



EMERGENCY CONTACTS

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

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

Dalton State Department of Public Safety Health Professions Building Suite #300

650 College Drive • Dalton, GA 30720 • 706-272-4461
or extension 4461 from a campus phone, or call 911.

EMERGENCY INSTRUCTIONS

GENERAL EMERGENCY OVERVIEW

Emergencies and disasters ranging from technological or natural disasters to civil disturbances, may occur anytime and anywhere. 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 calling 706-272-4461 or by calling extension 4461 from a campus phone. Calls to 911 are also rerouted to our dispatch center. Give the dispatcher all information relevant to the situation so the dispatcher may determine what type of response is needed.

PREPARING FOR EMERGENCIES

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

- Know what emergencies can impact you, and have a plan for each.
- Always locate two exits in any building that you frequent.
- Have an emergency kit in your car and/or residence that contains at a minimum; a flashlight, whistle, small first-aid kit, and also food and water at home to sustain you for three days.
- Think about how you will communicate with family and friends during an emergency if cell phone systems are overwhelmed – try 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 you lose your phone.
- Consider taking a CPR/first-aid class and/or other training offered in the community.

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

MY BUILDING INFORMATION

All buildings at Dalton State are equipped with fire alarm systems (with pull stations located at building entrances), fire extinguishers, and automated external defibrillators. 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 pull stations, the nearest first-aid kit and nearest automated external defibrillator (AED) for your building, what to do during severe weather, where the fire evacuation assembly area is for your building, and which individuals in your building are trained in CPR and first aid.**

GENERAL EMERGENCY OVERVIEW

ACTIVE THREAT

- Take the precautions and actions necessary 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.
- 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 by being physically aggressive.
- 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.

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 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.

ACTIVE THREAT

BOMB THREAT

CHEMICAL SPILL

- Notify Public Safety immediately at 706-272-4461, call extension 4461 from a campus phone, or call 911.
- Do not attempt to clean up the spill if you are unfamiliar with the substance or are not properly trained. If you do choose to clean the spill, make sure to always follow proper personal protection and clean up policies and procedures.
- Remove yourself and others from the area if necessary, and do not let others enter the area.
- Anyone who has contact with the hazardous material should be isolated/asked to await emergency treatment.
- Be familiar with and follow directions contained in the Chemical Hygiene Plan, available on the EH&OS website.
- 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

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. Normal Dalton State business operations should continue.

If one of the following situations exist, then it may be necessary to disrupt the demonstration. The Department of Public Safety should be notified immediately to respond appropriately to the situation.

- 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.

During a civil disturbance situation, follow these procedures:

1. Avoid the disturbance area, if possible.
2. Avoid provoking or obstructing demonstrators.
3. If a disturbance is outside, remain indoors, and stay away from windows and doors.
4. Secure your area(s) by locking all doors and continue normal operations as much as possible, if needed.
5. Prepare for an evacuation or relocation if there is a disturbance.
6. Any decision regarding an evacuation or relocation will be made by the Department of Public Safety and Administration.
7. If a decision to evacuate or relocate is made, log off and shut down all computers to protect files and vital records, and secure all doors as you exit.

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 or use stairways or elevators while building is shaking.
- 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.

CHEMICAL SPILL

CIVIL DISTURBANCE

EARTHQUAKE

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. Information on signing up is available on the Public Safety website.
- Dalton State Home Page – www.daltonstate.edu
- Campus PA system – Used to alert the campus to emergencies, speakers are located both inside and outside of buildings.
- Social Media

EVACUATING PEOPLE WITH DISABILITIES

- Familiarize yourself with others in your area/classroom who may need assistance.
- Familiarize yourself with the locations of evacuation chairs.
- Ask the individual with disabilities to tell you how you can best provide assistance.
- People with visual impairments – 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, indicate directions with gestures, or write a note with evacuation directions. Assist to safety as needed.
- People using crutches, canes, or walkers – Ask the individual about his or her preferences for assistance. Evacuate these individuals as injured persons, assist and accompany to the evacuation site if possible. Use a sturdy chair (or one with wheels) to move the person, or help carry the individual to safety.
- People using wheelchairs – Ask the individual about his or her preferences for assistance, determine whether an evacuation chair is available, remove any immediate dangers and immediately advise arriving first responders of special evacuation cases.
- Evacuation chairs are available in the Liberal Arts Building, Peoples Hall Building, and Mashburn Hall.
- Someone should remain with a person with disabilities until the emergency is over.

EMERGENCY NOTIFICATION

EVACUATING PEOPLE WITH DISABILITIES

FIRE

- If you see or receive a report of visible smoke or fire, notify Public Safety immediately at 706-272-4461, 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 through 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 the retrieval of these items does 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.
- If clothing catches on fire, 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 by 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, call extension 4461 from a campus phone, or call 911.

- Provide the emergency dispatcher with your name, location, number of people injured or ill, and a description of the medical emergency.
- Stay on the phone for instructions about how best to 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 ill or injured. Do not move ill or injured person(s) unless there is an immediate threat at that location.

SHELTER IN PLACE

Many emergency situations may require students, faculty, staff, and visitors to take shelter within the buildings they are currently occupying. A Shelter in Place order will be relayed to the community via Roadrunner Alert. Some situations that might call for a Shelter in Place order include violent and non-violent incidents, severe weather, and hazardous material releases outside of a building. Here are a few general guidelines:

Non-Violent/Hazardous Event

1. Remain calm.
2. Proceed to an interior area of your building, away from windows and doors.
3. If it is safe to do so, assist anyone who is physically impaired.
4. Remain in your shelter location until the all clear is given or you are advised to move by emergency response personnel.

Violent Event

1. Remain calm.
2. Secure yourself inside a room that can be locked or barricaded.
3. Turn off lights, hide behind desks or cabinets, etc.
4. Silence cell phones.
5. When safe to do so, phone 911. If you can't speak, leave the line open.

FIRE

MEDICAL EMERGENCY

SHELTER IN PLACE

STUDENT/STAFF CRISIS RESPONSE -- Crisis situations can occur at any time. Take note when:

- An individual's actions indicate intention to commit suicide or to harm themselves or others. If 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 a threat of harming others.
- An individual displays bizarre or irrational behavior or causes disruption to campus activities.
- An individual displays other behavior that is cause for concern.

At any time that an individual's behavior is a concern (irrational, threatening, or verbally aggressive), Public Safety should be contacted to try to 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 706-272-4430.

Concerning or threatening student behavior must be reported to the CARE (Campus Assessment Response and Evaluation) Team by filling out a CARE Team Report on the Dean of Students website.

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

SUSPICIOUS PACKAGE

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

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

- Powder or liquid being emitted by the package
- Oily stains or discolorations
- Excessive tape or strings
- Strange odors
- Misspelled words
- Unusually lopsided or uneven packages
- Excessive postage
- No return address

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

1. Do not move, jar, or touch the package.
2. Notify the Department of Public Safety at 706-272-4461 and be prepared to provide the following information:
 - a. What makes the package suspicious?
 - b. Are there any liquids leaking from the package?
 - c. Are there any oily stains on the package?
 - d. Are there any odors coming from the package?
 - e. Are there any wires protruding from the package?
 - f. How long has the package been there?
3. Alert others in your area, and follow directions from Public Safety Officers regarding evacuation.
4. Do not use cell phones or radios near the suspicious package or device.
5. Attempt to prevent others from entering the area near the suspicious package or device.
6. