

Dalton State College

Emergency Operations Plan

October 2026

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PRESIDENT'S LETTER

Dear Colleagues, Students, and Dalton State Community:

Every day at our campus represents an opportunity to transform our student's lives and our community as we pursue our mission. In the pursuit of this mission, it is easy to forget about what we must know and do in the event of an emergency on campus. It is critically important, and we know that in the abstract, but it is difficult to keep emergency preparedness "front of mind" when it is not "what we do" each day. Of course, we have a dedicated team of public safety officers and others on campus who do think about our safety every day and for that we are appreciative.

However, each of us also plays a critical role in our own safety and that of others. At a minimum, we should ensure we are signed up to receive automatic notifications and that we understand what to do in the event of an actual emergency. Some of us will have greater responsibilities as outlined in this plan. Whatever our responsibilities, I believe each of us has a responsibility to our fellow human beings to look out for each other and to do our best to ensure no harm comes to others.

Roadrunners in the wild traditionally are somewhat solitary birds – at Dalton State, Roadrunners run together, and we keep each other safe.

Running Boldly and Securely,

John M. Fuchko, III, Ed.D.

President

INTRODUCTION AND PURPOSE

Dalton State College's Emergency Preparedness Plan is revised and effective, October 2026, 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 will 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) is included as well as a campus map.

The plan will be disseminated to college administration and the Emergency Management Committee. The plan is also published on the Dalton State College Public Safety website, and copies are available from Public Safety. Meetings and tabletops will be utilized by the Emergency Management Committee 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 Dalton State Department of Public Safety.

Training is provided throughout the year to faculty, staff, and students via class sessions, emails, drills, exercises, and handouts. The Dalton State Emergency Manager participates with the Whitfield County Local Emergency Planning Committee which meets to discuss and update emergency response and operational plans.

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 to them. Residence Life has specific directives to cover incidents that might occur in housing. 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: Dalton State College Freedom of Expression Policy

The Mountain Campus has specific emergency directives that are placed in classrooms that cover many natural and manufactured disasters that could impact that campus. A Chemical Hygiene and Laboratory Safety Plan provides operational and safety information for the various labs on campus. Public Safety has access to emergency contact information available in Banner to be used in emergency situations, as well as specific policies to direct officers in many situations that may occur on campus.

This plan is developed with the assistance of the campus Emergency Management Committee and the local emergency responders which are referenced within the document. The plan is updated as new processes are identified and reviewed by the USG in the fall of each year.

MISSION

It shall be the mission of Dalton State College to respond to an emergency 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 Priority 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.

LIMITATIONS/WEAKNESSES

Dalton State College is dependent on the City of Dalton for all utility services (water, gas, and electricity) and Windstream Telephone Company for analog telephone service and the internet for VOIP calling for the campus.

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 year, some dormitories with bedding or sleeping arrangements may be available on our campus.

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

No underground or storm shelters are available for protection. There are only two vehicle entrances; overcrowding, congestion, and traffic problems will occur if there is a 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 BUILDNG INSPECTIONS

Public Safety Officers and Plant Personnel inspect all Campus Buildings to maintain the safe operation of each building. Public Safety inspections consist of but are not limited to fire extinguishers, exit lights, emergency lights, emergency telephones, first aid kits, and AEDs. Public Safety Officers also work to identify safety and security issues while on daily patrol. Any issues are relayed to the department responsible and are corrected. Faculty and Staff members are also encouraged to report any unsafe conditions to either the Public Safety- Department or Plant Operations Department to be repaired.

100 INCIDENT COMMAND SYSTEM

100.1 INCIDENT COMMAND SYSTEM

This 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:

a. Provide an organizational structure that can grow rapidly in response to the requirements of the emergency.
b. Provide the Incident Commander with the control necessary to direct and coordinate all operations and all agencies responding to the incident.
c. Assign employees with reasonable expertise and training to critical functions without loss of precious time.
d. Activate only those positions needed to manage a particular incident or level of incident.
e. 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 a single incident.

101 COMMAND AUTHORITY & REPORTING STRUCTURE

101.1 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.

Pre-Determined Incident Commanders

Although it is understood that the first responder arriving first will start off as incident commander, 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, it is important to remember that mitigating circumstances can supersede this list.

a. Acts of Violence – Dalton State Director of Public Safety or designee
b. Utility Outage – Director of Plant Operations or designee
c. Hazardous Materials Spill –Director of Public Safety or designee
d. Hazardous/Inclement Weather – Director of Public Safety or designee
e. Earthquake – Director of Public Safety or designee
f. Medical Emergency – Hamilton Medical Emergency Services (Director of Public Safety or designee until Dalton Fire Department personnel arrive)
g. Fire – Dalton Fire Department (Director of Public Safety or designee until Fire personnel arrive)
h. Pandemic – Director of Student Health Services or designee

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

102 ACTIVATION AND TERMINATION OF THE EMERGENCY OPERATIONS CENTER

102.1 ACTIVATION AND TERMINATION OF THE EMERGENCY OPERATIONS CENTER

During most Level 2 and especially Level 3 incidents, Whitfield County Emergency Management will activate their EOC at the Whitfield 911 Center to provide the necessary resources and guidance to the on-scene incident commander. A separate Dalton State EOC will be activated and work in a support role to the Whitfield County EOC and Incident Commander to provide any resources needed to support the management of the incident. The Dalton State EOC will also work with incident command for incident public relations, class scheduling, any community notifications, contacting emergency contacts, etc., and will be tasked with after incident management and recovery.

The Dalton State 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. EOC participants will need to bring their laptops and cell phones and any other needed items. 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 related to supporting incident command and managing campus operations recovery will be planned, coordinated, and delegated from the EOC. Upon activation of the EOC, designated personnel should report directly to the EOC. In the event the Public Safety EOC cannot be used, personnel should report to the alternate EOC, which is in Peeples Hall, in one of the classrooms on the lower level. The Whitfield County Emergency Management Agency has a mobile command center and cache of portable radios along with other supplies that could be utilized to manage the disaster.

Many incidents that have a minor or temporary impact on college operations (Level 1) may be managed with the assistance of administration and others without EOC activation. The recommendation to activate the Dalton State EOC will be made to the President of Dalton State College by the Director of Public Safety or their designee. Upon declaration of a Level 2 or Level 3 emergency, the Public Safety Director and President will determine which departments will be represented in the EOC based on the individual incident and scope.

103 EMERGENCY LEVEL CLASSIFICATIONS

103.1 EMERGENCY LEVEL CLASSIFICATIONS

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

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

Level 2. Multi-department response in which the Dalton State EOC may be partially activated.

Level 3. The emergency cannot be managed using normal campus resources. The Dalton State EOC is fully activated with response from administration or their designee. A campus state of disaster may be declared during a Level 3 emergency.

104 ESSENTIAL ELEMENTS

104.1 ESSENTIAL ELEMENTS

Dalton State College's Director of Public Safety will be responsible for maintaining adequate emergency planning, public safety, community training, and local first responder coordination. 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. Public Safety Employees and College Administration have access to wireless priority service through the Government Emergency Telecommunications Service. In addition, Public Safety maintains several VHF radios and a campus repeater that can be used.

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 the Dalton Police Department, Dalton Fire Department, Hamilton Emergency Medical Services, Whitfield County Fire Department, Whitfield County Sheriff's Department, Whitfield County Emergency Management Agency, Dalton/Whitfield American Red Cross, Georgia Bureau of Investigation, and others.

104.1.1 MUTUAL AID RESPONSE AGREEMENTS

Mutual Aid Response Agreements are in place and are 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-700a NIMS and ICS 100a NIMS. All first line supervisors must in addition complete ICS-200a NIMS. Public Safety Command staff have participated in advanced training in incident command and structure.

If an emergency or disaster does develop, then communication with the DSC Office of Marketing and Communications Department will result in incident information being disseminated through social media and news outlets. The Public Safety Dispatchers or Supervisors will utilize the Roadrunner Alert (mass notification system) to send text messages, phone calls, and emails to notify personnel and students of incident safety concerns as well as 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 or their designee will communicate directly to the President or their appointed designee concerning incident actions taken.

104.1.2 THE CLERY ACT

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.

104.1.3 NOTIFICATIONS

When an emergency arises, the Public Safety Department will notify the VP for Fiscal Affairs. The VP for Fiscal Affairs will notify the President and other Vice Presidents. The respective VP will notify their required department managers. Due to the small nature and number of upper-level administration, administrators can perform other duties as required.

104.1.4 EMERGENCY TRAINING

The Public Safety Department provides scheduled emergency training yearly to the campus and any specific training may be requested. Department level training is offered throughout the year. The goal is to have the community prepared for most emergencies and confidence in their abilities. The Department also collaborates with local emergency planners and takes part in the Local Emergency Planning Committee. Residence Life has routine fire drills and emergency exercises may involve parts or all of the campus community.

104.1.5 RESIDENCE LIFE

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 is not available. Alternate housing and food provisions have been identified.

104.1.6 MAIL HANDLING

Specific procedures for mail handling have been identified, and personnel are trained in the proper handling of suspicious packages. DHS (Department of Homeland Security), USPS (United States Postal Service), and FBI also provide training information and awareness materials.

104.1.7 PUBLIC FORUM

Areas have been identified for free speech and Public Safety employees have received USG training in response to any issues related to these events and civil disturbances.

104.1.8 EVACUATIONS

Each building has maps detailing evacuation routes. Occupants should evacuate to a distance away from the building avoiding pedestrian and vehicular lanes of travel.

104.1.9 SAFE AREAS

Weather 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 in Appendix D. A synopsis of the Hazard Mitigation Plan can be found in Appendix E. This plan has been discussed and incorporated into Whitfield County EMA Hazard Mitigation Plan.

200 EMERGENCY CONTACTS AND INFORMATION

200.1 EMERGENCY CONTACTS AND INFORMATION

In the event an emergency or severe weather prevents the college from maintaining regular normal operational schedules, college personnel and students shall be notified immediately by the Roadrunner Alert mass notification system (text, voice, email) as well as through social media and local news outlets.

In the event an emergency or severe weather could impact either campus, the Public Safety Director will contact:

- David Lesicko, VP for Fiscal Affairs (O) 706-272-4418, (C) 330-502-4949
- Dr. John Fuchko, President (O) 706-272-4438, (C) 678-360-5377
- Dr. Jami Hall, VP for Student Enrollment and Success (O) 706-272-2505, (C) 478-456-5386
- Dr. Gina Kertulis-Tartar, VP Academic Affairs Provost (O) 706-272-4516 (C) 352-359-0617
- Dr. Kate Maine, VP for Marketing, Communications and Workforce Development (O) 706-712-8242 (C) 706-429-4093

The first college administrative official contacted will contact other appropriate college officials for further decision making.
For severe weather, data and facts shall be obtained by Public Safety personnel by staying abreast of local weather conditions being forecast by media outlets and the National Weather Service.

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

The President will determine what required steps and actions to implement once everyone is contacted and have received all the facts.

The Director of Plant Operations may need to travel to the campus if an emergency or weather event occurs during times other than normal work schedule days. Select Plant Operations Staff will be available to report to work during emergencies or severe weather, prior accommodation will be provided 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 such as in preparing walkways and steps in inclement weather so residents can safely enter/exit the building. Secondary assistance will be on the main campus providing solutions to walkways and practical driveways to allow safer traffic flow. The City of Dalton Public Works Department can assist 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 Marketing, Communications and Workforce Development notifying the media to broadcast proper announcements. Public Safety will utilize Roadrunner Alert mass communication system to send emails, texts, and voice messages to students, faculty, and staff alerting them of any schedule change(s). The Office of Marketing and Communications will post appropriate messages on the college's website and social media pages.

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

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
- Whitfield 911 (24 hours non-emergency) 706-259-2529
- Whitfield County EMA (Business hours) 706-259-3730

300 SEVERE WEATHER/NATURAL DISASTERS

300.1 SEVERE WEATHER/NATURAL DISASTERS

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 Agency. During active/impacting weather (I.e. sever, winter, etc.) Additional information pertaining to emergencies that could occur on campus is included in the Community Response Information section, including common weather events. Tabletop 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 conditions that could exist on our campus.

300.1.1 HURRICANES AND FLOODS

The Public Safety Department monitors weather conditions, which provides advanced notice of severe weather, but decisions and pre planning for the protection of lives, property, and buildings will be made by the Director of Public Safety and the Public Safety Department in collaboration with administration. Decisions to cancel college activities will be made by the President, with advice from the Director of Public Safety and other administration. Local assistance units of governmental agencies will be contacted for required needs.

