 4 |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Dalton city | Public Four- Year College | Sequoya Hall Science Building |  |  |  |  |  | **X** |  |  |  |  |  | 48,937 | $13,300,000 | 2015 | $3,900,000 | 2015 |  |  |  | 4 |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Dalton city | Public Four- Year College | Health Professions Hall |  |  |  |  |  | **X** |  |  |  |  |  | 62,664 | $17,000,000 | 2015 | $4,200,000 | 2015 |  |  |  | 4 |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Dalton city | Public Four- Year College | Peeples Hall Science Building |  |  |  |  |  | **X** |  |  |  |  |  | 60,000 | $18,000,000 | 2014 | $3,000,000 | 2015 |  |  |  | 4 |
| Dalton city | Public Four- Year College | Mashburn Hall  Dormitory |  |  |  |  |  | **X** |  |  |  |  |  | 80,,000 | $20,000,000 | 2016 | $1,000,000 | 2016 |  |  |  | 4 |
| Dalton city | Public Four- Year College | Westcott Hall |  |  |  |  |  | **X** |  |  |  |  |  | 21,133 | $5,500,000 | 2015 | $1,900,000 | 2015 |  |  |  | 4 |
| Totals for: Dalton city , Hazard Score = 4 | | | | | | | | | | | | | | 447,1372 | $147,700,000 |  | $33,100,000 |  | $0 | $0 | 0 |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Size of Bldg. (sq. ft.)** | **Replace Value($)** | **Contents Value** | **Functional Value($)** | **Displace Cost**  **($ per day)** | **Occupancy** |
|  |
|  |
| **Grand Totals:** | 447,1372 | $147,700,000 | $33,100,000 | $0 | $0 | 0 |

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* Pre-Disaster Mitigation
* Fiscal Year: 2016
* Report created: Aug. 2., 2016
* For more information call GEMA Pre-Disaster Mitigation at 1-800-TRY-GEMA

**NOTE:** Only completed facilities will be reported

**Reporting for Wildfire Hazard Countywide Grouped by Hazard Score**

Table showing report for wildfire hazard countywide grouped by hazard score


|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Four- Year College | Building |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Dalton city | Public Four- Year College | Sequoya Hall Science Building |  |  |  |  |  | **X** |  |  |  |  |  | 48,937 | $13,300,000 | 2015 | $3,900,000 | 2015 |  |  |  | 4 |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Dalton city | Public Four- Year College | Health Professions Hall |  |  |  |  |  | **X** |  |  |  |  |  | 62,664 | $17,000,000 | 2015 | $4,200,000 | 2015 |  |  |  | 4 |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Dalton city | Public Four- Year College | Peeples Hall Science Building |  |  |  |  |  | **X** |  |  |  |  |  | 60,000 | $18,000,000 | 2014 | $3,000,000 | 2015 |  |  |  | 4 |
| Dalton city | Public Four- Year College | Mashburn Hall  Dormitory |  |  |  |  |  | **X** |  |  |  |  |  | 80,000 | $20,000,000 | 2016 | $1,000,000 | 2016 |  |  |  | 4 |
| Dalton city | Public Four- Year College | Westcott Administrative  Building |  |  |  |  |  | **X** |  |  |  |  |  | 21,133 | $5,500,000 | 2015 | $1,900,000 | 2015 |  |  |  | 4 |
| Totals for: Dalton city , Hazard Score = 4 | | | | | | | | | | | | | | 447,1372 | $147,700,000 |  | $33,100,000 |  | $0 | $0 | 0 |  |

