



Dalton State College

Safety and Emergency
Action Plan

Effective August 2017

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INTRODUCTION AND PURPOSE:

Dalton State College's Emergency Preparedness Plan is revised and effective, August 2017, to inform all college employees and students, and to establish guidelines and procedures for emergencies or disasters caused by hurricanes, floods, tornados, crippling snows, earthquakes, fires, explosions, bomb threats, sabotages, riots, demonstrations, chemical spills, terroristic threats or actions, and any other events or actions that produces risks. This Emergency Preparedness Plan is designed to outline steps and procedures to follow before, during, and immediately after an emergency or disaster. The plan shall also help us to analyze risks for the probability of occurrence, costs, and provide remedies to help minimize loss of lives, property, and production or start up time after such an occurrence. Community response information (emergency guidelines) are included as well as a campus map.

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

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

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

SCOPE

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

Various departments on campus have policies and procedures to deal with certain situations and emergencies that are specific for them. Residence Life has specific directives to cover incidents that might occur in the dorms. Free Speech areas are provided and interested parties may contact Student Life to sign up. Public Safety keeps an updated phone listing of students and employees to be used in emergency situations, as well as policies to direct officers in many situations that may occur on campus. The Gilmer Campus has specific emergency directives that are placed in

classrooms that cover many natural and man-made disasters that could impact that campus.

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

MISSION

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

Priority 1: Life Safety

Priority 2: Life Support and Assessment

Priority 3: Restoration of General Campus Operations

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

LIMITATIONS/WEAKNESSES

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

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

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

No underground or storm shelters for protection.

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

CAMPUS SAFETY AND BUILDING INSPECTIONS

All Campus Buildings are inspected by Public Safety Officers and Plant Personnel to maintain the safe operation of each building. Inspections consist of but are not limited to

fire extinguishers, exit lights, emergency lights, emergency telephones and fire code violations.

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

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

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

I. MANAGEMENT OF EMERGENCY OPERATIONS

A. INCIDENT COMMAND SYSTEM

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

The purpose of the ICS is to:

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

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

B. 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.

C. ACTIVATION AND TERMINATION OF THE EMERGENCY OPERATIONS CENTER

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

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

D. EMERGENCY LEVEL CLASSIFICATIONS

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

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

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

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

E. ESSENTIAL ELEMENTS

Dalton State College's Director of Public Safety will be responsible for maintaining adequate emergency procedures, training, communication, coordination, and implementation of required action to the President or their appointed designee. All Public Safety Staff members have copies of top college administration phone numbers, and access to college property and buildings if such an emergency or disaster should develop at, on, or near the campus. Should the telephone system be rendered inoperable, communication with appropriate personnel will be established through two-way radio in cooperation with local emergency communication personnel.

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

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

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

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

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

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

The President or their appointed designee will notify other administration.

II. COMMUNITY AND CAMPUS EMERGENCY CONTACTS and INFORMATION

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

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

Severe Weather Contact List:

Nick Henry, Vice President for Fiscal Affairs (O) 706-272-4418

Dr. Margaret Venable, President (O) 706-272-4438

Alternative Severe Weather Contact:

Jodi Johnson, Vice President for Student Affairs and Enrollment Management (O) 706-272-4475

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

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

Whitfield 911 (24 hours) 706-259-2529

Whitfield County EMA (Business Hours) 706-259-3730

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

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

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

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

Emergency Phone Numbers

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

III. SEVERE WEATHER/NATURAL DISASTER

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

A. HURRICANES AND FLOODS

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

B. TORNADOS

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

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

C. CRIPPLING SNOW

Public Safety shall monitor weather stations and conditions but generally, forecast predictions are available. If the campus is crippled by snow or ice, the President will act upon information received to determine if the campus is to close. If the decision to close the campus is required, area radio and TV communication will be forwarded for announcements by the Vice President for Student Affairs and Enrollment Management. The Department of Public Safety will issue appropriate mass communication messages via text messaging, email, and phone calls. The Marketing and Communications

Department will post appropriate messages on the college's website and media pages. The campus P/A system may also be utilized for immediate notifications to the community. Public Safety, Plant Operations, and the Vice President for Fiscal Affairs will attempt to monitor, maintain, and protect campus and campus property as much as possible. Only when safe driving and safety conditions exist will the campus resume normal operating conditions.

D. EARTHQUAKES

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

IV. MAN MADE DISASTERS

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

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

2. BOMB THREATS

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

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

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

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

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

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

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

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

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

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

Search Procedures:

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

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

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

3. CIVIL DISTURBANCE/PROTESTS

Statement on Free Speech and Assembly:

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

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

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

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

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

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

The north and south entrances could be easily manned by Public Safety Officers allowing control of vehicle entrance onto the campus. There is only one main, two lane

highway, to and from Dalton State College, and the City of Dalton Police could assist with traffic if requested by Public Safety.

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, work place violence, and terrorism. Such acts of violence have occurred on multiple campuses and multiple types of campuses across the nation. These incidents have happened with little or no warning on campus or in close proximity to campus. Violent situations are oftentimes dynamic and evolve rapidly, demanding immediate notification of first responders and quick responses to protect the innocent.

1. Active Shooter

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

It is important to understand the following:

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

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

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

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

For individuals on campus, follow these procedures:

1. Remain as calm as possible
2. Determine your course of action. The best way to survive an active shooter incident is to not be where the shooter is and to not go where he or she can see you. You have two choices:
 - a. Evacuate (Run)
 - i. Exit the building immediately, if it is safe to do so
 - ii. Move quickly to a safe location away from the shooter
 - iii. Leave belongings behind that will slow you down
 - iv. 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
 - v. Follow the directions of any emergency responders you encounter
 - b. Secure-in-Place (Hide)
 - i. Go to the nearest room or office
 - ii. Close, lock, and barricade the door with any heavy furniture possible
 - iii. Cover windows, if possible
 - iv. Turn out the lights, if possible
 - v. Silence all noise producing sources, including your cell phones
 - vi. If you can provide any valuable information to the responding units, such as the whereabouts of the shooter, call 706-272-4461 or extension 4461.
3. If you are faced with the shooter, you have a choice to make and only you can make the choice. You can stay still and hope they don't shoot you, run for an exit while zigzagging, or even attack the shooter. This is very dangerous. A moving target is much harder to hit than a stationary one and the last thing the shooter will expect is to be attacked by an unarmed person. Any option you choose may still result in a negative response.
4. 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

2. Hostage Situation

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

For a hostage situation, follow these procedures:

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

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

3. *Work Place Violence*

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

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

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

4. *Terrorism*

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

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

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

To help ensure the safety of the campus community, Dalton State College encourages all faculty, staff, students, and visitors to implement the Department of Homeland Security's "See Something, Say Something" approach to identifying potential terroristic

threats. If anyone sees anything that is out of the ordinary, they are encouraged to report it to the Department of Public Safety at 706-272-4461 or extension 4461.

V. Building Evacuation

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

General Guidelines

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

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

A. EMERGENCY ACITON

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

B. COMPLETE CAMPUS EVACUATION

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

C. EMERGENCY EVACUATION GUIDELINES FOR STUDENTS WITH DISABILITIES

It is suggested that people with disabilities prepare for emergencies by learning the locations of exit corridors, enclosed stairwells, and by informing co-workers, professors, and/or classmates of best methods of assistance during an emergency. Information is available for assisting individuals with disabilities from Disability Support Services.

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

- Move to an exterior enclosed stairwell.
- Request persons exiting by way of the stairway to notify the emergency personnel of your location.
- As soon as practicable, move into the stairway and await emergency personnel.

D. FACULTY/STAFF RESPONSIBILITIES

Faculty and staff are expected to direct the evacuation from their area. They are responsible for knowing the

primary and alternative routes of exits. When the situation involves a student with a disability, they will provide assistance according to the directions student's give in the beginning of each semester.

E. STUDENT RESPONSIBILITIES

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

VI. RESIDENCE LIFE (MASHBURN HALL)

1. Information

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

2. Procedures

- Residents will promptly evacuate Residence Facility upon the sounding of an alarm or as otherwise directed by College Housing staff or first responders.
- Residents participate in periodic fire drills and fire safety training conducted by the College for the Residence Facility.
- At least one RA is on duty for Mashburn Hall every day of the week. Residents can contact the RA on Duty by calling (706) 508-3937 for all issues and emergencies.
- Do not overload electrical outlets, instead use power strips with surge protection. Unplug items that you use periodically (i.e. phone charger, hair dryer). The use of extension cords is not permitted.
- In the event of an emergency, Mashburn Hall follows the same procedures as the main campus in relation to tornado warnings, fire alarms, immediate campus threats, etc. and are noted in the community information section.
- When a shelter in place directive is issued, Residents will move to and remain in their individual rooms until authorities issue an all clear.