300.1.2 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 directed to the lowest level of the building in which they are occupying at that time. Weather safe areas are designated in each building. People 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 prefabricated metal buildings.

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

300.1.3 CRIPPLING SNOW

Public Safety shall monitor weather stations and conditions and forecast predictions as available. If information is received by Public Safety that snow or icing is possible, the President will act upon information received and in collaboration with other administration to determine if the campus is to close. If the decision to close the campus is required, media communication will be forwarded for announcement by the Vice President for Student Enrollment and Success. The Department of Public Safety will issue appropriate mass communication messages via text messaging, email, and phone calls. The Office of Marketing and Communications will post appropriate messages on the college's website and social media pages. The Campus P/A system may also be utilized for immediate notifications to the community. The Public Safety Department, 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.

300.1.4 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 people 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 collapse after earthquakes; evacuate all people for safety.

400 MAN MADE DISASTERS

400.1 DEFINITION

A man-made disaster is a disaster caused by human beings. Some examples of man-made disasters include hazardous material spills, explosions, chemical or biological attacks, nuclear blasts, traffic collisions such as train accidents, plane crashes, etc. Most of these disasters are in the form of accidents (except attacks) and cause deaths, injuries, and loss of property.

400.1.1 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 people at Dalton State College should remain aware of their surroundings and notify the Public Safety Department of any hazardous conditions for correction. Fire extinguishers are in every building on campus, and the Department of Public Safety is responsible for maintaining and checking fire extinguishers for operation. The Public Safety Department along with Plant Operations monitors buildings, elevators, and work areas to ensure all proper procedures and precautions are in compliance.

Most buildings at Dalton State College are of brick and steel structure, elevators are checked routinely, all fire extinguishers are maintained 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 damage to people 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 on the situation. People who are trained may wish to try and extinguish small fires, but the Public Safety Department must be notified of all fires or smoke incidents.

400.1.2 BOMB THREATS

The Department of Public Safety will be responsible for coordinating any action against 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 taken and ask for additional assistance if needed. Public Safety has procedures in place for 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 Office of Marketing and Communications 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 for 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 if possible and to gather as much information from the caller as possible.

If a Bomb Threat or Warning is received by telephone, the following questions should be asked of the bomb threat caller:

a. When is the bomb going to explode, what time?
b. Where is the exact location of the bomb, what building, and what does it look like?
c. What form or object is the bomb? What type of bomb?
d. 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:

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

Once information is gathered, relay the information to the Public Safety Department immediately at 706-272-4461. Public Safety will review all the information and determine whether a building evacuation is warranted and take appropriate action.

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 the 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 the lights are on, leave on. If the lights are off, leave off. Listen carefully and avoid all noises if possible. Use two people to search a room.

Search Procedures:

a. Search furniture first
b. Search walls, paintings, drapes, etc., next.
c. Search ceiling, light fixtures, ceiling tile and false ceilings last.

If a bomb/suspicious package is detected, Public Safety will follow their department policy concerning bomb threats/suspicious packages. Because of remote signals, do not use walkie-talkies or radio transmitters during the search process.

400.1.3 CIVIL DISTURBANCE/PROTESTS

Dalton State Freedom of Expression Policy

Board of Regents Freedom of Expression Policy

Statement on Freedom of Expression and Assembly:

Freedom of thought, inquiry, speech, and lawful assembly are fundamental rights of all people. 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 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 are peaceful and non-obstructive situations. 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 exists, then it may be necessary to disrupt the demonstration:

a. Interference with normal operations of the college
b. Blocking access to offices, buildings, or other college facilities
c. Threat of physical harm to people or damage to college facilities/property
d. 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 and will respond based on USG guidance and their training.

All media inquiries will be referred to the Office of Marketing and Communication. If an individual from a demonstration 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.

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

The north and south entrances could be easily staffed 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.

400.1.4 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, workplace 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 near campus. Violent situations are often 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, it takes law enforcement intervention before the situation ends. It is important to understand the following:

a. No "profile" exists for an active shooter.
b. Active shooter situations are rarely impulsive acts.
c. Usually, these types of events are well planned and thought out.
d. Often, other people have been aware prior to an active shooter event but failed to notify anyone.
e. The most common goal of an active shooter is retribution.
f. 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 911.
In the event of an active shooter situation, the following protocols will be implemented:

a. The Department of Public Safety will initiate the mass notification procedure for an active shooter situation, which includes:
    1. Roadrunner Alert mass notification system, including text, email, and phone calls.
    2. Campus P/A System
    3. Direct notification of the VP for Fiscal Affairs
b. 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:

a. Remain as calm as possible.

b. 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:
    1. Evacuate (Run)
        a. Exit the building immediately, if it is safe to do so.
        b. Move quickly to a safe location away from the shooter.
        c. Leave belongings behind that will slow you down.
        d. 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.
        e. Follow the directions of any emergency responders you encounter.
    2. Secure-in-Place (Hide)
        a. Go to the nearest room or office.
        b. Close, lock, and barricade the door with any heavy furniture possible.
        c. Cover windows, if possible.
        d. Turn out the lights, if possible.
        e. Silence all noise producing sources, including your cell phones.
        f. If you can provide any valuable information to the responding units, such as the whereabouts of the shooter, call 706-272-4461 or 911.
c. 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 do not shoot you, run for an exit while zigzagging, or even attack the shooter. This is extremely 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.
d. 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:

a. Try to remain calm.
b. It is recommended that you follow the directions of the hostage taker(s).
c. Remain alert.
d. Keep a low-key, non-provocative posture towards the hostage taker(s).
e. Personalize/humanize yourself.
f. Say as little as possible, if questioned.
g. 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.

Workplace Violence

Workplace 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 Department of Public Safety at 706-272-4461. Faculty, staff, and students are encouraged to report any behavior that they believe poses a potential workplace violence threat as described above. It is important for all members of the Dalton State College community to take responsibility for reporting 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. 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 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 identify 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.

500 EVACUATIONS

500.1 EVACUATIONS

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.

500.1.1 EMERGENCY ACTION

When the alarm sounds/instructed to do so, leave the building immediately.

a. Alert others to the emergency and ask if they will need help in the evacuation.
b. Do not use elevators unless instructed to do so by emergency personnel.
c. Evacuation chairs are in multi-level buildings to be used to assist mobility impaired individuals to evacuate.

500.1.2 COMPLETE CAMPUS EVACUATION

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

500.1.3 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 the

best methods of assistance during an emergency. Individuals needing additional information regarding evacuation may contact Disability Access in the Dean of Students Office or by phone at 706-272-4428.

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

a. Move to an exterior enclosed stairwell.
b. Request people exiting by way of the stairway to notify the emergency personnel of your location.
c. As soon as practical, move into the stairway and wait for emergency personnel.

500.1.4 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 aid according to the directions students are given at the beginning of each semester. Plant Operations will maintain generators and infrastructure. Public Safety maintains all emergency equipment including fire extinguishers, first aid kits, AEDS, etc.

500.1.5 STUDENT RESPONSIBILITIES

In an emergency, it is critical to your health and safety that YOU are familiar with your personal needs during an evacuation or campus emergency. You are expected to convey these needs to your instructors, site supervisors, and/or campus administrators within the first week of each semester. If additional accommodation is needed, please contact Disability Access in person in the Dean of Students Office or by phone at 706-272-4428.

600 RESIDENCE LIFE

600.1 INFORMATION

- Residents provide Residence Life staff with emergency contact information.
- 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 in the fall and spring. 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.
- 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.

600.2 PROCEDURES

- Residents will promptly evacuate the residential 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 Hall.
- 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.
- 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.
- After hours food service, custodial services, 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 snowstorms, etc.
- Residence Life will maintain departmental operating procedures and this will include shelter-in-place contingencies as well as relocation procedures and business continuity planning and transportation plans.

700 FACILITIES AND AVAILABLE EQUIPMENT FOR EMERGENCIES/DISASTERS

700.1 USAGE OF FACILITIES

In the event of a local or national emergency or disaster, Dalton State College facilities would be available for support. 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.

a. Dalton State College has an agreement with the American Red Cross to make facilities available upon request for shelter or group accommodation.
b. American Red Cross shelter procedures will be followed by the Dalton State College Public Safety and Plant Operations personnel on site.
c. Residents could utilize local motels and restaurants if displaced.
d. Per their contract, Dalton State's food service provider will provide food to residents if the college is closed or facilities are damaged. They could use their facilities at Georgia Highlands College to prepare food if necessary.
e. The Student Center and other buildings can be used to house residents after hours, and showers are available in the Bandy Gymnasium.

Bandy Gymnasium
The College Gymnasium can temporarily house about 450 persons. Restrooms can accommodate this number. A first aid kit is available.

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.

Gignilliat Hall
Gignilliat Hall is available as a staging area. Supplies such as food, clothing, bedding, linens, medical, candles, flashlights, etc., could be provided for this building to be stored, held, and dispensed as required. This building has a large auditorium approximately 300 seats.

East of Gignilliat Hall
An area of campus is available for the erection of a portable Field Hospital. The area is well drained and has excellent roads for access. Parking spaces are available.

Westcott Hall
This building is available as a communication center and can provide administrative space for those activities being conducted on campus.

Plant Operations Building
This building serves as headquarters for maintenance personnel and equipment.

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.

Ken White Health Professions Hall
Public Safety personnel are 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.

700.2 AVAILABLE EQUIPMENT LOCATED ON CAMPUS

- 5- Marked Police Vehicles with equipment 1- Unmarked Police Vehicle with equipment
- 15-Hand-held radios compatible with local emergency agencies
- 1-One ton dump truck
- 6- Vans (12 passenger)
- 1-Mini Van (7 passenger)
- 5 passenger vehicles (sedan, SUV)
- 1-14 passenger bus
- 1-20 passenger bus
- 1-30 passenger bus
- 1-F350 Ford Pickup Truck
- 1-Chevrolet Colorado
- 2- Medium sized tractors equipped with a front-end loader
- 18- Emergency First Responder/First Aid Kits.
- 14- Semi-Automatic Emergency Defibrillators
- 5- Stationary and/or semi stationary generators
- 2- Portable generators

800 EMERGENCY MANAGEMENT COMMITTEE

800.1 EMERGENCY MANAGEMENT COMMITTEE

The Emergency Management Committee meets regularly 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. The Committee assists in assessing risks/vulnerabilities, reviewing, and updating the plan.

Michael Masters, Director of Public Safety
Ken White Health Professions Hall, Public Safety Office
(O) 706-272-446, (C) 706-537-2362

Dr. John Fuchko, President
Westcott Hall
(O) 706-272-4438, (C) 678-360-5377

Dr. Kate Maine, Director of Marketing, Communications & Workforce Development
Westcott Hall
(O) 706-712-8242, (C) 706-429-4093

Dr. Jami Hall, Vice President for Student Enrollment and Success
Westcott Hall
(O) 706-272-2505, (C) 478-456-5386

Dr. Gina Kertulis-Tartar, Provost & Vice President of Academic Affairs
Westcott Hall
(O) 706-272-2491, (C) 352-359-0617

David Lesicko, Vice President for Fiscal Affairs
Westcott Hall
(O) 706-272-4418, (C) 330-502-4949

Micah Norton, Chief Information Officer
Gignilliant Memorial Hall
(O) 706-712-8213, (C) 706-217-7419

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

900.1 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 (Campus Assessment, Response, and Evaluation) 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 of concern 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 student disciplinary committee. 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.

901 REPORTING PROCEDURES

901.1 REPORTING PROCEDURES

Access the reporting form at: https://www.daltonstate.edu/campus_life/dean-of-students-office/refer-a-concern/care-team/

For additional assistance, contact: the Dean of Students, by phone at 706-272-4449 or by email at deanofstudents@daltonstate.edu

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

a. Review of the reporting database.
b. Review of the student's disciplinary record.
c. Interviews to determine corroborating evidence.
d. Other relevant information as deemed appropriate to the safety of the College community.

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

1000 BUSINESS CONTINUITY

1000.1 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. Faculty are required to have plans for alternate teaching sessions outside the normal classroom instruction. 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 would be made as 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 would be made to use shared services to continue classes. Should the campus be unusable, but faculty and staff are available, many classes could continue virtually.

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.