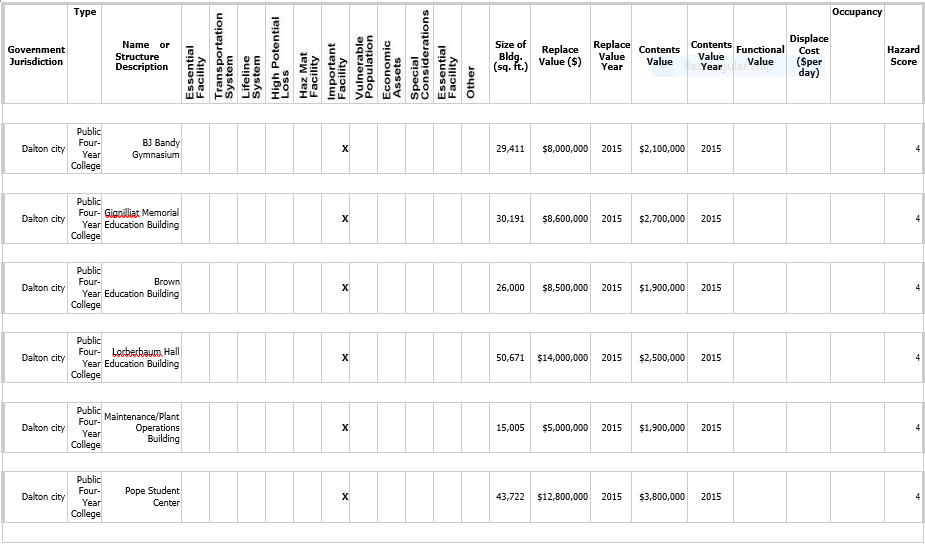
|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Size of Bldg. (sq. ft.)** | **Replace Value($)** | **Contents Value** | **Functional Value($)** | **Displace Cost**  **($ per day)** | **Occupancy** |
|  |
|  |
| **Grand Totals:** | 447,1372 | $147,700,000 | $33,100,000 | $0 | $0 | 0 |

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* Pre-Disaster Mitigation
* Fiscal Year: 2016
* Report created: Aug. 2., 2016
* For more information call GEMA Pre-Disaster Mitigation at 1-800-TRY-GEMA

**Reporting for Wind Hazard Countywide All Hazard Scores Greater than Zero**

**NOTE:** Only completed facilities will be reported



|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Dalton city | Public Four- Year College | Roberts Library  Building |  |  |  |  |  | **X** |  |  |  |  |  | 59,323 | $17,000,000 | 2015 | $6,700,000 | 2015 |  |  |  | 4 |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Dalton city | Public Four- Year College | Sequoya Hall Science Building |  |  |  |  |  | **X** |  |  |  |  |  | 48,937 | $13,300,000 | 2015 | $3,900,000 | 2015 |  |  |  | 4 |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Dalton city | Public Four- Year College | Health Professions hall |  |  |  |  |  | **X** |  |  |  |  |  | 62,664 | $17,000,000 | 2015 | $4,200,000 | 2015 |  |  |  | 4 |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Dalton city | Public Four- Year College | Peeples Hall Science Building |  |  |  |  |  | **X** |  |  |  |  |  | 60,000 | $18,000,000 | 2014 | $3,000,000 | 2015 |  |  |  | 4 |
| Dalton city | Public Four- Year College | Mashburn Hall  Dormitory |  |  |  |  |  | **X** |  |  |  |  |  | 80,,000 | $20,000,000 | 2016 | $1,000,000 | 2016 |  |  |  | 4 |
| Dalton city | Public Four- Year College | Westcott Administrative  Building |  |  |  |  |  | **X** |  |  |  |  |  | 21,133 | $5,500,000 | 2015 | $1,900,000 | 2015 |  |  |  | 4 |
| Totals for: Dalton city , Hazard Score = 4 | | | | | | | | | | | | | | 447,1372 | $147,700,000 |  | $33,100,000 |  | $0 | $0 | 0 |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Size of Bldg. (sq. ft.)** | **Replace Value($)** | **Contents Value** | **Functional Value($)** | **Displace Cost**  **($ per day)** | **Occupancy** |
|  |
|  |
| **Grand Totals:** | 447,1372 | $147,700,000 | $33,100,000 | $0 | $0 | 0 |

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* Pre-Disaster Mitigation
* Fiscal Year: 2016
* Report created: Aug. 2., 2016
* For more information, call GEMA Pre-Disaster Mitigation at 1-800-TRY-GEMA

Appendix C of EOP

## HAZARDOUS CHEMICALS LIST

The Dalton State College Right to Know Coordinator shall publish every January and July a list of those hazardous chemicals and products containing hazardous chemicals which are found at Dalton State College. Publication of this list is required as a part of this written Hazardous Chemical Protection Communication Plan.