VII. FACILITIES AND AVAILABLE EQUIPMENT FOR EMERGENCIES/DISASTERS

USAGE OF FACILITIES

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

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

The College Gymnasium can temporarily house about 450 persons. Restrooms can accommodate this number. A first aid kit is available.
 2. *Pope Student Center*

The Pope Center is available for preparation and dispensing of food. The kitchen is large and meets emergency needs. Food would have to be provided by some other (outside) group, due to the limited personnel available from the college. Tables and chairs provide a usable dining area.
 3. *Gignilliat Memorial Hall*

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

An area of campus is available for the erection of a portable Field Hospital. The area is well drained and excellent roads for access. Parking spaces are available.
 5. *Westcott Building*

This building is available as a communication center and can provide administrative space for those activities being conducted on campus.
 6. *Maintenance Building*

This building serves as headquarters for maintenance personnel and equipment.
 7. *Peoples 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 Occupations Building is not useable. Peeples Hall has a backup generator.

8. *Health Occupations Building*

Public Safety personnel is housed in this building. The Public Safety Office is powered by an emergency generator in case of power outage. This building would house the EOC. Medical beds and other supplies are available in the health occupations section.

AVAILABLE EQUIPMENT LOCATED ON CAMPUS

Equipment to use in an emergency/disaster crisis

- 4- Marked Police Vehicles with equipment
- 15- Hand-held radios compatible with local emergency agencies
- 1- 1-ton dump truck
- 3- 1-ton vans
- 2- Medium sized tractors equipped with a front end loader
- 5- Emergency First Responder Kits.
- 13- Semi-Automatic Emergency Defibrillators

VIII. Emergency Management Committee

The Emergency Management Committee meets to discuss potential emergencies that could occur on campus, and develop and test procedures for dealing with these emergencies before they happen. The committee is comprised of individuals from several different departments on campus to provide a better perspective for planning for emergencies that might occur any place on campus.

Coordinator for Disaster/Emergency Plans:

Michael Masters Director of Public Safety

Public Safety Office

Campus Phone: 706-272-4461

Mobile Phone: 706-537-2362

Pam Partain, Director of Marketing and Communications

Ottinger Athletic Center

Campus Phone: 706-272-2985

Dr. Venable, President

Westcott Building

Campus Phone: 706-272-4438

Dr. Jodi Johnson, Vice President for Student Affairs and Enrollment Management

Westcott Building

Campus Phone: 706-272-4475

Pat Chute, Vice President of Academic Affairs

Westcott Building

Campus Phone: 706-272-2491

Terry Bailey, Director Office of Computing and Information Services

Memorial 103

Campus Phone: 706-272-2611

George Brewer, Director of Plant Operations

Plant Operations Building

Campus Phone: 706-272-4456

IX. CAMPUS ASSESSMENT, RESPONSE, AND EVALUATION TEAM (CARE)

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

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

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

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

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

Reporting Procedures

To complete the Incident Review Reporting Form:

- [Access the Review Reporting PDF file online;](#)

For additional assistance, contact: Jodi Johnson 706-272-4475 or jjohnson@daltonstate.edu

Once submitted, the report will automatically become part of the electronic database used for active assessment of persons of concern and to generate report data. The

report will be forwarded for review to a CARE Team subcommittee. The subcommittee will conduct a preliminary investigation and, if appropriate, convene the full CARE Team. The preliminary investigation may include:

- Review of the reporting database;
- Review of the student's disciplinary record;
- Interviews to determine corroborating evidence;
- Other relevant information as deemed appropriate to ensure the safety of the College community.

The CARE Team will meet regularly and on an as-needed basis to review reports brought forward by faculty, staff, and students. Meetings will include a briefing on the preliminary investigation; review of documentation, interviews, and other relevant information; general discussion; and recommendations by the committee. The committee may recommend, but is not limited to, any of the following:

- Expulsion, suspension, or termination of employment
- Filing of criminal charges
- Ongoing monitoring for follow-up and observation of behavior patterns
- Placing student/employee in the custody of the proper authority
- Notification, within FERPA guidelines, of parents, guardians, and/or next-of-kin
- Development of an action plan outlining conditions of continued inclusion in, or return to, the campus community. This plan may include requiring an external psychological evaluation of the individual in question

What to report to the CARE Team

Includes but is not limited to:

- Speech or writing that is threatening, violent, or disturbing in content
- Physical or verbal aggression
- Anger problems
- Suicidal/Homicidal thoughts/ideation
- Stalking
- Acting out
- Paranoia
- Fascination with weapons
- Interest in previous school shootings
- Victim/martyr self-concept
- Unusual interest in police, military, terrorist activities, and materials
- Disruptive behavior
- Any observed behavior or verifiable information that causes significant concern

What to report to Counseling Services

- Suicidal/homicidal thoughts/ideation
- Anxiousness, depression, feeling overwhelmed
- Speaking, writing, or behaviors that seem bizarre
- Use of drugs and/or alcohol
- Test or math anxiety
- Self-harming behaviors
- Distressed behavior

X. BUSINESS CONTINUITY

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

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

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

A. BUSINESS PRACTICES

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

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

Business Office - The Business Office will use the facilities at OIIT, or Georgia Highlands College to continue PeopleSoft financial operations. Since the financials are hosted off site, recovery should be fast. Backups and imaged files (Fortis) as well as supporting documentation will be moved to the temporary location to continue

operations. As far as student accounts and Banner, this is now hosted at OIIT in Athens so using the facility at Georgia Highlands will suffice.

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

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

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

B. DEFINITIONS

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

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

These resources are:

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

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

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

ADP – Which is hosted by the Shared Services Center in Sandersville.

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

C. CONTINGENCIES

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

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

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

Loss of Memorial Hall:

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

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

Loss of Westcott:

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

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

D. Information Technology Information Recovery Plan

EMERGENCY TELEPHONE NUMBERS

| | |
|--|--------------|
| DSC Public Safety | 706-272-4461 |
| Director of Plant Operations | 706-272-4446 |
| Plant Operations | 706-272-4446 |
| President | 706-272-4438 |
| Jodi Johnson, VP Enrollment and Student Services | 706-272-4475 |
| Terry Bailey, Director OCIS | 706-272-2611 |

Objectives

The overall objectives of the Information Technology Disaster Recovery Plan (DRP) are to protect Dalton State College's vital records and ensure that the College's most critical systems and data are restored with minimal to zero downtime in the event of a disaster. The secondary objective is to document the procedures necessary to restore all other systems, processes, and data so that day-to-day operations of the College may be resumed as soon as possible. A disaster is defined as the occurrence of any event that causes a significant disruption in the College's operations.

Assumptions

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

Classification of IT Assets

The following table lists the IT assets of the College and their classification of their criticality (Tier I – Maximum outage tolerable = 24 hours, Tier II – Maximum outage tolerable = 6 Weeks, Tier III – Outage may be 6 Months or longer):

| IT Asset | Description | Classification |
|--------------------|---|----------------|
| ACEWeb | Non-production historical records of Continuing Education | TIER III |
| AdvisorTrac/Matlab | Advising Center database, Math modeling & design | TIER II |
| Exaq | Security Camera System | TIER III |

| IT Asset | Description | Classification |
|----------------------------|---|-----------------------|
| DPCELLSERVER | Controls backups of virtual servers | |
| DRFTS01 | Graphic Arts Server | TIER III |
| Gillette | Virtual server management | |
| Fortis | Document Imaging | TIER I |
| McAfee Console | Central management console for McAfee Anti-Virus | TIER II |
| Novell | Faculty/Staff Shared storage and office PC authentication | TIER II |
| Student Lab shared storage | H drive – No longer used | TIER III |

**NEED APPT Resources INFO FROM RICK
HERE.....**

Restoring Critical IT Resources

PeachNet Backup Service

Since April 2012 ITS in Athens, GA has been offering backup-as-a-service over PeachNet. We have made arrangements for nightly backups to be performed to the PeachNet Cloud for most of our systems. This backup service eliminates the need to replicate backup and restore hardware and software at a remote site and eliminates the need to keep backup tapes for these systems in a bank safe deposit box. The systems that have been set up to backup via the PeachNet Backup Service are:

- Lensec Security Camera System
- Banner (3 servers)
- www.daltonstate.edu
- myDaltonState
- Fortis Imaging System
- AdvisorTrac
- Blackboard (3 servers)
- Surveyor - IRP surveys
- Microsoft Update Server
- McAfee Console - Central management of McAfee Anti-Virus
- Zenoss - Network Management
- iDashboards
- APPT - AR Appointments (Spectrasoft)

Virtual Data Center

Since September 2012, ITS in Athens, GA has begun offering a virtual data center via PeachNet. We have begun the process of setting up virtual servers via this service. Currently, 3 virtual servers have been set up with the next version of our portal (Luminis 5). Sufficient CPU and RAM have been allocated to support a pre-production instance of Banner. Plans are to move all local servers to the virtual data center (except Exchange Email). This will eliminate the need to replicate or replace server hardware in the event of a disaster.

Office365

Our administration has approved (and has been endorsed by Curt Carver, USG CIO) the migration of our local Exchange email system to the cloud-based Microsoft Office 365. This project has recently been completed and is in operation at this time.

In addition to the added functionality and storage capacity of Office365, having our email/calendar/contact system externally hosted will keep one of the College's most critical systems available from anywhere in the event of a disaster.

Restoring Tier II and Tier III IT Assets

Unless a particular system must be locally hosted, all systems will be moved to the Virtual Data Center in Athens, GA. Should a disaster strike prior to a system being relocated, restoration plans will be to provision an appropriately sized virtual server with the Virtual Data Center in Athens, GA and then restore the data from the PeachNet Cloud Backup. Operation of those systems going forward will be via the Virtual Data Center in Athens, GA.

Restoring Critical Network Infrastructure

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

As a planning tool, Appendix B provides an inventory of the critical network hardware in the Westcott network room and the Memorial data center.

Appendix A: Disaster Recovery Team

Emergency Contact:

| | |
|--|--------------|
| Margaret Venable, President | 706-272-4438 |
| DSC Police/Public Safety | 706-272-4461 |
| Director of Plant Operations | 706-272-4446 |
| Jodi Johnson, VP Student Affairs and Enrollment Management | 706-272-4475 |
| Terry Bailey, Director OCIS | 706-272-2611 |
| Harley Burton, Network Administrator | 706-272-2611 |

Westcott Core Network Equipment

6509/6509-E Chassis (replacements would be E chassis)

6509/6509-E Modules:

(Modules identified below as blue or marked with an X are necessary for campus internet connectivity)

| Mod | Ports | Card Type | Model |
|-----|-------|---------------------------------|----------------|
| 1 | 8 | CEF720 8 port 10GE with DFC | WS-X6708-10GE |
| 1 | 8 | CEF720 8 port 10GE with DFC | WS-X6708-10GE |
| 2 X | 16 | SFM-capable 16 port 1000mb GBIC | WS-X6516A-GBIC |
| 3 X | 16 | SFM-capable 16 port 1000mb GBIC | WS-X6516A-GBIC |
| 4 X | 8 | 8 port 1000mb GBIC Enhanced QoS | WS-X6408A-GBIC |
| 5 X | 2 | Supervisor Engine 720 (Active) | WS-SUP720-BASE |
| 7 | 8 | Network Analysis Module | WS-SVC-NAM-2 |
| 8 | 8 | Intrusion Detection System | WS-SVC-IDSM-2 |
| 9 | 48 | 48-port 10/100mb RJ45 | |

(Note: The 6509-E Chassis doesn't have the 48-port 10/100 copper blade [#9]) (Note: ~60 GBICS)

4404 Wireless LAN controller: AIR-WLC4404-100-K9

5508 Wireless LAN controller: AIR-CT5508-K9

2x ASA 5580 (Internal Firewalls): ASA5580-20

BlueCoat PacketShaper 7500

Memorial Core Network Equipment

2x ASA 5520 (External Firewalls): ASA5520

PeachNet Rack

DHCP Servers (can be any cheap as possible pizza box(s), or DHCP can be handled with most firewalls if needed) (We have ultimate flexibility here in terms of disaster recovery)

Radius Server (is running on the primary DHCP server)

Notes on Restoring Critical Network Connectivity

1. Fiber would have to be repaired and terminated in a central location to allow us to reconnect all buildings being reconnected. We may need to consider that the Bookstore and Café while having their own service providers may also be affected by the loss of Westcott because they share our fiber there.
2. Assuming we will be reconnecting to PeachNet immediately, we will need them to replace their equipment and possibly fiber etc on that end.
3. External firewalls will need to be replaced. A single firewall would be sufficient to re-establish internet connectivity for the campus. It may be cheaper/better to replace the current Cisco equipment with a next-gen solution such as Palo Alto Gateways. To replace existing equipment, this would be the ASA-5520 (Memorial above)
4. DHCP Service would need to be re-established. This could be done with just about any server or whatever firewall solution we use (ASA, Palo Alto, etc.)
5. The PacketShaper isn't necessary to re-establish internet connectivity, and I'm pretty sure PeachNet would let us by with not having a solution in place post-disaster. However, if we would be required to have a solution in place, this may be another case for replacing existing ASAs with Palo Alto, which can handle this role as well.
6. If wireless will be required, we will also need to replace the Wireless LAN Controller(s). A single 5508 would be sufficient. We would also need to replace the Radius server, which could be any low-spec server.
7. If Westcott/Memorial offices are to be brought back online, access switches will be needed for those buildings.

XI. CAMPUS PANDEMIC PLAN

Contacts:

Pat Chute
Vice President of Academic Affairs
Westcott Building
Campus Phone: 706-272-2491
pchute@daltonstate.edu

Jodi Johnson
Vice President for Enrollment and Student Services
Westcott Building
706-272-4475
jjohnson@daltonstate.edu

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

Stage 1

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

1. Employees and students will be notified and educated annually on the College Pandemic and Crisis Communication Plans.
2. If a vaccine becomes available, the College will work in cooperation with the Northwest Georgia Health District to offer the vaccine to employees and students.
3. The pandemic coordinators will be responsible for monitoring the service area and neighboring metropolitan areas for any signs of a pandemic.
4. College representatives will serve on service area governmental task forces.

Stage 2

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

1. College representatives will be in daily contact with local government authorities.
2. Travel restriction will be put in place.
3. Daily absenteeism rates of faculty, staff, and students will be monitored and when a rate of at least 25% has occurred for three to five days, we will move to stage three.
4. All non-credit instructional events will be canceled.
5. The Crisis Communication Plan will be enacted.

Stage 3

When absenteeism rates equal at least 25% for three consecutive days running, the following actions will occur.

1. The College will close.
2. Faculty and students will be expected to continue with a modified version of the class as outlined in the syllabus.
3. College representatives will be in daily contact with local government authorities and The Board of Regents.
4. The Business Continuity Plan will be enacted.
5. The Crisis Communication Plan will remain in place providing daily updates.

Stage 4

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

*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

XII. STUDENT CONDUCT

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

As students of Dalton State College, they are responsible for compliance with all College regulations. Under the authority of the Board of Regents, the College is delegated the responsibility for establishing and enforcing regulations pertaining to student conduct. View the [conduct code](#)

XIII. COMMUNITY RESPONSE INFORMATION

EMERGENCY CONTACTS

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

EMERGENCY CONTACTS

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

GENERAL EMERGENCY OVERVIEW

Emergencies and disasters may occur at anytime and anywhere and may range from technological or natural disasters to civil disturbances. Primary emergency management guidance is provided by the Dalton State College Emergency Action Plan. Emergency planning and preparedness for Dalton State has been developed over many years and is an ongoing process. It is impossible to plan for every emergency, but these guidelines are designed to help with most situations.

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

PREPARING FOR EMERGENCIES

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

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

- Know what emergencies can impact you and have a plan for each.
- Always locate two exits in any building that you frequent.
- At a minimum, have an emergency kit in your car and/or residence that contains a flashlight, whistle, small First Aid Kit, and other items to sustain you for three days.
- Think about how you will communicate with family and friends during an emergency when cell phone systems may be overwhelmed – try texting and/or

establishing an out of town emergency phone contact person who family and friends, can call to check in and relay messages.

- It may be difficult to remember all the phone numbers you have entered into your cell phone. Keep a printed list of phone numbers for family, friends, and other contacts in case your cell phone is inoperable, the battery is dead, or in the event, you lose your phone.
- Consider taking a CPR/First Aid class and/or other training offered in the community.

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

MY BUILDING INFORMATION

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

ACTIVE SHOOTER

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

For more information or to schedule an Active Shooter Response training program, contact the Office of Public Safety at 706-272-4461. [Online Active Shooter Training](#)

BOMB THREAT

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

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

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

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

CHEMICAL SPILL

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

CIVIL DISTURBANCE/DEMONSTRATION

- Notify Public Safety immediately at 706-272-4461 or call extension 4461 from a campus phone or call 911.
- Remain calm and wait for instructions from Public Safety.
- Do not attempt to negotiate with the crowd.

- Do not attempt to conduct crowd control measures or to intervene unless instructed to do so by Public Safety.
- Evacuate the building or other areas as directed by Public Safety or Dalton State personnel.

EARTHQUAKE

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

EMERGENCY NOTIFICATION

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

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

EVACUATING PEOPLE WITH DISABILITIES

- Familiarize yourself with others in your area/classroom who may need assistance.
- The FIRST thing to do for individuals who are visually impaired and for those who have mobility issues is to ask the individual to tell you how you can best provide assistance.
- Someone should remain with the disabled person until the emergency is over
- Our campus does have evacuation devices. For individuals with mobility impairments, evacuation chairs are available in some buildings; Liberal Arts, Peoples Hall, Mashburn Hall.
- Visually impaired persons – Announce the type of emergency, offer your arm for guidance, tell the person where you are going, and ask if further help is needed

once you reach safety. People with hearing limitations – Turn lights on/off to gain the person's attention, or indicate directions with gestures, or write a note with evacuation directions, and assist to safety as needed.

- People using crutches, canes or walkers – Evacuate these individuals as injured persons, assist and accompany to the evacuation site if possible, or use a sturdy chair (or one with wheels) to move the person, or help carry the individual to safety utilizing the evacuation chairs.
- Wheelchair users – Ask the individual about his or her preferences for assistance, determine whether an evacuation chair is available, remove any immediate dangers, immediately advise arriving first responders of special evacuation cases.

FIRE

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

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

MEDICAL EMERGENCY

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

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

STUDENT/STAFF CRISIS RESPONSE

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

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

At any time that an individual's behavior is a concern (irrational, threatening, or verbally aggressive), Public Safety should be contacted to try and calm the individual and take action. Non-crisis situations in which a student does not pose immediate threat to themselves or others may be referred to College Counseling Services at 706-272-4429.

Concerning or threatening faculty, staff, or student behavior must be reported to the CARE Team by filling out an Incident Report Form. The Incident Report Form and Instructions are located on the Dalton State website under [Academic Resources/Counseling and Career Services](#) website.

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

SUSPICIOUS PACKAGE/MAIL

If you notice a suspicious package:

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

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

If you receive a suspicious letter or package:

- Isolate the letter or package immediately.
- Handle the letter or package with care.
- Do not shake, open, smell, touch, or taste the letter or package.
- Place the package in a plastic bag or cover with anything (clothes, paper, trash can).
- Treat it as suspect. Call Public Safety 706-272-4461

What constitutes a suspicious letter or parcel?

- Visible signs of any powdery substance on the outside, protruding wires, aluminum foil, or a ticking sound.
- No return address, or a return address that does not match the postmark.
- Showing a city or state in the postmark that does not match the return address.
- Marked with restrictive endorsements "To Be Opened By Addressee Only"
- Handwritten, poorly written, or poor handwriting.
- Labels of cut and paste letters.
- Misspellings of names or common words.
- Having a suspicious, threatening or cautionary message on the outside.
- If the letter or package is secured with an unusual amount of tape or string.
- If the package is messily sealed or wrapped or contains excessive weight.

What to do for yourself and others.

- Wash your hands with soap and warm water for one minute to prevent spreading any powder or other contaminants to your face.
- Ensure that all persons who have touched the suspicious item wash their hands as well.
- If any substance has leaked or spilled, shower with soap and water as soon as possible. Do not use bleach or other disinfectants on your skin.
- Do not allow anyone who might have touched the item to leave the area.

- Make a list of all people who were in the room or area when this suspicious letter or package was recognized, especially if powder was spilled. List anyone who might have had actual contact with the suspicious package or any of its packaging or contents.
- Place all items worn when in contact with the suspected mail piece in a plastic bag and keep them wherever you change your clothes and have them available to law enforcements agents.

Who to call:

- Contact Public Safety Immediately at 706-272-4461.
- Indicate whether the envelope contains any visible powder or other substance leaked or spilled.

SUSPICIOUS PERSON OR ACTIVITY

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

TORNADO/SEVERE WEATHER

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

UTILITY FAILURE – GAS LEAK or POWER OUTAGE

UTILITY FAILURE – GAS LEAK

- Contact Public Safety immediately at 706-272-4461 or extension 4461 from a campus phone.
- Do not use cell phones or two-way radios. Do not turn light switches on or off.

- Evacuate the area if the smell of gas is strong. Do not attempt to shut off or manipulate valves.
- Alert other building occupants on the way out. Do not move vehicles from the area until cleared to do so by Public Safety.

UTILITY FAILURE – POWER OUTAGE

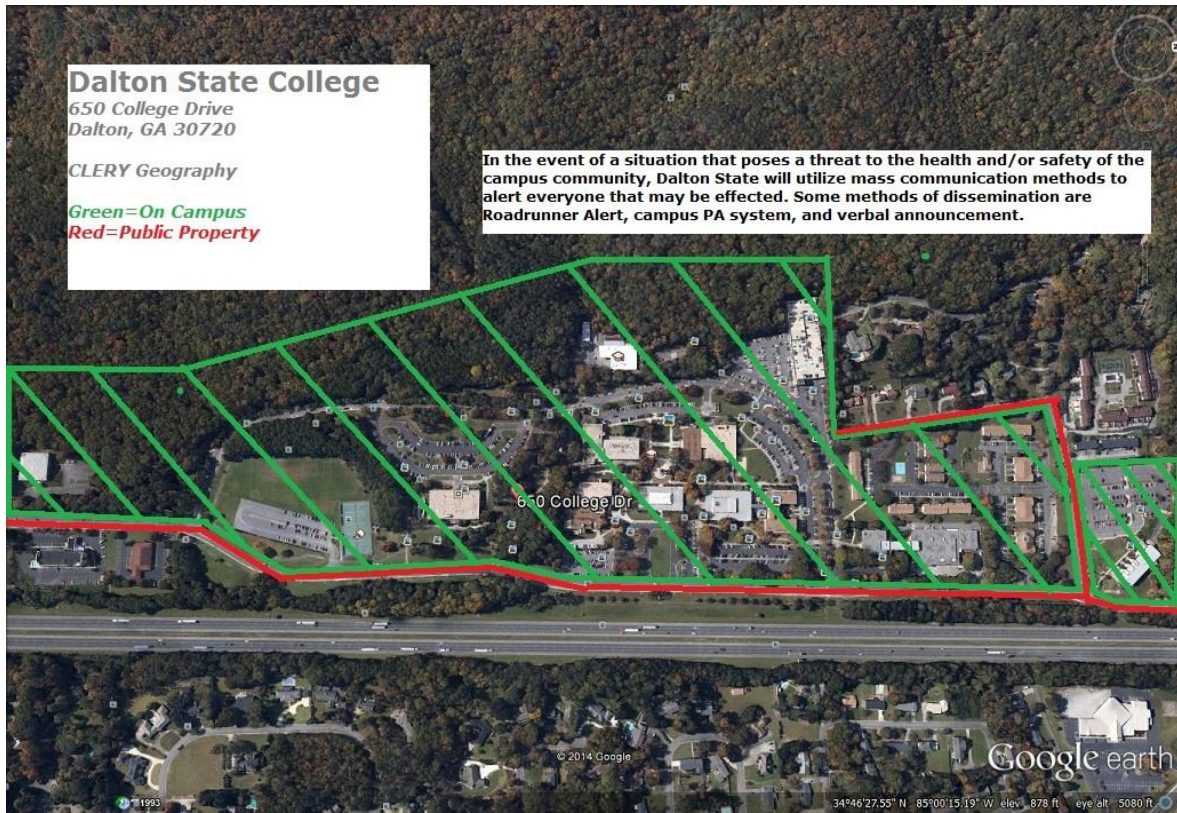
- Public Safety maintains on-call information for Plant Operations personnel. Report any utility outage to Public Safety at 706-272-4461 or call extension 4461 from a campus phone.
- Secure current work, and if possible, unplug personal computers, appliances, non-essential electrical equipment.
- Close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

WINTER STORM

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

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

XIV. DALTON STATE COLLEGE CAMPUS MAP



XV. BOR EMERGENCY NOTIFICATION PLAN REVISED 2015

Part I. Purpose, Scope & Authority

A. Purpose

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

B. Scope

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

C. Authority

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

D. Responsibility

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

E. Distribution

This plan will be disseminated to:

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

F. Requests for USG Resources

1. Each institution will complete and submit a critical resource inventory when requested by the USG Director of Safety and Security for inclusion in the USG Coordination Plan. NOTE: dependent upon specific situations or needs, the Director of Safety and Security may request inventory updates or resource information apart from GEMA requests.

2. Requests received from, or in response to Georgia Emergency Management Agency requests:

In the event USG resources, personnel and/or equipment are requested by the Georgia Emergency Management Agency, the Director of Safety and Security will be notified and will coordinate the response to the request.

3. Requests received by USG Unit(s) by local agencies, or in response to localized emergency:

The USG Unit will coordinate requests received by USG Unit (s) in response to local mutual aid response agreements. USG units will direct requests for resources beyond their capability to the Director of Safety and Security.

G. Notification Procedure

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

1. Bruce Holmes, Director of Safety & Security

Cell: 678-561-4745
Cell: 404-831-2959
Office: 404-962-3157
Home: 770-507-4745
Email: bruce.holmes@usg.edu

In the event the Director cannot be contacted:

2. Lacey Kondracki, Program Manager of Safety & Security

Cell: 404-416-0049
Office: 404-962-3189
Email: Lacey.kondracki@usg.edu

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

Office: 404-962-3162
Cell: 404-831-2961
Home: 404-288-6365
Email: Sandra.Neuse@usg.edu

H. USO Notifications

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

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

I. Situation Definitions

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

- 1. Disaster** – Any event or occurrence that seriously impairs or halts the core operations of the USG Unit or USO Department/Division. The event could have occurred contiguous to the USG Unit or USO Department/Division requiring the Unit or Department/Division to respond. In some cases, mass casualties and severe property damage may be sustained.
- 2. Emergency** – Any incident, potential or actual, which negatively impacts an entire building or buildings, or human life or well-being, and which disrupts the overall operation of the Unit or Department/Division.
- 3. Emergency Conditions** – Conditions that are developing, or have the potential to develop, that could threaten the safety/security of the Unit or Department/Division personnel and facilities.