1000.1.1 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 fully utilized to conduct operations of the college and to expedite restoration of the campus. The Procurement Office will work off-site to electronically enter requisitions and issue purchase orders when the use of the P-Card is not applicable. This will ensure that Purchasing Orders will be encumbered and processed in a timely manner to track expenses in real-time.

Business Office - The Business Office will use the facilities at ITS, or Georgia Highlands College to continue PeopleSoft financial operations. Since the financials are hosted off-site, recovery should be fast. Backups and imaged files 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 ITS in Athens so using the facility at Georgia Highlands will suffice.

Communications - The main campus utilizes VOIP phone services and Microsoft Teams for virtual meetings and classes. There are a few land line phones used for campus emergency phones and the Public Safety Department communications center, The Public Safety Department utilizes handheld radios to communicate internally and to local first responders. College administration and Public Safety employees have access to the Georgia Emergency Telecommunications Service, which offers preferential cellular calling during periods of high demand.

Record Keeping - A department number of 1620102 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, 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 - 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. The focus will be on those core business activities of the Business Office, Student Records, and Financial Aid.

The majority of campus processes are housed in the cloud to include business operations, payroll, etc. The major component of the campus network is housed in Westcott Hall. Depending on the level of damage to that building, it could take a few days to weeks to restore service. The Office of Computing and Information Services (OCIS) maintains an Incident Response Plan to guide mitigation and recovery efforts. In addition, OCIS maintains a Cyber Security plan to address attacks on the network.

Instruction – Faculty are required to have alternate plans in place to provide instruction in the event meeting on campus is not an option. The College maintains a number of laptop computers for students to use.

1000.2 STRATEGIC INFORMATION SECURITY PLAN 2022-2027

Dalton State College is in Dalton, Georgia, and serves Northwest Georgia by offering associate, certificate, and targeted baccalaureate programs of study and a wide variety of public service activities. Dalton State College currently enrolls over 5,000 students and employs approximately 400 faculty and staff.

Since December 2005 Dalton State College has annually submitted an Information Technology Security Plan in keeping with Board of Regents Policy 712.03(b) Institutional Responsibilities. These annual Information Technology Security Plans follow guidelines established by OIIT and the ACIT Security Advisory Group and were a collection of the College's security policies and procedures. Beginning March 2009, the USG Chief Information Security Officer, Stan Gatewood, called for each unit of the University System of Georgia to implement a comprehensive Information Security Program and annually submit a Strategic Information Security Plan. This strategic plan summarizes the set of goals for program implementation and oversight to launch an Information Security Program.

Establishing an Information Security Program is not a one-time event but an ongoing venture that follows a cyclical process, a journey. The implementation phases (see below) are not cleanly separated processes but instead represent a flow of activities that yield a continuously improving program. The implementation cycle involves establishing information security requirements, educating people about their responsibilities under those requirements, building governance structures to ensure Program compliance, and monitoring and reporting of progress.

Strategic Information Security Plan

Dalton State College

Strategic Goals, Strategies, and Initiatives for Information Security Program

Implementation and Management

The following goals have been set:

1. Implement Centralized Endpoint Management across organization owned devices.

2. Research, acquire, and deploy a robust enterprise monitoring system

3. Transition Data Governance to Institutional Research and Planning.

4. Improve proactive Risk Management and Cybersecurity Situational Awareness across the organization.

    - Conducting Risk Assessment
    - Design and implement a resilient network (Updating Fiber Infrastructure)

Goal 1:
Implement Centralized Endpoint Management and Privileged Access Management (PAM) across organization owned devices.

Strategy:
Deploy Microsoft Endpoint Security Management (Intune) along with a PAM solution (Admin by Request).

Scope

- Establish Endpoint Inventory
- Establish Endpoint Configuration Management and Software Review
- Establish Patch Management
- Establish Device Control including whole disk encryption
- Manage User Administrative Privilege with a PAM Solution such as Admin by Request

Initiative:

- Engaged with Presidio to assist in deployment of Microsoft Endpoint Management
- Testing Admin by Request

Plan of Action & Milestones:

Task	Due Date	Responsible Party	Status
Begin deployment of Microsoft Endpoint Management (Intune)		ISO, Hardware Support Manager, Server, and Desktop Administrator	Complete
Test PAM Solution (Admin by Request)		ISO, Hardware Support Manager, Server, and Desktop Administrator	Complete

Goal 2:
Research, acquire, and deploy a robust enterprise monitoring system.

Strategy:
The enterprise monitoring system should help improve:

- Cybersecurity crisis and incident response
- Network Monitoring

Prerequisites:

A system of this type will be expensive to purchase and maintain. Therefore, a prerequisite for acquisition will be the fiscal ability to purchase the system. That being the case, this is set as a long-term goal.

Initiative:

- None

Plan of Action & Milestones:

Task	Due Date	Responsible Party	Status
Research options and pricing for enterprise monitoring system		CIO, ISO, Network Operations Manager	Not Initiated
Acquire enterprise monitoring system		CIO	Not Initiated
Deploy enterprise monitoring system		CIO, ISO, Network Operations Manager	Not Initiated

Goal 3:

Transition Data Governance to Institutional Research and Planning

Strategy:

The transition of Data Governance away from OCIS is necessary to prevent conflict of interest.

- Implementing BPM Guidelines
- Develop Data Classification guidelines and train employees on how to classify data.

Initiative:

Plan of Action & Milestones:

Task	Due Date	Responsible Party	Status

Goal 4:

Improve proactive Risk Management and Cybersecurity Situational Awareness across the organization.

Strategy:

- Acquire tools and develop procedures and policy for conducting regular internal Risk Assessment
- Design and implement a resilient network that mitigates downtime and allows for the secure access of resources necessary to perform day-to-day operations in the event of a crisis.

Initiative:

- Updating current fiber infrastructure
- Deploy Microsoft Teams for VOIP to provide employee flexibility for remote access.

Plan of Action & Milestones:

Task	Due Date	Responsible Party	Status
Updating current fiber infrastructure		CIO and Network Operations Manager	In Progress
Deploy Microsoft Teams		Network Operations Manager and Assistant Director of IT Operations	Complete

1100 CRISIS COMMUNICATION PLAN

1100.1 PURPOSE

The purpose of a Crisis Communication plan is to:

a. Protect and serve the campus community.
b. Be transparent, accountable, and accessible.
c. Ensure the flow of accurate information.
d. Protect the institution's reputation.

1100.2 PRINCIPLES

Principles to meet these goals include:

a. Respond quickly to a crisis to promote safety, communicate accurately and transparently, and avoid speculation and damage to the institution's reputation.
b. Show care, concern, and compassion.
c. 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.
d. Assume everything is on the record. If you don't want a statement communicated publicly, don't say it.
e. 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.

1100.3 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 communication decisions 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.

1100.4 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 President, Vice Presidents, Associate Director of Marketing, Communications and Workforce Development, and other administers as needed.

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 Ken White Student Health Services).

1100.5 CRISIS COMMUNICATION TEAM

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

a. President
b. Vice Presidents
c. Director of Public Safety
d. Associate Vice President of Human Resources
e. Director of Ken White Student Health Services
f. Director of Marketing, Communications and Workforce Development
g. Others may be appointed to the team temporarily depending on the nature of the crisis.

1100.6 MEDIA INQUIRIES

All media inquiries should be forwarded to marketing@daltonstate.edu or 706-712-8245. The Director of Marketing, Communications and Workforce Development or the Vice President for Marketing, Communications and Workforce Development will respond. 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 Vice President for Marketing, Communication and Workforce Development serves as the liaison.

1100.7 CRISIS COMMUNICATION ROLES AND RESPONSIBILITES

The Director of Marketing, Communications and Workforce Development and the Vice President for Marketing, Communications and Workforce Development serve as the leaders of Crisis Communication and are the designated spokespersons. 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 leaders may consult with other college personnel or external stakeholders. Back-up may also be designated, as well as volunteer communication specialists from other state agencies.

1100.7.1 ROLES

a. The Director of Marketing, Communications and Workforce Development – Gathers and disseminates information via online and media outlets, as well as disseminates internal communications.
b. Vice President for Marketing, Communications and Workforce Development – Assists the Director of Marketing, Communications and Workforce Development 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, Communications and Workforce Development.
c. 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.
d. 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.

1100.8 SPOKESPERSON

In most cases, the designated spokesperson is the Director of Marketing, Communications and Workforce Development who may appoint a person with direct knowledge of the situation to assist in this task. In addition, the Vice President for Marketing, Communications and Workforce Development, Dalton State College 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.

Media inquiries should be directed to the Office of Marketing, Communications and Workforce Development at marketing@daltonstate.edu or 706-712-8245. To 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. Those who manage college social media channels may share information via the main Dalton State social media channels, but they should not create their own posts.

1100.9 TASKS

Communicate with appropriate constituencies:

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

a. Students, on and off campus
b. Parents
c. Full and part-time general and teaching faculty, on and off campus
d. Full and part-time staff, on and off campus
e. Boards: College, Foundation and Alumni
f. Alumni/Donors
g. Business community/Opinion leaders
h. Vendors, college partners, granting entities
i. Mass media
j. 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:

a. Social media
b. Campus email
c. Website: daltonstate.edu and/or Roadrunner portal
d. News release
e. Press conference
f. Call center number
g. Meeting

1100.10 PROCEDURES (WHEN CRISIS IS ALSO AN EMERGENCY)

STEP 1: Public Safety initiates communication through Roadrunner Alert.

STEP 2: Members of EOC head to command center. Depending on crisis, activate campus security checks to lock doors.

STEP 3: The Director of Marketing, Communications and Workforce Development uses social media and websites to inform public of situation. Provides messaging to enrollment for call center for STEP 5. Provides messaging to public safety for STEP 6

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

Sample outgoing message:
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

All outgoing messages should include a timestamp statement on when the message was last updated.

STEP 5: Contact USG

STEP 6: 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 students and the public 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 marketing@daltonstate.edu or 706-712-8245.

STEP 7: The Director of Marketing, Communications and Workforce Development contacts media and arranges press briefings and news conferences, as needed. If necessary, media is informed about media staging area. The Vice President for Marketing, Communications and Workforce Development also contacts USG Communications office; can request additional support if needed.

STEP 8: The Director of Marketing, Communications and Workforce Development will contact the Communications Officer to send additional messages out via Roadrunner Alert, if needed.

1100.11 SAMPLE STATEMENTS

a. We are in the process of gathering information about the incident. We will continue to provide updates as facts are available.
b. We will schedule a briefing for the media at (insert time, location and directions, if appropriate).
c. 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.
d. Update verbiage to indicate law enforcement officials will update families of victims. Safety is our top priority, and we are cooperating fully in the investigation.

Roadrunner Alert Messages (STEP 1 Messaging)
SCHOOL LOCKDOWN/SHELTER IN PLACE
EVACUATION
THREAT

1100.12 POSSIBLE QUESTIONS FROM MEDIA

CASUALTIES (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.

ADDITIONAL ACTIONS
• Inquests, coroner's reports
• Police follow-up
• Insurance company actions
• Professional negligence or inaction
• Suits stemming from the incident

1100.13 SAMPLE TALKING POINTS

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

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 or flood).
• Students are being taken to (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 investigating the cause of the fire.
• We 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 event.
• We will share updates about class schedules on our website and social media channels as additional information is available.

MEDICAL OUTBREAKS
• At this time, college officials are working closely with public health officials to support their efforts to contain the spread of this illness.
• At this time, we are aware of (number) confirmed cases.
• Based on guidance from the Georgia Department of Public Health and out of concern for the health of our students, faculty and staff, we are _____ (offering immunizations, recommending _____, transitioning to virtual learning modalities) until further notice.

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 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 details are 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 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 learning 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 to our campus community very seriously.
• We know this can be unsettling for students and families alike; please understand that safety and

privacy concerns may limit the information we can share.
• We remain vigilant about campus security.

