

EMERGENCY INFORMATION AND INSTRUCTIONS

Table of Contents

EMERGENCY CONTACTS 1

GENERAL EMERGENCY OVERVIEW 1

PREPARING FOR EMERGENCIES 1

MY BUILDING INFORMATION 1

ACTIVE SHOOTER 2

BOMB THREAT 2

CHEMICAL SPILL 3

CIVIL DISTURBANCE/DEMONSTRATION 3

EARTHQUAKE 3

EMERGENCY NOTIFICATION 3

EVACUATING PEOPLE WITH DISABILITIES 4

FIRE 4

MEDICAL EMERGENCY 5

STUDENT/STAFF CRISIS RESPONSE 5

SUSPICIOUS PACKAGE 5

SUSPICIOUS PERSON OR ACTIVITY 6

TORNADO/SEVERE WEATHER 6

UTILITY FAILURE – GAS LEAK or POWER OUTAGE 6

WINTER STORM 6

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.

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
Emergency Management Authority.....	911

GENERAL EMERGENCY OVERVIEW

Emergencies and disasters may occur at any time 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.

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:

- Know what emergencies can impact you and have a plan for each.
- Always locate two exits 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 a College land line

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 pulls, 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.**

DALTON STATE OFFICE OF PUBLIC SAFETY

650 College Drive • Dalton, GA 30720 • 706.272.4461 or extension 4461 from a campus phone

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 is available at <http://emilms.fema.gov/IS907/index.htm>

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 not have evacuation devices. For individuals with mobility impairments, carrying them may be the only option.
- 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.
- 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 indicate intention 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 or harming 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.

Concerning or threatening faculty, staff, or student behavior must be reported to the Incident Review Committee by filling out an Incident Report Form. The Incident Report Form and Instructions are located on the Dalton State website under Academic Resources/Counseling and Career Services at <http://www.daltonstate.edu/counseling-and-career-services/incident-review-committee>

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

SUSPICIOUS PACKAGE

If you notice a suspicious package:

- Notify Public Safety immediately at 706-272-4461 or call extension 4461 from a campus phone or call 911.
- If possible, limit the use of two-way radios and cell phones near the suspicious item.
- Do not move, examine, or open the suspicious item. If you have opened it, remain calm.
- Keep others out of the area and close off the area if possible.
- If a package is leaking a substance or powder and you come into contact with the substance, keep hands away from your eyes, nose, mouth, or any part of your face. Do not touch others or let others touch you.
- Wash your hands and arms from the elbow down with soap and hot water.
- Do not attempt to clean or cover anything that might have spilled from a package.
- Follow all instructions given by Public Safety.

DALTON STATE OFFICE OF PUBLIC SAFETY

650 College Drive • Dalton, GA 30720 • 706.272.4461 or extension 4461 from a campus phone

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 valves.
- 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 and radio 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 OFFICE OF PUBLIC SAFETY

650 College Drive • Dalton, GA 30720 • 706.272.4461 or extension 4461 from a campus phone