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

J. USG Unit Core Personnel

1. President
2. Chief Business Officer
3. Chief Information Officer
4. Chief Academic Officer
5. Emergency Coordinator
6. Physical Plant Director
7. Director of Public Safety or Security Director
8. Media Relations

K. USO Core Personnel

1. Chancellor
2. Executive Vice Chancellor for Administrative and Fiscal Affairs
3. Vice Chancellor for Communications

4. Vice Chancellors – as required
5. Associate Vice Chancellor for Development & Administration
6. Director of Safety & Security
7. Program Manager of Safety & Security

Part II. General Responses/Notification

L. USG Units(s)

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

| EVENTS | | | | |
|---------------|---|--|--|---|
| | Incident | Emergency Conditions | Emergency | Disaster |
| Definition | Any situation or event that may result in the temporary disruption of operations; impair the use of facilities; or place the institution or System at greater risk. The primary threat to the institution may have ended or been greatly reduced. | Conditions that are developing, or have the potential to develop, that could threaten the safety/security of the Unit or Department/Division personnel and facilities. | Any incident, potential or actual, which negatively impacts an entire building or buildings, or human life or well-being, and which disrupts the overall operation of the Unit or Department/Division. | Any event or occurrence that seriously impairs or halts the core operations of the USG Unit or USO Department/Division. The event could have occurred contiguous to the USG Unit or USO Department/Division requiring the Unit or Department/Division to respond. In some cases, mass casualties and severe property damage may be sustained. |
| Operations | No disruption to minor disruption | Minor temporary disruption | Medium to severe interruption | Full interruption of operations |
| Duration | Generally event has concluded prior to being reported | Predictable amount of time, generally not exceeding 48 hours | Extended period of time in the response and recovery from the event. | Extended period of time to allow for recovery |
| Response | Limited to standard USG Unit, USO response(s) | USG Unit/USO, or local services responses | Low to high response required from USG Unit, USO and/or off-campus personnel. | Significant response from local, state and/or federal agencies, as well as other USG Unit(s) or USO personnel. |

EVENTS

| | | | | |
|--------------|--|--|---|--|
| Notification | Director of Safety & Security is notified as soon as practicable to allow for timely System office notifications and mitigation of risk. | Director of Safety & Security is notified as soon as possible | Director of Safety & Security is notified as soon as possible | Director of Safety & Security is notified as soon as possible Director of Safety & Security is notified as soon as possible |
| Examples | Serious crimes, such as felonies, involving students, on or off campus; facility evacuations due to fires or threats of violence. | Threats of violence or harm to others have been received; Confirmed case of Pandemic type flu | Long-term power outages, other than routine maintenance/repairs ; structure failures. | Severe flooding, and/or facility damage, injuries, from severe weather event. |

XVI. NATURAL GAS SYSTEM - July 2014

INTRODUCTION

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

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

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

Emergency Plan Distribution List

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

Physical Plant Department Personnel

Director - George Brewer (O) 706-272-4456

HVAC - Chad Grant (O) 706-242-4446

Public Safety Personnel

Director - Michael Masters (O) 706-272-4461

Administration

President - Margaret Venable (O) 706-272-4438

VP Enrollment & Student Services - Jodi Johnson (O) 706-272-4475

Provost and VP of Academic Affairs - Pat Chute (O) 706-272-4421

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

DEFINITION OF EMERGENCY CONDITION

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

1. Facility failures which result in:
 - A. Under pressure in the System
 - B. Over pressure in the System
 - C. Large volumes of uncontrolled escaping gas
 - D. Fire or explosion, etc.
 - E. Any leak considered hazardous

- F. The continued safe operation of the System being endangered
- 2. 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.
- 3. Natural disasters such as floods, hurricanes, earthquakes, or other severe forces of nature which make emergency provisions necessary.
- 4. Civil disturbances or riots which require special procedures.

EMERGENCY CALL LIST

| | |
|---|---------------------|
| Dalton Utilities | 706-278-1313 |
| Atlanta Gas Light Company | 706-238-8160 |
| Fire Department | 911 |
| Police Department | 911 |
| Sheriff | 911 |
| Ambulance Service | 911 |
| Emergency Management Authority | 911 |
| Director/Physical Plant | 706-272-4446 |
| Director/Public Safety | 706-272-4461 |
| Georgia Public Service Commission Gas Safety Division | 1-800-282-5813 |
| • After Hours: Alan Towe | Work (404) 463-6526 |
| If Unable to Make Contact, Contact any Other Inspector (Listing on Last Page) | Cell (404) 444-4635 |
| 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 |
| | |
| Georgia Public Service Commission Gas Safety Division | 1-800-282-5813 |
| • After Hours: Alan Towe | |
| If Unable to Make Contact, Contact any Other Inspector (Listing on Last Page) | Work (404) 463-6526 |
| Cell (404) 444-4635 | |
| Office of Pipeline Safety (Federal) | 1-404-832-1147 |
| National Response Center | 1-800-424-8802 |
| Georgia Utilities Protection Center | |
| (Georgia 811, Call Before you Dig) | 1-800-282-7411 |

REPORTING REQUIREMENTS

A. Reporting Requirements - Georgia Public Service Commission

Any incident involving the release of gas from a pipeline which meets any of the following criteria must be reported by telephone within two (2) to four (4) hours, to the Public Service Commission, after danger to the public has been eliminated:

- a) An event that involves a death, or personal injury requiring inpatient hospitalization;
- b) An event that results in estimated property damage, including cost of gas lost by the operator or others, or both, of \$5,000 or more;
- c) An event that is significant, in the judgment of the operator, even though it did not meet the criteria of paragraphs (a) or (b).

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

Any incident involving the release of gas from a pipeline which meets any of the following criteria must be reported within two (2) to four (4) hours, to the National Response Center in Washington, D.C. (Phone: 1-202-267-2675), after danger to the public has been eliminated:

- a) An event that involves a death, or personal injury requiring inpatient hospitalization;
- b) An event that results in estimated property damage, including cost of gas lost by the operator or others, or both, of \$50,000 or more;
- c) An event that is significant, in the judgment of the operator, even though it did not meet the criteria of paragraphs (a) or (b).

Information provided should include:

- a) name of operator and person making report and their telephone number
- b) location of the incident
- c) time of the incident
- d) the number of fatalities and personal injuries, if any
- e) all other significant facts

ADDITIONAL HELP LIST

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

Gas System Operator

Dalton Utilities

Dalton Atlanta Gas Light Company - Rome Office

Phone#

706-278-1313

1-877-427-5463

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 Plant Operations or the Director of Plant Operations or his Supervisor/designee and re-lay all information to them.
- B. If Dalton State College personnel are the first to detect the trouble, or if a call is received from an outside source, the first employee to have knowledge of the trouble shall notify the Maintenance Office at 706-272-4446 during normal working hours or the Public Safety at 706-272-4461 after 4:00 p.m. or on weekends and holidays. Plant Operations or Public Safety will, in turn, notify The Physical Plant Director or the On-Call Supervisor, who will, in turn, notify Dalton Utilities at 706-278-1313.
- C. Public Safety will evacuate the building as necessary.
- D. The Physical Plant Director/Supervisor will execute the Emergency Call List.
- E. The Physical Plant Director will coordinate the dispatching of appropriate Physical Plant personnel to the scene.
- F. The Physical Plant Director/Supervisor 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.
- G. The Physical Plant Director/ Supervisor 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 or his designee will be contacted. In the event a large amount of gas is released, Public Safety will evacuate the building and contact the Dalton Fire Department.

EMERGENCY AT MASTER METER OR REGULATOR STATION

- A. The first Physical Plant Department employee to have knowledge of an emergency at the master meter or regulator station will immediately notify the Physical Plant Director/Supervisor and provide all relevant information.
- B. The first Physical Plant employee to arrive at the scene will evaluate the extent of the emergency, inform the Physical Plant Director/Supervisor and request appropriate assistance.
- C. The Physical Plant Director/Supervisor 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/Supervisor 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 informed as to the status of the emergency, take pressure and/or flow readings as needed, and advise when the emergency is under control.