1200 CAMPUS PANDEMIC PLAN

1200.1 PLAN CONTACTS

Robin Roe

Director, Ken White Student Health Services

Ken White Health Professions Hall Rm #266

706-272-2523

rroe@daltonstate.edu

1200.2 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. Additional education and communication will be provided during the time the campus is operating under the Campus Pandemic Plan.
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
3. Annual training for the Health Center and Counseling Staff, Housing Staff, and Public Safety will be provided.
4. If a vaccine or medication becomes available, the College will work in cooperation with the North Georgia Health District to offer the vaccine to employees and students.
5. Implement standard infection control policies and procedures will be implemented to limit the spread of disease on campus.

a. Signage will be placed across campus to reinforce.
    - Good hand washing/use of alcohol-based hand sanitizers if hand washing is not available.
    - Cough/sneeze etiquette.
    - Other infection control mitigation measures, such as physical distancing and wearing face covering or masks.

b. Desks/tables/computers will be wiped down with disinfecting wipes after each class.
c. Alcohol based hand sanitizer will be placed in classrooms and public areas.
d. Training on the use of N-95 Particulate Respirator Masks will be provided for Ken White Health Center, Public Safety and Mashburn Hall staff based on current CDC (Centers for Disease Control) and OSHA (Occupational Safety and Health Administration) recommendations. Fit Testing for sized respirators will be performed when needed.

6. 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 waiting time, patients will be asked to schedule appointments by telephone.
   - Patients will be prescreened on the telephone for symptoms of infectious disease.
   - Signage will be placed in health center to have patients self-identify as potentially infectious. Patients will be screened on arrival for infectious symptoms.
   - Surgical masks will be applied to patients with cough.
   - Patients with infectious symptoms will be assessed immediately.
   - Telemedicine appointments will be encouraged when appropriate.
7. Counseling will be relocated out of the physical space of the KWSHC and implement the following:

a. Develop procedures for increased demand.
b. Disseminate information about available medical resources and prophylactic measures students can take to help feel more empowered and secure.

8. The pandemic coordinators will be responsible for monitoring the service area and neighboring metropolitan areas for any signs of a pandemic.
9. College representatives will serve in the service area governmental task forces

1200.3 STAGE 2

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

a. College representatives will be in daily contact with local government authorities.
b. Staff from Ken White Student Health Center will work with North Georgia Health District and other agencies in tracking known or suspected cases.
c. Disposition of cases regarding isolation, quarantine, further clinical evaluations, and laboratory testing of known and 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.
d. Unless otherwise specified by CDC, the following pandemic infection control policies and procedures will be implemented to limit the spread on campus.
   1. All preventive and well patient services will be suspended.
   2. Telemedicine appointments will be encouraged when appropriate.

3. 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.
4. 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.
5. All staff interacting with ill or exposed students should wear appropriate PPE (Personal Protective Equipment) following public health guidelines for their level of exposure to the patient.
6. Appropriate PPE will be worn when disposing of all waste.
7. Medical waste potentially contaminated with respiratory secretion or body fluids should be placed in red biohazard bags and disposed of as contaminated waste.
8. Ken White Student Health Center and Mashburn Hall rooms should be cleaned after patient is discharged using medical-grade detergent- disinfectant.
9. Air circulation to Ken White Student Health Center and isolation rooms in Mashburn Hall will be minimized to the extent possible.

e. 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.
f. Travel restrictions will be put in place.
g. 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.
h. All non-credit instructional events will be canceled.
i. The Crisis Communication Plan will be activated.

1200.4 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.

a. The College will follow Georgia Department of Public Health and/or USG directives regarding closure.
b. 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.
c. Faculty and students will be expected to continue with a modified version of the class as outlined in the syllabus.
d. College representatives will be in daily contact with local government authorities and USG Officials.

e. The Business Continuity Plan will be activated.
f. The Crisis Communication Plan will remain in place and provide campus updates as needed.

1200.5 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 to be determined.

a. The College will follow infections disease and isolation protocols mandated by state and national public health agencies.
b. 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.

1300 COMMUNITY STANDARDS & STUDENT OUTREACH

1300.1 COMMUNITY STANDARDS & STUDENT OUTREACH

Community Standards & Student Outreach supports the Dalton State College mission by promoting academic integrity, Roadrunner respect, and ethical decision-making. Upon applying to Dalton State, students are responsible for complying with all applicable laws and the rules and regulations of the College. Community Standards oversees the student conduct process and educates students on their rights and responsibilities. As a unit within the Dean of Students Office, Community Standards & Student Outreach supports the holistic development of students through accountability and educational opportunities. Community Standards & Student Outreach utilizes Dalton State College email as its primary means of communication with Students. Students must check their college email regularly.

View the code of conduct at this link: Student Code of Conduct

Student Conduct process: https://www.daltonstate.edu/campus_life/dean-of-students-office/refer-a-concern/student-conduct/student-conduct-process/

Ethical Conduct: https://www.daltonstate.edu/policies/ethical-conduct/

1400 COMMUNITY RESPONSE INFORMATION

1400.1 EMERGENCY CONTACTS

For emergencies on campus, call Dalton State Public Safety at 706-272-4461 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

1400.2 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. 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.

1400.3 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. To be prepared, you should:

For emergency situations on campus, call Public Safety at 706-272-4461.

Know what emergencies can impact you and have a plan for each.

a. Always locate two exists in any building that you frequent.
b. 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.
c. 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.
d. It may be difficult to remember all the phone numbers you have entered 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.
e. 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.

1400.4 EMERGENCY INFORMATION

1400.4.1 BUILDING INFORMATION

All buildings at Dalton State are equipped with fire alarms (located at building entrances), fire extinguishers, and AEDs (Automatic External Defibrillator). 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 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.

1400.4.2 ACTIVE SHOOTER

a. Take the necessary precautions and actions needed to protect your well-being.
b. Notify Public Safety immediately at 706-272-4461 or call 911.
c. Do not pull the fire alarm to alert others of an active shooter as this may put others in danger.
d. Flee the area if you can do so safely and avoid danger.
e. If flight is impossible, secure yourself in a safe area, lock/barricade all doors, silence cell phones. close blinds.
f. Remain in place until an "all clear" is given by Public Safety.
g. Act 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.
h. Law enforcement's purpose is to stop the shooter as soon as possible. Officers will proceed directly to the shooter's area.
i. 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 or view FEMA's training below.

Emergency Management Institute - Independent Study (IS)

1400.4.3 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:

a. When will the bomb explode?
b. Where is it right now?
c. What kind of bomb is it?
d. What will cause it to explode?
e. What does the bomb look like?
f. Did you place the bomb?
g. Who placed the bomb?
h. Why did they place the bomb?
i. What is your address?
j. What is your name?

Notify Public Safety immediately at 706-272-4461 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.

1400.4.4 CHEMICAL SPILL

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

1400.4.5 CIVIL DISTURBANCE/DEMONSTRATION

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

1400.4.6 EARTHQUAKE

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

1400.4.7 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:

a. Roadrunner Alert – Roadrunner Alert is Dalton State College's emergency notification system. It allows College officials to send critical information to the campus community using text messages, voice messages, and emails. Students and staff are encouraged to sign up to receive emergency messages at RoadRunner Alert
b. Campus PA (phone address) system – Used to alert the campus to emergencies both inside and outside of buildings.
c. Dalton State email.

1400.4.8 EVACUATING PEOPLE WITH DISABILITIES

a. Familiarize yourself with others in your area/classroom who may need assistance.
b. 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 aid.
c. Someone should remain with the disabled person until the emergency is over.

d. Our campus does have evacuation devices. For individuals with mobility impairments, evacuation chairs are available in multi-level buildings.
e. 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.
f. 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.
g. 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.

1400.4.9 FIRE

a. If you see or receive a report of visible smoke or fire, notify Public Safety immediately at 706-272-4461 or call 911.
b. 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.
c. 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.
d. DO NOT use elevators.
e. 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.
f. Always use stairs to exit upper floors, and if smoke is present, stay low.
g. Take your personal belongings (purse, wallet, keys, etc.) if these items do not hinder your ability to exit the building quickly.
h. If trapped on a second 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.
i. 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 people who are not able to perform these functions for themselves.
j. 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 people who may be trapped inside.
k. 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.
l. Follow instructions given by Public Safety officials and first responders regarding evacuation areas.

m. Do not re-enter the building until it is authorized to do so by emergency personnel.

1400.4.10 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 911.

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

1400.4.11 STUDENT/STAFF CRISIS RESPONSE

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

a. 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.
b. An individual's actions indicate threatening behavior or harm to others.
c. An individual displays bizarre or irrational behavior or causes disruption to campus activities.
d. 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 act. 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.

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.

1400.4.12 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:

a. Powder or liquid being emitted by the package
b. Oily stains or discolorations
c. Excessive tape or strings
d. Strange odors
e. Misspelled words
f. Unusually lopsided or uneven packages
g. Excessive postage
h. No return address

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

a. Do not move, jar, or touch the package.
b. Notify the Department of Public Safety at 706-272-4461 and be prepared to provide the following information:
    1. What makes the package suspicious?
    2. Are there any liquids leaking from the package?
    3. Are there any oily stains on the package?
    4. Are there any odors coming from the package?
    5. Are there any wires protruding from the package?
    6. How long has the package been there?
c. Alert others in your area and begin an evacuation of the building.
d. Do not use cell phones or radios near the suspicious package or device.
e. Notify the crisis coordinator in your building to assist with the evacuation.
f. Attempt to prevent others from entering the area near the suspicious package or device, if possible.
g. Proceed to an evacuation area at least 1000 feet (about 304.8 m) from the center of the building.
h. Any further decisions regarding the package will be made by the Department of Public Safety in conjunction with any additional emergency response agencies.

1400.4.13 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. 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.

1400.4.14 TORNADO/SEVERE WEATHER

a. 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.
b. A tornado warning is issued when a tornado has been sighted or indicated by weather radar in the area.
c. 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).
d. 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.
e. Do not pull the fire alarm to alert others of a tornado warning.
f. Wait for an all-clear notification prior to returning to your work area, classroom, or living area.
g. If outdoors and there is no time to get to shelter, lie in a ditch/low-lying area or crouch near a building.

1400.4.15 UTILITY FAILURE – GAS LEAK OR POWER OUTAGE

UTILITY FAILURE – GAS LEAK

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

UTILITY FAILURE – POWER OUTAGE

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

1400.4.16 WINTER STORM

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

a. *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.
b. *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 the 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.

1401 DEATH PROTOCOLS

1401.1 PURPOSE

This policy provides guidelines for an orderly, effective, and caring response. The death of a student or employee impacts the entire College community with safety always being paramount.

1401.2 POLICY

Dalton State College intends to provide a safe and positive environment for all students and employees. However, when tragedy does occur, it is the responsibility of Dalton State to respond in a sensitive and sympathetic manner.

1401.3 DEATH OF A STUDENT

The death of a student requires certain actions to be taken by responsible campus officials to ensure that proper notifications are made and student related business matters are handled expeditiously.

1401.3.1 STUDENT DEATH OFF CAMPUS

a. Response to any death occurring off campus will be handled initially by the local police agency and/or the hospital involved. It is the responsibility of these agencies to notify the next of kin.
b. If the death occurs in Whitfield County, Dalton State College Public Safety may be notified by that agency. In the event another campus official is informed of the student's death, that official should contact DSC Public Safety at 706-272-4461.
c. If a death occurs during a college sponsored trip, a Dalton State employee accompanying the trip should immediately contact local emergency services and the local law enforcement agency. The staff members should also contact DSC Public Safety and the VP of Student Enrollment and Success, or their designee.
d. Proceed to 1401.3.3 for Notification of Appropriate Campus Officials.

1401.3.2 STUDENT DEATH ON CAMPUS OR IN-RESIDENCE HALL

a. Upon discovering the body of a student who may be deceased, faculty/staff members should take the following steps immediately:
    1. Call Public Safety, state your name and position with the College, give your location and describe the nature of the incident. Public Safety will contact the appropriate emergency medical service to pronounce the death and transport the body and will seal the room or location and determine the appropriate entity to investigate the circumstances of death. This includes homicide, suicide, or an undetermined death.
    2. If it is in Residence life; the Resident Assistant will contact the Assistant Director and the Director of Residence Life.
    3. Block off the area of the incident from all non-concerned people. Information about the incident should be shared only with college officials.
    4. DO NOT MOVE THE BODY or allow anyone to do so. Every attempt must be made to preserve an undisturbed scene. A medical examiner or other medical personnel will assume responsibility for moving the body.
    5. Public Safety Officers or medical personnel will assume responsibility for the incident upon arrival. Ideally, these individuals should be the only personnel having access to the area.
    6. All requests for information from all news personnel must be referred to the Marketing, Communications and Workforce Development.
    7. DSC Public Safety and/or the local hospital will make the initial call to the next of kin when a death occurs on campus.
    8. Proceed to 1401.3.3 for Notification of Appropriate Campus Officials.