FAILURE OR EMERGENCY ON DISTRIBUTION SYSTEM

- A. The first employee to have knowledge of an emergency on the distribution system will immediately notify the Physical Plant Director/Supervisor and provide all relevant information.
- B. The Physical Plant Director will send appropriate personnel to:
 - a) Verify the emergency
 - b) Determine the extent of the emergency
 - c) Ascertain type of assistance required
- C. Emergency being confirmed, the Physical Plant Director/Supervisor 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:
 - a) Evacuate and secure the area; enlist Public Safety as needed.
 - b) Request assistance as required.
 - c) If repair is to be made without shutdown, so advise the Physical Plant Director.
 - d) 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/Supervisor of his actions at the earliest practical moment thereafter.

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

- 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/Supervisor 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.
 - a) 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.
 - b) The person-in-charge will follow-up to make sure all affected services are shut-off before requesting permission from the Physical Plant Director to purge and re-pressure main.
 - c) 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
 - a) Fire Department: In case of fire or explosion, the Public Safety Director or the first responsible person on the scene shall notify the Fire Department.
 - b) Police Department: Stay apprised of the situation and ensures availability of adequate personnel as needed.

GAS LEAK: INSIDE BUILDING

The first Physical Plant Department employee to arrive at the scene of a gas leak shall take every corrective action necessary to protect life and property from danger. Immediately after entering building, sample air in rooms, basement or crawl space with a gas indicator. If the presence of a dangerous concentration of gas in the house is indicated - 40% of L.E.L. (Lower Explosive Limit) or 2% on percentage (%) scale, proceed as follows:

- 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 ground is gas free outside house and after house is properly aired out, turn on meter valve and check all gas piping and appliances for leaks. Use meter test hand and soap water (be SURE meter test hand is OPERATIVE).
- G. Repair leak if possible. If further action is necessary to repair leak, notify occupants that they cannot return to the building until the situation has been

corrected or the area has been made safe. TURN OFF, LOCK METER AND LEAVE OFF.

- 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

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

GAS LEAKS OUTSIDE

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

The employee shall:

- A. Assess danger to public, surrounding building occupants, and property.
- B. If necessary, evacuate and/or assist all persons to safety with the assistance of Public Safety.
- C. If necessary, notify Physical Plant Director/Supervisor, and Public Safety. Public Safety will notify the fire department if necessary.
- D. Notify supervisor and/or other 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/Supervisor) to:
 - a) Set up communications.
 - b) Coordinate the operation.
 - c) Make all decisions concerning emergency valves, isolating areas and the use of emergency equipment.
 - d) Implement the check list.

RESTORATION OF SERVICE AFTER OUTAGE

When the supply of gas has been cut off to an area, no gas will be turned on to the affected area until the individual service to each customer has been turned off and locked. A building to building operation is mandatory. The individual service of each building must be turned off, either at the meter or at the service valve. If the service valve cannot be located, the service line must be uncovered; a service valve installed and cut off. In restoring service to an affected area, all gas piping and meters must be purged and appliances relit. The person-in-charge is to coordinate this operation and be responsible for same. A complete record of the incident, with drawings, etc., shall be kept on file.

OPERATION OF VALVES

A gas distribution system is a complex network of interconnected mains, fed by regulators, and having valves throughout for the purpose of shutting off or diverting the flow of gas. The pressure in the mains may vary from very few pounds per square inch to hundreds of pounds per square inch. Before operating any valves, a study should be made to determine the effect upon the entire System. Improper operation of a valve may create a hazardous condition or increase the severity of an existing hazardous condition. Sound judgment and due caution are called for.

Only properly authorized personnel shall operate valves. Fire, police, other officials and other outside individuals are not authorized to operate valves or to instruct others, including Physical Plant Department personnel, to operate valves.

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

EMERGENCY GAS VALVE LIST

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

Maintenance Building

Building valve - South Center Entrance. Right of door.

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

Gymnasium

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

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

Library

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

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

Westcott Building

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

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

Student Center Building

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

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

Technical Building

Master Meter Valve - North end of building at left of dumpster container pad. Call Dalton

Utilities to close this valve.

Auto Body Shop building valve - North end of building-center wall

Hardware building valve - Middle West wall at mechanical room

Classroom 115A - South wall outside classroom

Memorial Hall

Building Valve - West side of building to right of entrance

Liberal Arts Building

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

Sequoia Hall

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

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

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

Mashburn Hall

Building valve Interior first floor Northwest corner

Yard Valve Northwest corner of building

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. It is important that as much information as possible be obtained in order that the person receiving the call may properly evaluate the urgency of the call. All reports of leaks WILL RECEIVE PRIORITY -- WITH TOP PRIORITY GOING TO A REPORTED LEAK INSIDE A BUILDING.

After the necessary questions have been asked and it has been determined that a hazardous gas leak exists inside a building, the caller should be advised to:

- A. Not operate any electric switches.
- B. Extinguish all open flames, not use matches, cigarettes or other possible sources of ignition.
- C. Open doors and windows to ventilate the building.
- D. After doors and windows are opened and the smell of gas is still strong, advise occupants to leave the building and that Physical Plant Department personnel are on the way.

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

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

- A. The location and time of the incident.

- B. All other significant known facts that is relevant to the cause of the leak or extent of the damage.

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

REPORT ON EMERGENCY AND ACTIONS TAKEN

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

- 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.

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 Public Relations Manager shall handle all news releases. In the event of a need to communicate to all campus personnel, the campus email system, email@daltonstate.edu will be the means of communication.

SAMPLE PRESS RELEASES TO BE USED AT OUTSET OF EMERGENCY

Situation No. 1:

Gas Outage Over Entire System or Select Buildings

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

Situation No.2:

Supply Curtailment

"The following is a special announcement from Dalton State College's Plant Operations Director. Due to the extreme weather conditions, Dalton State College has been

requested to reduce all non-essential natural gas usage. Certain buildings on campus will be without natural gas service to effect this reduction. Physical Plant Department employees are in the process of turning off all affected gas appliances and pilot light. Students, faculty, staff, and campus visitors are requested to stay tuned to this station for further instructions and reports of progress in the restoration of gas service. Please assist us by minimizing your personal natural gas usage as much as possible and turning off all non-essential gas appliances during this emergency." Plant Operations Director

Check List (MAJOR DISASTER)

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

PHYSICAL PLANT EQUIPMENT LIST

| Description | Model Number | Type | Vehicle # | | | |
|-------------|--------------|-----------------------|-----------|-----|-----|--------|
| | | | Tag # | Old | New | Driver |
| BACK HOE | | | | | | |
| SHOVELS | | | | | | |
| CGI | 19-705 | Bacharach Leakator-10 | | | | |

| Description | Model Number | Type | Vehicle # | | | |
|----------------|--------------|------|-----------|--|--|--|
| METAL DETECTOR | | | | | | |

EMERGENCY EQUIPMENT

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

Public Safety Protocol

Gas Leak

1. Dispatch will notify the officers, supervisor, and maintenance of the possible gas leak.

***In the absence of a dispatcher, the officer answering the phone will assume those responsibilities.**

2. Officers will investigate with the help of maintenance personnel to determine if there is a leak.
3. If there is a large volume of gas present, the building should be evacuated, and Whitfield 911 notified of the situation. Occupants should be evacuated to a safe area away from the building.
4. After hours and weekends
 - a) An officer will respond to the possible leak location.
 - b) If gas is present, on call maintenance personnel will be contacted for guidance. In the event there is a large amount of gas, the building should be evacuated and Whitfield 911 alerted to the situation.

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

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

EMPLOYEE TRAINING

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

emergency procedures. This training shall be coordinated by the Physical Plant Director.

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

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

PUBLIC EDUCATION

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

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

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

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

LIAISON WITH PUBLIC OFFICIALS

The Liaison shall be established with fire, police and emergency management officials with respect to emergency procedures. Meetings shall be held with the appropriate officials to acquaint them with the campus capabilities and procedures respecting gas emergencies and to learn the capability and responsibility of each government organization that may respond to an emergency. Training sessions, as required, may be scheduled with fire, police, and emergency management organizations to train them

in the proper procedures to follow during a gas emergency. The Public Safety Director, or his designate, will implement and coordinate this program. A record shall be filed of all meetings, training sessions, and other related activities.