1401.3.3 NOTIFICATION OF CAMPUS OFFICIALS

a. DSC Public Safety will notify the VP for Student Enrollment and Success who will contact; the VP for Fiscal Affairs, VP of Academic Affairs, President, Marketing and Communications and Workforce Development, and the Associate Director of Counseling.
b. Public Safety will make the initial notification to the emergency contact of the deceased.
c. In the event of an on-campus death, an administrator will follow up with the family or next of kin, once they are notified of the death, to extend the College's condolences as well as offer to be a point of contact for them. (Another administrator may be assigned as a family liaison, if deemed more appropriate).
d. Administration may convene a team consisting of the following departments to create and implement the Follow Up Response Plan.
    1. Residence Life (if a residential student)
    2. Academic Affairs
    3. Student Affairs
    4. Marketing, Communications and Workforce Development
    5. Counseling
    6. Environmental Health and Safety

7. DSC Public Safety
8. Plant Operations
9. Student's Academic Advisor
10. Office of Computing and Information Services
11. Others will be contacted as appropriate

e. Administration will be responsible for coordinating follow-up activities.
    1. Provide emergency contact with designated administrator's contact information with whom they can discuss the situation. Language barriers or hearing impairments will be addressed as needed.
    2. Notify members of the campus community if appropriate.
    3. Contact the following offices:
        a. Registrar Office to place a deceased hold on the student's account.
        b. Bursar Office.
        c. Financial Aid Office.
        d. Housing and Residence Life (if the student lived on campus) to outline a plan of action to (a) work with the family in removing the student's possessions from his/her own room/apartment, (b) contact roommates, Resident Advisors and other concerned parties, and (c) evaluate the need for supportive services for those affected by the death.
        e. Student Life, Athletics and SGA to determine the student's co-curricular affiliations and make appropriate contacts.
        f. Office of Computing and Information Services so they can secure the student's account and disable it when appropriate.
        g. Human Resources for the students on campus employment status.
f. Media Involvement/Communication Protocol
    1. The Office of Marketing, Communication and Workforce Development will be responsible for collecting and disseminating information to the media. All requests for information should be directed to the Director of Marketing, Communication and Workforce Development or their designee.
    2. When a student death occurs on the Dalton State campus or at events under college control, it is imperative that no person involved in the college response speculate as to the cause of death or make statements assigning responsibility for the cause of death to any individual or group.
    3. The Office of Marketing, Communication and Workforce Development will collaborate with administration to develop a plan of communicating information about the death to current students, parents, faculty, and staff.

1401.3.4 CHECKLIST

See attachment: Student Death Checklist.pdf

1401.4 USG NOTIFICATION FOR DEATH OF A STUDENT

In the event of the death of a currently enrolled student, this guidance reflects the values of the USG and respective institution university and treatment of the family with the highest degree of respect and sensitivity. The student affairs division will have the lead responsibility in representing the university to the family. This will include communication with the family on behalf of the university. After connecting with the family of the deceased student, the designated office (i.e., Vice President for Student Affairs or Dean of Students) will inform the academic dean of the school/college and provide family contact information to the dean.

Additionally, please provide notification of the death of any enrolled student to the Vice Chancellor for Enrollment Management & Student Affairs, Tracy Ireland at 404-962-3110.

Additionally, it is recommended that the designated office will notify the academic deans, department chairs and directors of critical university departments of the death. Academic deans will be responsible for the following actions:

a. Notifying critical individuals within the school/college.
b. Identifying school/college staff or students that may need additional support resources with referral resource information for students, faculty, and staff.
c. Determine if the student should be awarded a posthumous degree or a posthumous commendation as approved by the Board of Regents' vote.

University department directors will be responsible for the following actions:

a. Notifying staff in the department who oversee specific administrative tasks related to a student death. (Example: Contacting the institutional foundation and alumni association offices to ensure that future communications are not sent to the deceased student or their family.)
b. When applicable, identify department staff or students that may need additional support resources. Students, faculty, and staff needing additional support can be referred to the appropriate institution's resource office(s).

The designated office will work with the institutional campus response team to provide outreach to individual students and groups who might be impacted by the death of the student. This effort may include partners, roommates, student organizations, lab partners, coworkers and program colleagues. As needed, faculty, departments, and staff should seek additional assistance.

An institution's university communications should take the lead in determining if a media response is appropriate. This will include coordinating press releases, statements and interviews.

At this difficult time, it is critical that the university works together to meet the needs of the family, students and staff

1401.5 DEATH OF AN EMPLOYEE

The death of an employee requires certain actions to be taken by responsible campus officials to ensure that proper notifications are made and personnel related business matters are handled expeditiously.

1401.5.1 EMPLOYEE DEATH OFF CAMPUS

a. Response to any death occurring off campus will be handled initially by the local police agency and/or the hospital involved. It is the responsibility of these agencies to notify the next of kin.
b. If the death occurs in Whitfield County, DSC Public Safety may be notified by that agency. In the event another campus official is informed of the employee's death, that official should contact DSC Public Safety at 706-272-4461.
c. If a death occurs during a college sponsored trip, a Dalton State employee accompanying the trip should immediately contact local emergency services and the local law enforcement agency. The staff members should also contact DSC Public Safety and the VP of Student Affairs and Enrollment Management or their designee.
d. Proceed to 1401.4.3 for Notification of Appropriate Campus Officials.

1401.5.2 EMPLOYEE DEATH ON CAMPUS

a. Most employee related deaths that occur on campus will be most likely after emergency medical services have been summoned for a medical emergency. Emergency Medical Services will provide life saving techniques and transport them to the appropriate medical facility.
b. Upon discovering the body of an employee who may be deceased, faculty/staff members should take the following steps immediately:
    1. Call Public Safety, state your name and position with the College, give your location and describe the nature of the incident. Include any knowledge of an accident or sickness. DSC Public Safety will contact the appropriate emergency medical service to pronounce the death and transport the body and will seal the room or location and determine the appropriate entity to investigate the circumstances of death. This includes homicide, suicide, or an undetermined death.
    2. If it is in Residence life; the Resident Assistant will contact the Assistant Director and the Director of Residence Life.
    3. Block off the area of the incident from all non-concerned people. Information about the incident should be shared only with college officials.
    4. DO NOT MOVE THE BODY or allow anyone to do so. Every attempt must be made to preserve an undisturbed scene. A medical examiner or other medical personnel will assume responsibility for moving the body.

5. Public Safety Officers or medical personnel will assume responsibility for the incident upon arrival. Ideally, these individuals should be the only personnel having access to the area.
6. All requests for information from all news personnel must be referred to the Marketing, Communications and Workforce Development.
7. No one should discuss the incident with reporters. Staff will not make any comments or statements about the cause of death. Only the medical examiner can determine or report the cause of death.
8. DSC Public Safety and/or the local hospital will make the initial call to the next of kin when a death occurs on campus.
9. Proceed to 1401.3.3 for Notification of Appropriate Campus Officials.

1401.5.3 NOTIFICATION OF CAMPUS OFFICIALS

a. DSC Public Safety will notify the VP for Fiscal Affairs who will contact; the President, VP of Student Affairs and Enrollment Management, Marketing and Communications and Workforce Development, and the on-call counselor, and the Director of Human Resources.
b. Public Safety will make the initial notification to the emergency contact either in person, by phone, or with the assistance of another agency if not within the immediate area.
c. In the event of an on-campus death, administration will follow up with the family or next of kin, once they are notified of the death, to extend the College's condolences as well as offer to be a point of contact for them. (Another administrator may be assigned as a family liaison, if deemed more appropriate.)
d. Administration may convene a team consisting of the following departments to begin coordinating follow up activities.
    1. Academic Affairs
    2. Marketing, Communications and Workforce Development
    3. Counseling
    4. Environmental Health and Safety
    5. DSC Public Safety
    6. Plant Operations
    7. Office of Computing and Information Services
    8. Others will be contacted as appropriate
e. Administration will be responsible for coordinating follow-up activities.
    1. Provide appropriate family members (parents, in most instances) with the name and telephone number of a campus official with whom they can discuss the situation.
    2. Notify the campus community and include a photo of the employee, if possible.
    3. Consult with the deceased employee's supervisor to outline a plan of action to (a) work with the family in removing the employee's possessions from his/her office, (b) contact coworkers and other concerned parties, and (c) evaluate the need for supportive services for those affected by the death.
    4. Contact the Office of Computing and Information Services so they can secure the student's account and disable it when appropriate.
f. Media Involvement/Communication Protocol

1. The Office of Marketing, Communication and Workforce Development will be responsible for collecting and disseminating information to the media. All requests for information should be directed to the Director of Marketing, Communication and Workforce Development or their designee.
2. When an employee death occurs on the Dalton State campus or at events under college control, it is imperative that no person involved in the college response speculate as to the cause of death or make statements assigning responsibility for the cause of death to any individual or group.
3. The Office of Marketing, Communication and Workforce Development will collaborate with administration to develop a plan of communicating information about the death to current students, parents, faculty, and staff.

1401.5.4 CHECKLISTS

1401.6 FOLLOW-UP RESPONSE PLAN

a. Students, faculty and staff may need assistance in dealing with the death.
    1. Counseling will offer short-term services to any individual or group that can be identified as being affected by the death.
    2. CARE Team referrals will be submitted for long-term services needed.
    3. Depending on the circumstances, some regular activities on campus may be suspended to accommodate the need for crisis counseling services which might include:
        a. Provision of individual crisis counseling to students, faculty, and staff directly involved with the person or those who witnessed the death.
        b. Group meetings/counseling to those close to the person, e.g. faculty, staff, students, coworkers, roommates, student organizations, academic class, etc.
        c. Crisis support to parents/family of a deceased employee/student when/if they arrive on campus.
        d. Extended hours in the days following the death to accommodate any need for crisis/grief counseling by those affected.
        e. Referral of employees to the Employee Assistance Program (EAP) for additional resources.
b. Family members may want to talk with faculty, staff, or students concerning the death. At the discretion of administration, someone who is familiar with the situation may be assigned as a contact person to assist them with their concerns. It is important that the staff members assigned will assist the family by supporting the family's needs while also protecting the needs of the students and staff. If a Residence Life student/employee, the Assistant Director of Residence Life will work with the family to provide access for the family to the student's/employee's room/office, so they may collect their belongings.
c. Important considerations in working with parents/family are:
    1. Requests for detailed information concerning the death;
    2. Desire to visit the campus or not;

3. Desire for information about student academics status or circumstances, prior to death;
4. Desiree for information about employee death benefits;
5. Desire for privacy;
6. Desire to include members of the College community in the memorial/funeral/burial process; and
7. Practical concerns about student/employee possessions, keys, refunds.

d. There is an annual Service of Remembrance during the fall semester of each year where the campus community can come together and remember individuals who have passed away in the past year.
e. Letters of condolence may be sent from any office or person on campus to the deceased's family. If and when there is a question of whether or not this is appropriate, individuals will check with their respective supervisor.
f. The VP for Student Enrollment and Success will correspond with the family or appropriate relatives to close any items of business. Items may include death benefits, personnel information, returning college property, etc.

1500 DALTON STATE CAMPUS

1500.1 BUILDING LAYOUTS AND DIAGRAMS

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

1500.2 MAIN CAMPUS MAP

650 College Dr, Dalton, GA 30720

https://www.daltonstate.edu/about/campus-map/

1500.3 MOUNTAIN CAMPUS MAP

103 Dalton St, Ellijay, GA 30540

https://www.bing.com/maps?q=google&FORM=HDRSC7&cp=34.695183%7E-84.482262&lvl=18.0

1600 USG EMERGENCY NOTIFICATION PLAN

1600.1 PURPOSE

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

1600.2 SCOPE

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

1600.3 AUTHORITY

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

1600.4 RESPONSIBILITY

1. The USO Safety and Security office 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 USG Chief of Police.
3. USG Chief of Police/Alternate, Chief of Staff, Vice Chancellor for External Affairs/designee, and Chief Operating Officer will coordinate notifications to the Board of Regents, and/or other agencies as required.

1600.5 DISTRIBUTION

This plan will be disseminated to:
1. Core USO personnel identified in 1600.11.
2. Core USG Unit personnel identified in 1600.10.
3. Copy of this plan will be included in each institution Emergency Action/Operations Plan as an

appendix or annex.

1600.6 REQUESTS FOR USG RESOURCES

1. Each institution will complete and submit a critical resource inventory when requested by the USG Chief of Police for inclusion in the USG Coordination Plan. NOTE: dependent upon specific situations or needs, the
2. USG Chief of Police may request inventory updates or resource information apart from GEMA requests.
3. 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 USG Chief of Police will be notified and will coordinate the response to the request.
4. Requests received by USG Unit(s) by local agencies, or in response to localized emergencies: The USG Unit will coordinate requests received by USG Unit(s) in response to local mutual aid response agreements. As soon as possible, notification to the USG Chief of Police will be made. USG units will direct requests for resources beyond their capability to the USG Chief of Police.

1600.7 NOTIFICATION PROCEDURE

Institutions and USO personnel will notify the USG Chief of Police 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:

Carla Cook, Interim USG Chief of Police

Cell 470-806-9045

Office 404-962-3177

Email carla.cook@usg.edu

In the event the Chief cannot be contacted:

Frank Smith-Vice Chancellor for Real Estate & Facilities Office 404-962-3162

Cell 404-831-2961

Email frank.smith@usg.edu

1600.8 USO NOTIFICATIONS

Dependent upon situation reported, the USG Chief of Police/alternate may notify:
1. Chancellor
2. Chief Operating Officer
3. Chief of Staff
4. Others as required by situation/incident.

1600.9 DEFINITIONS

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. Event could have occurred contiguously 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.
4. 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.

1600.10 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. Chief of Police
8. Communications

1600.11 USO CORE PERSONNEL

1. Chancellor
2. Chief Operating Officer
3. Chief of Staff
4. Vice Chancellor of Legal Affairs
5. Vice Chancellors – as required.
6. USG Chief of Police

1600.12 USG UNITS

USG Units(s)
The following diagram provides general guidance for the USG Unit(s) and USO in notifying the USG Chief of Police, 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 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, events have concluded prior to being reported	Predictable amount of time, generally not exceeding 48 hours (about 2 days)	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	USG Chief of Police is notified as soon as practicable to allow for timely System office notifications and mitigation of risk.	USG Chief of Police is notified as soon as possible.	USG Chief of Police is notified as soon as possible.	USG Chief of Police 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.

1700 NATURAL GAS SYSTEM

1700.1 INTRODUCTION

This section has been prepared to provide Dalton State College Physical Plant and Public Safety Department personnel with data essential in an emergency 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 to be familiar with the contents of this manual. The manual is written to be used as a resource in an emergency and does not contain operational data.

1700.2 EMERGENCY PLAN DISTRIBUTION LIST

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

Physical Plant Operations Director - Robert Reeves - (O) 706-272-4446, (C) 706-508-3143

Public Safety Police Chief - Michael Masters - (O) 706-272-4461, (C) 706-537-2362

President - Dr. John Fuchko - (O) 706-272-4438, (C) 678-360-5377

VP for Marketing, Communications and Workforce Development – Dr. Kate Maine – (O) 706-712-8242, (C) 706-429-4093

VP Student Enrollment and Success - Dr. Jami Hall - (O) 706-272-2505, (C) 478-456-5386

Provost and VP of Academic Affairs - Dr. Gina Kertulis-Tartar - (O) 706-272-2491, (C) 352-359-0617

VP Fiscal Affairs - David Lesicko - (O) 706-272-4418, (C) 330-502-4949

1700.3 DEFINITION OF EMERGENCY CONDITION

An "Emergency Condition" exists when a designated representative has declared that extraordinary procedures, equipment, labor, 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:

a. Facility failures which result in:
    1. Under pressure in the System
    2. Over pressure in the System
    3. Large volumes of uncontrolled escaping gas
    4. Fire or explosion, etc.
    5. Any leak considered hazardous.
    6. The continued safe operation of the System being endangered.
b. 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.
c. Natural disasters such as floods, hurricanes, earthquakes, or other severe forces of nature which make emergency provisions necessary.
d. Civil disturbances or riots require special procedures.

1700.4 EMERGENCY CALL LIST

- Dalton Utilities 706-278-1313
- Fire Department 911
- Police Department 911
- Sheriff 911
- Ambulance Service 911
- Emergency Management Authority 911
- Director of Plant Operations 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

1700.5 REPORTING REQUIREMENTS

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:

1. An event that involves a death or personal injury necessitating in-patient hospitalization.
2. Estimated property damage to the facility owner or operator or others, or both, of $50,000.00 or more.
3. Unintentional estimated gas loss of three million cubic feet or more
4. 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. Operators should 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.
    a. The address and phone numbers for reporting are as follows:
        1. Georgia Public Service Commission Gas Pipeline Safety Division / 244 Washington Street, S.W. Atlanta, Georgia 30334 / Phone: 1-800-282-5813

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 lost gas.
3. Unintentionally estimated gas loss of three million cubic feet or more.
4. 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:
    a. Name of the operator and person making the report and their phone numbers.
    b. Location of the incident (city, county, state, street address)
    c. Time of incident, date, and hour
    d. Number of fatalities and personal injuries, if any.
    e. All other significant facts that are known by the operator are relevant to the cause of the incident or extent of the damage.

Within 48 hours (about 2 days) 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.

a. The address and phone number for reporting are as follows:

1. 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

1700.5.1 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 to be located 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.

1700.6 ADDITIONAL HELP LIST

In certain emergency situations, it may be necessary to solicit help (labor, materials, and equipment) from other area utilities or utility contractors. The following list includes gas system operators or utility contractors located within a 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	706-889-2361
CEDS Construction: Lamar Andrews	(c)678-414-1731

1700.7 FAILURE OR EMERGENCY ON DALTON UTILITIES SUPPLY PIPELINE

a. 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

b. Plant Operations or the Director of Plant Operations or his Supervisor/designee and re-lay all information to them.
c. 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 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.
d. Public Safety will evacuate the building, as necessary.
e. The Physical Plant Director/Public Safety Director* will execute the Emergency Call List.
f. The Physical Plant Director/Public Safety Director* will coordinate the dispatching of appropriate Physical Plant or Public Safety Department personnel to the scene.
g. 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.
h. 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.

1700.8 EMERGENCY AT MASTER METER OR REGULATOR STATION

a. The first Physical Plant Department employee to have knowledge of an emergency at the primary meter or regulator station will immediately notify the Physical Plant Director/Supervisor and provide all relevant information.
b. 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.
c. The Physical Plant Director/Public Safety Director will execute the Emergency Call List (to the extent necessary).
d. 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.
e. 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.

f. 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.

1700.9 FAILURE OR EMERGENCY ON DISTRIBUTION SYSTEM

a. The first employee to have knowledge of an emergency in the distribution system will immediately notify the Physical Plant Director/Public Safety Director and provide all relevant information.
b. The Physical Plant Director will send appropriate personnel to:
    1. Verify the emergency.
    2. Determine the extent of the emergency.
    3. Ascertain type of assistance required.
c. 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.
d. 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:
    1. Evacuate and secure the area; enlist Public Safety as needed.
    2. Request assistance as required.
    3. If repair is to be made without shutdown, advise the Physical Plant Director.
    4. 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.
e. 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.
f. The person-in-charge will keep the Physical Plant Director/Public Safety Director informed as to the status of the emergency and advise when the emergency is under control.
g. When the emergency is under control, the Physical Plant Director resumes normal operations.
h. 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.
    1. 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.
    2. 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 the main.

3. 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.

i. Other Responsibility Assignments
   1. Fire Department: In case of fire or explosion, the Public Safety Director or the first person responsible on the scene shall notify the Fire Department.
   2. Police Department: Stay apprised of the situation and ensure availability of adequate personnel as needed.

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

1700.10 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 the building, sample air in rooms, basement, or crawl space with a gas indicator. If the presence of a dangerous concentration of gas in the building is indicated - 40% of L.E.L. (Lower Explosive Limit) or 2% on percentage (%) scale, proceed as follows:

a. Evacuate the building immediately with the assistance of Public Safety.
b. Do NOT operate any electrical switches.
c. Shut off gas meter valve and lock.
d. Open doors and windows.
e. Probe outside house with rod and gas indicator for gas in ground outside building; check water meter and available openings.
f. If the ground is gas free outside the building and after the building is properly aired out, turn on the 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).
g. Repair leak if possible. If further action is necessary to repair the 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.
h. If repair to leak is successful, return occupants to building, but only after you are positively sure it is safe to do so.

NOTES

a. If gas is found outside the 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 the atmosphere. Care must be taken to make these openings safe for traffic and to AVOID IGNITION.
b. If ever in doubt, call your supervisor.
c. If gas is found in the ground outside a 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 forcible entry to the premises.

d. 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.
e. Electric meters may be removed to shut down all lights and electric appliances. DO NOT ATTEMPT THIS IF THE ELECTRIC METER IS INSIDE IN AN AREA OF GAS CONCENTRATION. In commercial buildings where NO GAS is present at the primary 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.
f. Windows and doors can be opened to dissipate the gas.
g. 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.
h. 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.
i. Be sure your gas indicating instrument is set on the proper scale and that all connections on the sampling tube are tight.
j. When sampling air in a building, have your instrument set on the L.E.L. scale. Remember that natural gas is lighter than air.
k. When sampling probe holes in ground, have your instrument set on a 0-100% scale, if an exceptionally low reading is obtained (2% or less) then the
l. Instrument may be set to the L.E.L. scale. (This applies only to multi-scale instruments).

1700.11 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:

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

1700.12 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.

1700.13 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 hazardous conditions 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 are 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.

1700.13.1 EMERGENCY GAS VALVE LIST

a. **Campus Master Meter Valve** - South entrance to campus. Call Dalton Utilities 1-706- 278-1313 to close this valve.
b. **Plant Operations Building**
    1. Building Valve - South Center Entrance. Right of door.
    2. Yard Valve - East side of building 45' from North end of building & 36' from East end of building under Dogwood tree.
c. **Bandy Gymnasium**

1. Building Valve - West wall of building to left of main entry doors.
2. Yard Valve - Northwest of building in lawn, 30' from concrete staircase.

d. **Roberts Library**
   1. Building Valve - Northeast end of building near center window.
   2. Yard Valve - North & West of Northwest corner. North 15'-West 29'

e. **Westcott Hall**
   1. Building Valve - West side of building at Mechanical room door.
   2. Yard Valve - South & East of Southeast corner of building South 21'6"-East 10f.

f. **Pope Student Center**
   1. Building Valve (old side) - Southwest corner behind electrical transformer and left of Mechanical Room door.
   2. Building Valve (new side) - Northwest corner of building

g. **Ken White Health Professions Hall**
   1. Master Meter Valve - North end of building at left of dumpster container pad. Call Dalton Utilities to close this valve.
   2. Main lobby 1st floor building valve - North end of building-center wall - South wall outside classroom 115A
   3. Hardware building valve - Middle West wall at mechanical room Classroom

h. **Gignilliat Hall**
   1. Building Valve - West side of building to right of entrance

i. **Lorberbaum Hall**
   1. Building valve - Southwest corner of building adjacent to Mechanical Room.

j. **Sequoya Hall**
   1. Building valve (old side) - Northwest corner of building at Mechanical room
   2. Building valve (new side) - 41' North of New addition on West side of sidewalk that parallels old side of Sequoya building.
   3. Yard valve (new side) - 29' North of new addition on West side of sidewalk that parallels old side of Sequoya building.

k. **Mashburn Hall**
   1. Building Valve Interior first floor Northwest corner
   2. Yard Valve Northwest corner of building

l. **Peeples Hall**
   1. Building valve – first floor, first door on right at West entrance
   2. Yard Valve – Southwest Corner of building near generator

1700.14 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 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 doorbells 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 the 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 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 consider any action taken to ensure 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:

a. The location and time of the incident.
b. All other significant known facts that are relevant to the cause of the leak or extent of the damage.

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

1700.15 REPORT ON EMERGENCY AND ACTIONS TAKEN

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

a. Cause of the emergency
b. Extent of damage and injury

c. Number of buildings affected and duration of outage.
d. Recommendation of action to be taken to prevent recurrence.
e. Review of employee activities to determine whether emergency procedures were effectively followed.

1700.16 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 Office of Marketing and Communications shall handle all news releases. In the event of a need to communicate with all campus personnel, the campus email system will be the means of communication.

1700.16.1 SAMPLE ANNOUNCEMENTS 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 lights. 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 services to affect this reduction. Physical Plant Department employees are in the process of turning off all affected gas appliances and pilot lights. 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.