2017 EMERGENCY CONTACT LIST
OFFICE OF PIPELINE SAFETY/FACILITIES PROTECTION UNIT PERSONNEL
OF THE
GEORGIA PUBLIC SERVICE COMMISSION
244 Washington Street, SW
Atlanta, GA 30334
Toll Free: 1-(800) 282-9813, ext. 3-6526 (GA only)
Office: (404) 463-6526
Fax: (404) 463-6533

Michelle Thebert–Facilities Protection Unit Director
(Veh. #0096)

Work: (404) 463-2765
Cellular: (404) 985-4271
Verizon Text Msg: 4049854271@vtext.com
E-Mail: michellet@psc.state.ga.us

Will Culbreath– Assistant to the Director, GUFPA Case Manager
(Veh. #0087)

Work: (404) 463-9784
Cellular: (404) 938-6342
Verizon Text Msg: 4049386342@vtext.com
E-Mail: wculbreath@psc.state.ga.us

Jeff Baggett–Facilities Protection Unit Supervisor
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baggettd@charter.net

Lynn Buffington–Inspector (Veh. #0091)

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Jack Hewitt–Inspector (Veh. #0086)

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Cellular: (470) 270-4586
Verizon Text Msg: 4702704586@vtext.com
E-Mail: jhewitt@psc.state.ga.us

Daphne Jones–Inspector (Veh. #0093)

Work: (404) 463-6526
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Verizon Text Msg: 4047196372@vtext.com
E-Mail: djones@psc.state.ga.us

Joshua Lairsey–Inspector (Veh. #0092)

Work: (404) 463-6526
Cellular: (404) 291-7746
Verizon Text Msg: 4042917746@vtext.com
E-Mail: jlairsey@psc.state.ga.us

David Lewis–Inspector (Veh. #0094)

Work: (404) 463-6526
Cellular: (404) 561-1275
Verizon Text Msg: 4045611275@vtext.com
E-Mail: dlewis@psc.state.ga.us

Jason Smith–Inspector (Veh. #0088)

Work: (404) 463-6526
Cellular: (404) 444-0008
Verizon Text Msg: 4044440008@vtext.com
E-Mail: jasons@psc.state.ga.us

Chris Swann–Inspector (Veh. #0095)

Work: (404) 463-6526
Cellular: (404) 985-5450
Verizon Text Msg: 40449855450@vtext.com
E-Mail: cswann@psc.state.ga.us

Alan Towe–Inspector (Veh. #0090)

Work: (404) 463-6526
Cellular: (404) 444-4635
Verizon Text Msg: 4044444635@vtext.com
E-Mail: alant@psc.state.ga.us

Yolanda Clay–GUFPA Administrative Assistant

Work: (404) 463-6065
Cellular: (404) 308-6684
Verizon Text Msg: 4043086684@vtext.com
E-Mail: yclay@psc.state.ga.us

Onterio Johnson–GUFPA Field Investigator (Veh. #0052)

Work: (404) 656-5603
Cellular: (404) 561-4596
Verizon Text Msg: 4045614596@vtext.com
E-mail: ojohnson@psc.state.ga.us

Marilyn Morris–GUFPA Administrative Assistant

Work: (404) 657-6593
E-Mail: mmorris@psc.state.ga.us

Ben Stair–GUFPA Field Investigator (Veh. #0080)

Work: (404) 657-1820
Cellular: (470) 279-2220
Verizon Text Msg: 47042792220@vtext.com
E-mail: bstair@psc.state.ga.us

Cathy Nesbitt– Pipeline Safety Administrative Assistant

Work: (404) 463-6526
E-Mail: cnesbitt@psc.state.ga.us

William Upshaw–Operations Analyst

Work: (404) 463-6652
Cellular: (404) 558-4286
Verizon Text Msg: 4045584286@vtext.com
E-Mail: williamu@psc.state.ga.us

Kelli Cole–Staff Attorney

Work: (404) 463-8783
E-Mail: kleaf@psc.state.ga.us

Preston Thomas–GUFPA Staff Attorney

Work: (404) 656-4554
E-Mail: pthomas@psc.state.ga.us

OFFICE OF PIPELINE SAFETY (FEDERAL)

233 Peachtree Street
Suite 600
Atlanta, GA 30303
PHONE: (404) 832-1147 FAX: (404) 832-1169

TO REPORT AN INCIDENT, CONTACT:

NATIONAL RESPONSE CENTER
Washington, DC (24 hours, ANYTIME)
PHONE: 1-(800) 424-8802

CONTACT

The Georgia Public Service Commission, Office of Pipeline/Facilities Safety hours: 8 a.m. to 4:30 p.m., Monday-Friday. After hours, please contact your assigned inspector. If no response, then contact any other Georgia Public Service Commission inspectors, 24 hours, ANYTIME.

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Revised: March 27, 2017

[Link to 2017 Office of Pipeline Safety/Facilities Protection Unit Personnel Emergency Contact List](#)

XVII. Right-to-Know Training

All newly employed persons will receive their initial Right to Know Training within two weeks of first reporting to work. Training will complete the Right-to-Know program produced by the [Board of Regents Right-to-Know on Line Training Course](#)

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

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

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

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

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

Dalton State College Right to Know Coordinator:

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

WORKPLACE DATA

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

Name: Paul Tate

Telephone: (706) 272-4463

Office: Coordinator: Environmental Health, Occupational Safety & Risk Management__

Employer's central SDS file:

Location: Environmental Health, Occupational Safety & Risk Management__

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

Workplace (Lab) supervisor:

Name: Amanda Smith [chemistry] or Josh Peppers [biology]

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

Emergency telephone numbers:

Fire 911

Ambulance 911

Hazardous chemical spill response: Paul Tate (706)-272-4463

Hazardous waste disposal response: Paul Tate (706)-272-4463

Police

Campus Public Safety (706) 272-4461

Dalton City Police 911

If coordinator is unavailable contact:

Paul Tate (706)-272-4463

Director of Public Safety (706) 272-4461

DALTON STATE COLLEGE RIGHT TO KNOW TRAINING PROGRAM

Information

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

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

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

All Departments will use the online [training modules from the Georgia Universities Board of Regents](#) available online or other training as appropriate for the chemicals being used by that department.

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

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

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

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

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

Specifics:

Supervisory Responsibilities

1. Supervisors are responsible for advising their employees of any operations occurring in their workplaces where hazardous materials are present.

2. The immediate supervisor of any employee who will routinely be exposed to any hazardous chemical must ensure that before beginning work, each such employee receives additional CHEMICAL-SPECIFIC TRAINING on:
 - Any such chemicals present in workplace operations;
 - Physical and health effects of the chemicals;
 - Methods and observation techniques used to determine the presence or release of the chemicals in the work area;
 - How to lessen or prevent exposure to these chemicals by proper work practices and use of personal protective equipment;
 - Emergency procedures to be followed in the event of exposure;
 - Procedures for safe disposal of waste chemicals.

Documentation of Training

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

Training for Increased Hazard

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

3. Department heads and supervisors throughout the University System, in keeping with their obligation to ensure a safe work environment, are responsible for maintaining ready accessibility of SDS's for employees in their work areas for review during each work shift.
4. The person ordering a chemical or product containing a hazardous chemical should verify that all containers received for use will:
 - Be clearly labeled as to the contents;
 - Display the appropriate hazard warnings;
 - List the name and address of the manufacturer.

Secondary containers

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

**The identity of the contents,
and
GHS hazard warning label, properly filled out.**

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

Unlabeled Containers

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

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

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

BASIC TRAINING

A Trainer's Guide

MATERIALS: [University System of Georgia Board of Regents online training program.](#)

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

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

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

TRAINING REQUIREMENTS

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

Frequency of Training

- a. Each employee shall be provided with information and training as required by the Act and these regulations at the time of initial assignment to the workplace. [Basic training should be provided during employee orientation; Chemical-specific training must be provided by supervisor or local trainer.]

- b. Each employee shall be provided with a periodic re-training as to the hazards associated with the hazardous chemical to which the employee is exposed. Such retraining must occur at least annually. [The Right-to-Know Coordinator will provide annual refresher training to Right-to-Know trainers; annual refresher training of each employee shall be provided by supervisor or local trainer.]

- c. An employee shall not be exposed to a hazardous chemical until the employee has been trained in its hazards. [Supervisor is responsible.]

Content of Training

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

- a. The requirements of the Act. [Basic training.]
- b. Identification of specific work areas in the workplace where hazardous chemicals are handled and/or produced. [Must be developed by supervisor or local trainer as a part of chemical-specific training.]
- c. The location and content of the public employer’s written hazardous chemical protection communication program. [Basic training.]
- d. The purpose of a Safety Data Sheet, including the information contained therein. [Basic training.]
- e. The various control measures to be used to minimize the employees’ exposure to hazardous chemicals. Where applicable, this shall include information on:
 1. The proper use, care, storage, selection, and fitting of respirators, and the elements of a respirator program.
 2. The use of face shields, goggles, and safety glasses;
 3. The use of appropriate gloves, aprons, protective clothing, and foot coverings.
 4. The use of exhaust ventilation equipment; and

5. Work practices which reduce exposure to hazardous chemicals. [Chemical specific training].
 6. The right of the employee's physician to receive hazardous chemical information. [Basic training].
- f) Methods of detecting an employee's exposure, such as air sampling, biological monitoring, visual detection, odor identification, warning properties of the hazardous chemicals used, and other standard industrial hygiene principles. [Basic and Chemical-specific training.]
 - g) Emergency procedures, such as spill response and first aid. [Basic and Chemical-specific training.]
 - h) Proper storage of chemicals and separation of incompatible substances. [Chemical-specific training.]
 - i) Training in hazards associated with improper mixing of chemicals located in the employee's work area and potential hazards associated with exposure to chemical reaction products. [Chemical-specific training.]
 - j) Where additional information and training can be obtained. [Basic training.]