1700.17 CHECK LIST (MAJOR DISASTER)

- Have people been evacuated and areas blocked?
- Have ambulances been called?
- Has the Fire Department been called?
- Has the Police Department been notified?
- Have communications been established?
- Has the repair crew been notified?
- Has company call list been executed?
- Has outside help been requested?
- Has the Office of Marketing and Communications been given instructions for communications to campus personnel?
- Has the Emergency Management Authority been notified?
- Have emergency valves or proper valves to shut down or reroute gas been identified and located?
- Has the leak been shut off or brought under control to the area?
- Has Telephonic Report to OPS/DOT been made?
- Has Telephonic Report been made to GPSC?
- Has the 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?

1700.18 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.

1700.18.1 PUBLIC SAFETY PROTOCOL

Gas Leak

a. Dispatch will notify the officers, supervisor, and maintenance of the possible gas leak.
    1. In the absence of a dispatcher, the officer answering the phone will assume those responsibilities.
b. Officers will investigate with the help of maintenance personnel to determine if there is a leak.
c. 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.
d. After hours and weekends

1. An officer will respond to the possible leak location.
2. 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.

1700.19 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:

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

1700.20 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:

a. Information about gas.
b. Recognition of gas odors.
c. What to do and what not to do when there is a strong gas odor.
d. Notification to the Physical Plant Director prior to making excavation or related activities.
e. Physical Plant Department phone numbers and after-hours numbers 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."

1700.21 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 Office of Pipeline Safety/Facilities Protection Unit Personnel Emergency Contact List

https://www.psc.state.ga.us/facilitiesprotect/fp_pipesafe/EmergencyContactList.pdf

1800 DALTON STATE COLLEGE HAZARD COMMUNICATION (RIGHT-TO-KNOW) PLAN

1800.1 SUMMARY

This plan was developed for Dalton State College in order to comply with the State of Georgia Public Employees Hazardous Chemical Protection and Right to Know Act of 1988 as amended and the Georgia Department of Labor (GA D.O.L) Safety Engineering Section Chapter 300-3-19 Public Employees Hazardous Chemical Protection and Right to Know Rules. The Dalton State College Hazardous Communication (Right to Know) Plan is imperative for communicating workplace chemical hazards to employees. This plan lays out the responsibilities for all employees at Dalton State and the required administrative control for managing this plan in the workplace.

1800.2 SCOPE

All employees who are "subjected to a hazardous chemical in the course of employment through any route of entry including, but not limited to, inhalation, ingestion, skin contact or absorption, and includes potential or accidental exposure" (GA D.O.L. Safety Engineering Section Chapter 300-3-19-.0 I, 1993) in all workplaces of Dalton State shall comply with the Right to Know Plan. This written plan is available by contacting the Dalton State Right to Know Coordinator Kimberly Miller kmiller@daltonstate.edu or 706-272-4461.

No employee of DSC shall be discharged, disciplined, or discriminated against for exercising their rights under this plan. Any employee adversely affected for exercising their rights under this plan may file grievance in accordance with Dalton State's established grievance procedures. Employees dissatisfied with the final decision of an appointed authority may file a grievance with the State of Georgia Office of Insurance and Safety Fire Commissioner.

The Dalton State Right to Know Coordinator is responsible to:

a. Act as a liaison between Dalton State and the Board of Regents Office of Environmental and Occupation Safety on hazardous chemical issues and the DSC Right to Know Program.
b. Resolve questions regarding the applicability of the State of Georgia Public Employees Hazardous Chemical Protection and Right to Know Act of 1988 as amended, the Department of Labor Safety Engineering Section Chapter 300-3-19 Public Employees Hazardous Chemical Protection and Right to Know Rules, and the Dalton State Hazardous Chemical Protection Communication (Right to Know) Plan.

c. Work with DSC Human Resources to ensure appropriate and adequate Right to Know training is available to all employees as applicable.
d. Develop a written hazard communication program for DSC.
e. Review and update as necessary the DSC Right to Know plan, at least annually.
f. Inform DSC employees where to access online training in the uses and hazards associated with chemicals to which they may be exposed to in the workplace.
g. Provide current SDS upon request for those hazardous chemicals used in an employee's respective work areas.
h. Work with Lab Coordinators to provide access to DSC's online SDS management system.
i. Work with Human Resources; upon request, provide documentation about employee Right to Know training.

1800.2.1 DSC HUMAN RESOURCES

DSC Human Resources will provide access to all new employees for the basic Right to Know training during the onboarding procedure and preserve records of the completion of the basic Right to Know training. Human Resources also provides yearly Right to know training as part of the College's yearly training requirement.

1800.2.2 ADMINISTRATIVE PERSONNEL

Supervisors are responsible for ensuring that their employees have the proper training over any operations occurring in their work areas where there is the possibility of exposure to hazardous chemicals.

1800.2.3 LABORATORY SUPERVISORS

a. Maintain accurate chemical inventory for the locations over which they have responsibility and ensure SDS are updated online.
b. Provide oversight, technical guidance, and guidance to employees and student workers regarding chemical hazards which they might be exposed to in the work area.
c. Provide oversight, receive technical guidance, and provide direction to lab workers and students regarding appropriate selection, use, and maintenance of personal protective equipment for the hazards present in the workspace.
d. Properly train all employees and student workers on how to obtain SDS. SDS can also be obtained directly from the vendor.

1800.3 EXEMPTIONS FROM THIS PLAN

The following items, articles, and products are not subject to the requirements of the Right to Know Plan:

a. Impurities which develop as intermediate materials during chemical processing but are not present in the final mixture and to which employee exposure is unlikely.
b. Alcoholic beverages as defined in Title 3 and articles intended for personal consumption by employees in the workplace.
c. Any consumer product which can be demonstrated as being used in the workplace in the same manner as it would be during normal consumer use, and which use results in a duration and frequency of exposure which is not greater than exposures experienced by consumers.
d. Articles sold or used in retail food establishments and retail trade establishments.
e. Chemicals which are merely being transported in the state as part of a shipment of interstate or intrastate commerce; and
f. Chemicals or mixtures which may be hazardous, but which are covered by the federal Atomic Energy Act and the federal Resource Conservation and Recovery Act.

1800.4 PROCUREMENT OF HAZARDOUS CHEMICALS

Procurement of chemicals will follow the current Dalton State and USG procedures. All SDS will be sent to the Lab Coordinator (Amanda Smith) for entry into the online SDS management system.

1800.5 ACCESS TO SAFETY DATA SHEETS (SDS)

Any employee of Dalton State has the right to examine and obtain the SDS for the hazardous chemicals to which he/she is, has been, or may be exposed. Laboratory Supervisors and Work Area Supervisors are responsible for maintaining accessibility to SDS for employees in their work areas for review during each work shift, including both immediate access to necessary information in an emergency and daily access to all information as a reference source.

A SDS may be designed to cover groups of hazardous chemicals in a work area to address the hazards of a process rather than an individual hazardous chemical.

There are several ways by which a work area may meet the requirement to provide access to the SDS for hazardous chemicals present in the space.

1800.5.1 HARD COPY

Work areas without electronic access to SDS or that choose to only have hard copies of SDS shall maintain SDS in alphabetized form as hard copies in a binder. To ensure immediate accessibility, SDS binders must be visible and available to all employees and emergency personnel.

Immediately upon receipt of a chemical in areas without electronic access to SDS, the SDS should be added to the SDS work area binder. If assistance is needed in obtaining a copy of a SDS, please contact the Right to Know Coordinator Kimberly Miller kmiller@daltonstate.edu or (706) 272-4461. In addition, the chemical manufacturers may be contacted for SDS access.

1800.5.2 ELECTRONIC COPY

Work areas are permitted to keep electronic copies of SDS for hazardous chemicals present in the space as a means for all employees to always have ready access to the SDS.

A work area may provide access to SDS via the internet through MSDS Online.

A work area may use a computer or laptop located in the work area to access SDS online through MSDS Online. The computer or laptop does not need to be dedicated exclusively for access to SDS.

Faculty, staff, and other personnel may use personal laptops, mobile devices and/or electronic web connected devices to access SDS through MSDS Online via the internet.

1800.5.3 ACCESS TO SDS DURING AN EMERGENCY

During an emergency, Dalton State personnel in a work area may lose electric power and/or access to the internet or may need to evacuate a work area.

During an emergency, in the event that the regular methods described above of getting access to SDS, Dalton State personnel may contact the Poison Control Center (PCC) at 1-800-222-1222. The PCC has access to a large database of SDS.

IMPORTANT Please have the known chemical name and concentration at the time of the call to assist the operator with locating the needed SDS.

1800.6 CONTAINER LABELING

Original Containers:
Any Dalton State employee ordering a chemical in each work area should ensure that all containers received for use will:

a. be clearly labeled as to the contents and
b. display the appropriate hazard warnings.

1800.6.1 TEMPORARY (SECONDARY) CONTAINERS

The work shift supervisor in each work area is responsible for ensuring that all temporary containers for hazardous chemicals are labeled with either an extra copy of the original manufacturer's label or with a label containing:

a. the identity of the contents and
b. the date of filling.

An employee shall not be required to label temporary containers into which hazardous chemicals are transferred from labeled containers provided that the hazardous chemical transferred to the temporary containers are intended only for immediate use by the employee who performs the transfer or who is present at the time of such transfer.

1800.6.2 UNLABELED CONTAINERS

If an employee finds a container unlabeled or defaced, the employee needs to immediately notify their work area supervisor. If the supervisor is unable to identify the contents, the supervisor should immediately contact Risk Management at (706) 272- 4465 for assistance.

1800.7 EMPLOYEE TRAINING

1800.7.1 NEW EMPLOYEES AND BASIC RIGHT TO KNOW TRAINING

Prior to starting work, every new Dalton State employee must receive basic Right to Know training. Basic training is a computer-based program that is part of new employee orientation as established in coordination with Risk Management and Human Resources. In some circumstances, other formats are available. Documentation of basic training is maintained by Human Resources. Basic

training informs each employee of their rights under the law, additional training requirements under the law, and where to go for additional information concerning the Right to Know Program.

1800.7.2 CHEMICAL-SPECIFIC RIGHT TO KNOW TRAINING

Those Dalton State employees who are exposed to hazardous chemicals during the normal course of their employment must be provided with additional training called Chemical-Specific Right to Know Training. The work area supervisor of such an employee will ensure that chemical-specific training is provided prior to working with any hazardous chemical and that such training is refreshed annually. In accordance with Board of Regents policy Number 0472-1 3-027, written documentation of chemical-specific training must be maintained for a minimum of thirty years after separation of the employee from DSC.

Additional chemical-specific training must be provided prior to the introduction of any new chemical hazard or if there is a significant increase of an existing hazard in the employees' work area. The work area supervisor of the affected employees must ensure that such additional training is provided and documented.

1800.7.3 CHEMICAL-SPECIFIC TRAINING CONTENT

Training programs should be tailored to the specific nature of each individual workplace and the educational levels of the employees. Chemical-specific training information may relate to an entire class of hazardous chemicals when it is appropriate and related to the job. Chemical- specific training should explain the following:

a. The requirements of the Right to Know Act.
b. The location and content of the DSC Right to Know Plan.
c. The right of the employee's physician to receive hazardous chemical information.
d. The identification of hazardous chemicals is present in workplace operations.
e. Physical hazards and health effects of the chemicals.
f. Methods and observations used to determine the presence or release of the chemicals in the work area, e.g., air sampling, spot check monitoring, continuous monitoring, or methods of visual or olfactory detection.
g. How to lessen or prevent exposure to these chemicals by proper work practices and the use of personal protective equipment.
h. Labeling systems, SDS, and how employees can obtain and use appropriate hazard information; and
i. Emergency procedures to be followed in the event of exposure, spill, fire, or disposal.

1800.7.4 TRAINING FORMAT

The current Right to Know Training is provided online by Human Resources. Any employee who did not receive either basic training or chemical-specific training prior to initial assignment must do so immediately.

1800.8 EMPLOYEE INFORMATION POSTER

A poster describing employee rights under the Right to Know Act must be posted in a prominent manner in the workplace where notices are normally posted so that it is visible to all employees on a routine basis.

A copy of the poster developed by the Georgia Department of Labor may be downloaded at https://esd.uga.edu/right-know or by contacting the DSC Right to Know Coordinator (706) 272-4465.

1800.9 INFORMING CONTRACTORS

Any contract with Dalton State which may involve hazardous chemical exposure to employees must require an independent contractor or subcontractor to:

- Notify the workplace or work area manager at least 30 days prior to commencement of work with any hazardous chemical which will be used or stored at the worksite by the contractor or its sub- contractors. (This 30-day requirement may be waived in the event of an emergency).

The workplace or work area manager will then:

- disseminate this information to the employees whose workplace is at the worksite.
- obtain SDS from the contractor for those hazardous chemicals and make them readily available to

Dalton State employees during the contractor's presence at the worksite.

- provide documentation to the workplace or work area manager that its employees and its sub-contractors have been provided with information and training on hazardous chemicals being used by the contractor or its sub-contractors at the worksite; this documentation should include a written Hazard Communication Plan and any additional information necessary to ensure compliance with all rules, codes, standards and regulations governing environmental health and safety.

Any independent contractor or subcontractor working with Dalton State may request in writing and has the right to examine the SDS for those hazardous chemicals to which he/she or his/her employees are, have been, or may be exposed.

1900 ORGANIZATIONAL CHARTS

1900.1 DALTON STATE COLLEGE ORGANIZATIONAL CHART

https://www.daltonstate.edu/about/institutional-research/organizational-chart/

1900.2 USG ADMINISTRATIVE PERSONNEL

Administration | University System of Georgia

2000 APPENDIX A - DEFINITIONS OF KEY EMERGENCY MANAGEMENT TERMS

2000.1 DEFINITIONS

After Action Review - The main product of the evaluation and improvement planning process is the After- Action Report. This document was 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 was 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 people from dangerous, or potentially dangerous, areas and their reception and care in safe areas.

Tabletops - 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, to reduce the loss of life, damage to property, and harm to the environment.

National Weather Service - The federal agency was 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 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 oneself 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. Departments 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.

2001 APPENDIX B - ACRONYM LIST

2001.1 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

HO – World Health Organization

2002 APPENDIX C - EMERGENCY ACTION PLAN INFORMATION

2002.1 EMERGENCY ACTION PLAN

https://www.daltonstate.edu/campus_life/public-safety/emergency-information/

2003 APPENDIX D - NIMS/ICS

2003.1 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.

2003.2 BENEFITS OF INCIDENT COMMAND

The Incident Command System (ICS) allows DSC personnel and outside responders to meld rapidly into a common management structure to respond to an emergency. Incident command allows 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.

2003.3 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 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:

a. ICS-100: Introduction to the Incident Command System for Institutes of Higher Education
b. ICS-300: Intermediate Incident Command System
c. ICS-400: Advanced Incident Command System
d. ICS-700: An Introduction

Each of these classes can be taught in a classroom setting and are also available online at training.fema.gov, except for 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:

a. ICS-200: ICS for Single Resources and Initial Action Incidents
b. 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:

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

2003.4 STRUCTURAL COMPONENTS OF ICS: UNIFIED COMMAND

Unified Command is 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 people available. Decisions on who should fill these positions must be agreed upon by the Unified Command. For example, for a response operation requiring emergency responses from fire personnel, law enforcement personnel, and plant operations personnel, there would be a single Operations Section Chief directing all the tactical operations. There would then be a Branch Director for 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 improves 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.

2003.5 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 include a Safety Officer, a Liaison Officer, and/or a Public Information Officer.

a. Safety Officer: ensures the safety of all on-scene personnel.
b. Liaison Officer: primary contact for supporting agencies and is only required during a multi-agency, multi-jurisdictional response.
c. Public Information Officer: responsible for sharing information with university constituencies and the media in reference to the incident.

2003.6 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. The Operations Section Chief is the person with the greatest technical and tactical expertise in dealing with the situation. This section 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 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.

a. 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.
b. 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.
c. 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.
d. The Supply Unit determines the type and number 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.
e. The Facilities Unit sets up and maintains the required facilities to support the incident. This unit is also responsible for facility security and maintenance needs, including sanitation, lighting, and cleanup.
f. 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.

a. 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.
b. The Situation Unit collects and analyzes information on the current situation, prepares situation displays and summaries, and develops maps and projections.
c. The Documentation Unit provides duplication services, including the written IAP, and maintains incident-related documentation.
d. 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.

a. The Procurement Unit is responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements.
b. The Time Unit is responsible for all incident personnel time-recording needs.
c. The Cost Unit is responsible for collecting all cost data, performing cost effectiveness analysis, providing cost estimates, and making cost-saving recommendations.
d. 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 is understood that the first arriving first responder (a DSC Police Officer) will start off as incident commander, 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, it is important to remember that mitigating circumstances can supersede this list.

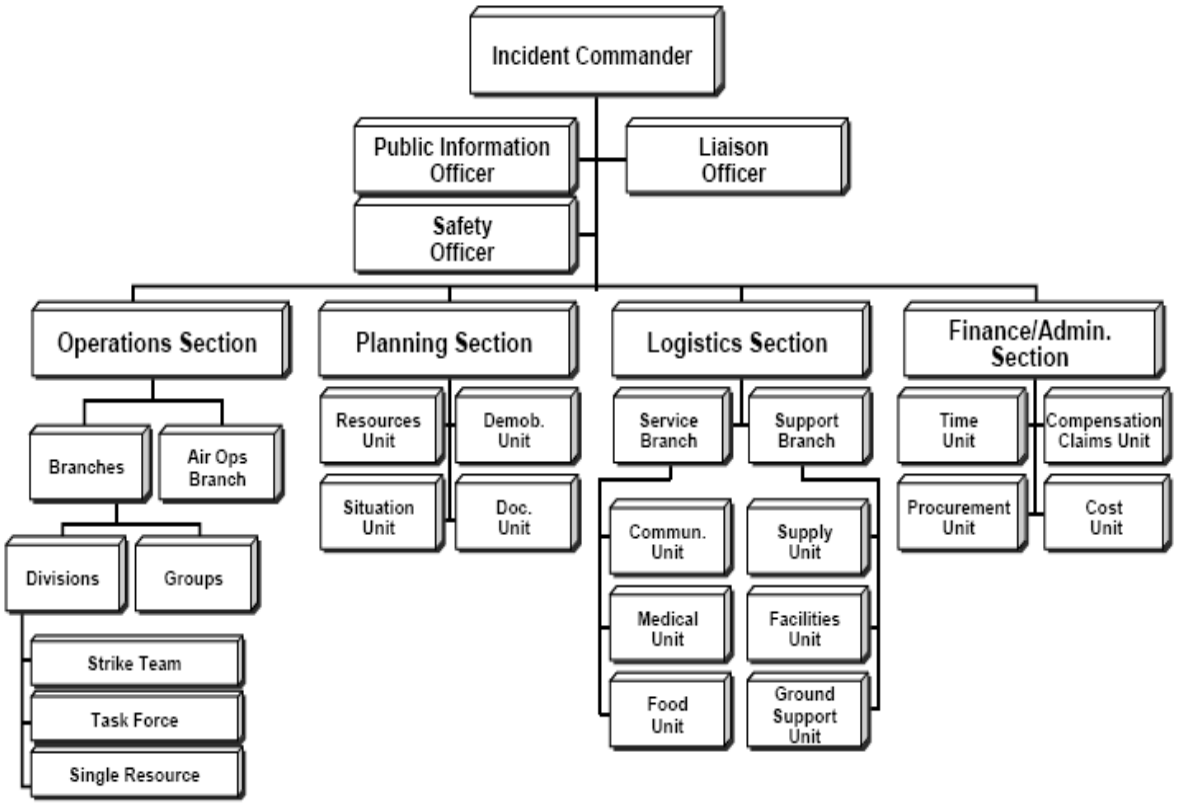
a. Acts of Violence – Chief of Police or designee
b. Utility Outage – Director of Plant Operations or designee
c. Hazardous Materials Spill –Environmental Health and Safety Coordinator or designee
d. Hazardous/Inclement Weather – Director of Public Safety or designee Earthquake – Director of Public Safety or designee
e. Medical Emergency – Hamilton Medical Emergency Services (Chief of Police or designee until Dalton Fire Department personnel arrive)
f. Fire – Dalton Fire Department (Chief of Police or designee until Fire personnel arrive)
g. 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.

2003.7 INCIDENT COMMAND CHARTS

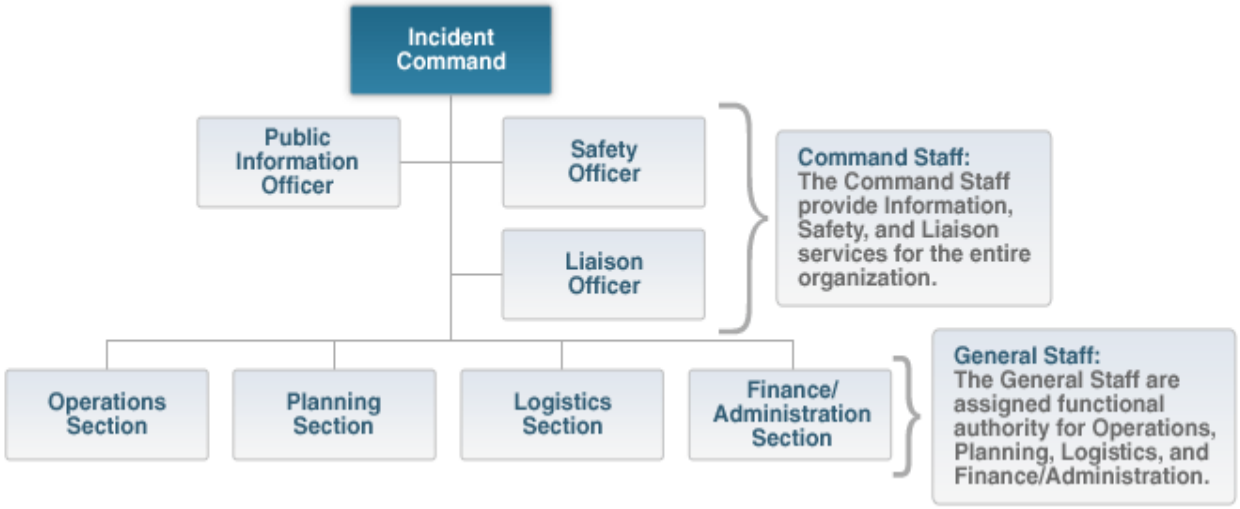
Full ICS Structure

See attachment:



Incident Command General and Command Staff Only

See attachment: Agency Incident Command General.gif



2003.8 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 incidents, 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 basic documentation of incident activity to be used as a reference for after-action reports (AARs).

2004 APPENDIX E - SYNOPSIS OF HAZARD MITIGATION PLAN

2004.1 SYNOPSIS

Synopsis: The Dalton State Hazard Mitigation Plan represents Dalton State College's commitment to reducing risks from both natural and technological hazards and 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. 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.

Tornados and severe weather regularly affect Dalton State College. All facilities at Dalton State are vulnerable to tornados and sever weather. All construction must adhere to Georgia state minimum building codes. Dalton State does have commuter and residential students. Public Awareness of the threat and guidance on limiting personal risk is the best mitigation strategy.

Winter Storms occur infrequently at Dalton State but do have the potential to wreak havoc when they strike. Campus buildings are vulnerable to damage due in part to their flat roofs. All construction must adhere to Georgia state minimum building codes. Public awareness of the threat and providing guidance through mass communication and media outlets assists with mitigating personal injury.

Wildfires are a serious threat to the main Campus due to the lay of the land and the surrounding woodlands. Public awareness of how to prepare for and what to do during wildfires may reduce the risk of injuries and death.

All College buildings and structures are susceptible to earthquake damage. All construction must adhere to Georgia state minimum building codes. Public awareness of how to prepare for and what to do during wildfires may reduce the risk of injuries and death.

2005 APPENDIX F - DISASTER RECOVERY SERVICES

2005.1 SERVICES

MS-CAT, Inc.

USG Emergency Response: 1-800-396-8036

Secondary Vendors
• Full Circle Restoration (770) 232-9797
• After disaster (800) 948-0242
• BluSky Restorations (800) 266-5677

Effective July 1, 2021

The following document reflects the Disaster Recovery Services Contract Vendors for The University System of Georgia:
https://www.usg.edu/safetysecurity/assets/safetysecurity/documents/USG_Disaster_Recovery_Contract_NOA.pdf