Training Format

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

Training Activities

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

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

Purpose

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

Definitions

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

Policy

All work units of Dalton State College are included within this program. The written program is available for review at the office of the Right to Know Coordinator (Coordinator: Environmental Health, Occupational Safety & Risk Management) located in MEMORIAL HALL, Room 122.

Dalton State College Right-to-Know Coordinator

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

1. Act as liaison between The University System Right-to-Know Coordinator and Dalton State College on hazardous chemical issues;
2. Resolve questions regarding applicability of the Chapter 300-3-19 rules to individual workplaces and work areas of Dalton State College;
3. Make arrangements for and/or provide appropriate and adequate Right-to-Know training to all employees of Dalton State College;
4. Ensure that a written workplace-specific hazard communication program be developed for each workplace at Dalton State College. This workplace-specific program will include a list of hazardous chemicals used, stored, or manufactured in that particular workplace, and will be available to all employees in the workplace;
5. Disseminate updated information so that all employees of Dalton State College will have access to current Safety Data Sheets for those hazardous chemicals used in their work area, via their supervisors;

6. Ensure that employees are made aware of and are properly trained in the uses and hazards associated with chemicals to which they are exposed in their work area;
7. Ensure that employee training on and notification of the use of hazardous chemicals in the work area are adequately documented in each employee's personnel file.
8. Ensure that employees are provided with personal protective equipment appropriate to each work environment, and receive adequate training in the use and maintenance of this equipment;
9. Accumulate hazardous chemical inventory information for Dalton State College;
10. Review the hazardous chemical labeling practices of work areas which use secondary storage containers at least annually.

Procurement of Hazardous Chemicals

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

Material Safety Data Sheets

[MSDS \(Material Safety Data Sheets\)](#) - A hard, printed, copy is maintained by the Chemical Laboratory Coordinator in Peoples Hall.

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

Container Labeling

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

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

Secondary Containers

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

GHS hazard warning label properly filled out.

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

Unlabeled Containers

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

Employee Training Current Employees

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

New Employees

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

Employees Handling Hazardous Chemicals

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

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

Documentation of Training

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

Training for Increased Hazard

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

Supervisory Responsibilities

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

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

Informing Contractors

A contractor doing work at Dalton State College may

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

Therefore,

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

1. Notify the workplace manager at the member unit work site at least 30 days prior to the commencement of work of any hazardous chemicals which will be used or stored at the worksite by the contractor or its subcontractors. (This 30-day requirement may be waived in the event of an emergency.) The workplace manager will then:
 - a) Disseminate this information to member unit employees whose workplace is at the work site.
 - b) Obtain from the contractor SDS's for those hazardous chemicals and maintain them readily available to University employees during the contractor's presence at the work site;

2. Provide documentation to the workplace manager that its employees and its subcontractors have been provided with information and training on hazardous chemicals being used by the contractor or its subcontractors at the work site.

Hazardous Chemical Lists

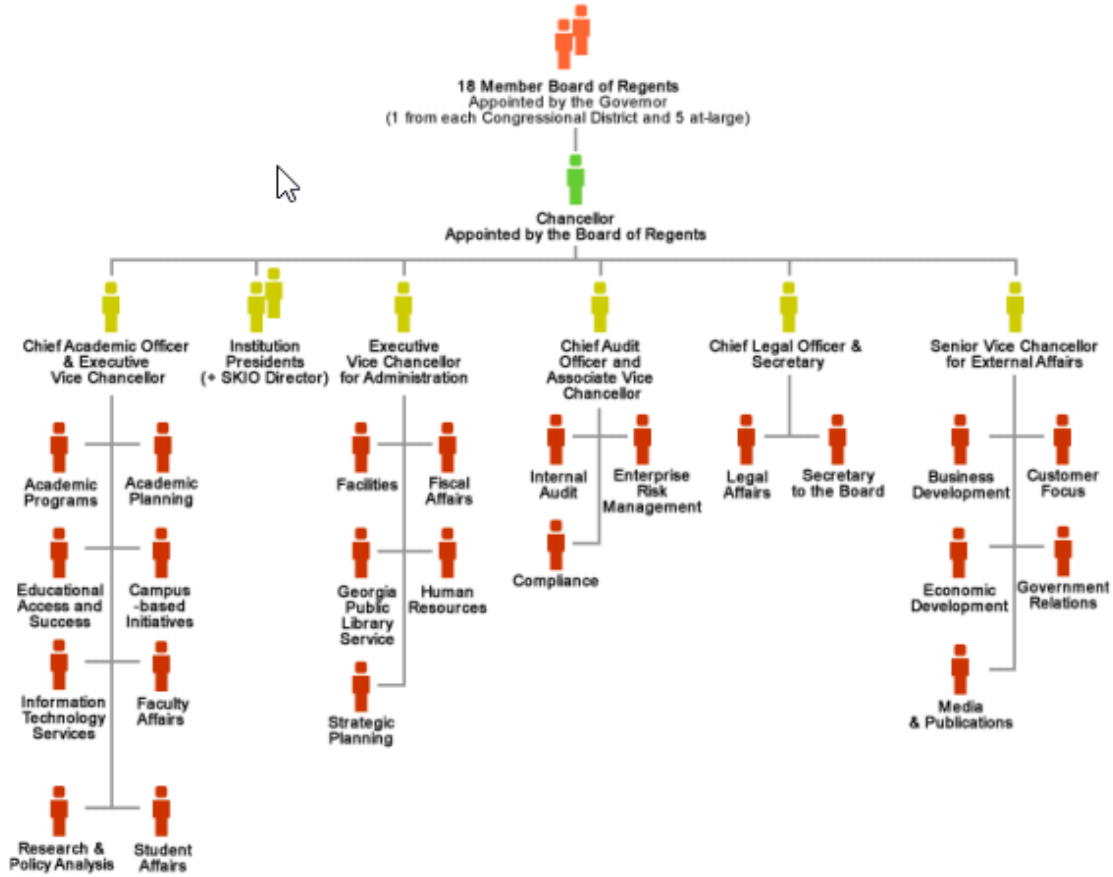
The Dalton State College Right-to-Know Coordinator shall supply to the University System Right-to-Know Coordinator in June and December of each year, a list, by the manufacturer of all hazardous chemicals or products present in the member unit's workplaces. This list shall include all chemicals labeled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

APPENDIX 1 – HAZARDOUS CHEMICALS LIST

The Dalton State College Right to Know Coordinator shall publish every January and July a list of those hazardous chemicals and products containing hazardous chemicals which are found at Dalton State College. Publication of this list is required as a part of this written Hazardous Chemical Protection Communication Plan.

XVIII. ORGANIZATIONAL CHART

Board of Regents Organization Chart



[Link to Board of Regents Organization Chart](#)

XIX. EMERGENCY PLAN UPDATES

The Safety and Security Plan is reviewed yearly. In addition, the plan is updated as procedures, contact information, or other information changes. The plan is also evaluated annually by the Board of Regents.

EMERGENCY PLAN UPDATES

Date:

Description:

*December 2012

Updated Director of Public Safety Information

*April 2013

Updated Right-to-Know Coordinator information to reflect that Amanda Smith is now a Right-to-Know Coordinator.

*August 2013

Updated Emergency Plan Committee information to reflect that Charles Johnson is no longer on the Emergency Planning committee, Updated Vo-Tech Information to reflect that there is no longer an accessible auto shop.

*August 2014

Updated Right-to-Know Coordinator information to reflect that Paul Tate is now a Right-to-Know Coordinator. Updated information to reflect that the Basic Training is now provided via online training through the USG Board of Regents web site. Also removed references that the University of Georgia maintained a master listing of all chemicals. Made corrections as to where and how the R-T-K training is to be conducted.

*August 2014

Updated campus pandemic plan to state that faculty and students will continue with a modified version of the class as outlined in the syllabus.

*August 2014

Updated business continuity plan to reflect current practices with the assistance of VP of Fiscal Affairs. Updated gas plan, contact information, added Information Technology Section,

EMERGENCY PLAN UPDATES

Date:

Description:

*December 2012

Updated Director of Public Safety Information

updated table of contents, and revised plan in its entirety according to BOR recommendations.

*October 2014

Updated Campus Map, Updated BOR contact information/protocol/

*August 2015

Updated various contact lists, CARE Team information, Peeples Hall information, MDS Sheet location.

*October 2015

Updated the campus building information (height), grammar, and various pronouns to be non-gender specific, reviewed procedures are detailed in the entire document.

*November 2015

Updated to include recommendations from the BOR; added verbiage of plan dissemination, verbiage of the separate hazardous mitigation plan.

* August 2016

Updated all contact information. Added Clery Act Statement. Added information pertaining to Mashburn Hall gas shut off locations.

*August 2017

Updated Contact Information, added information about chemical lab safety, reformatted,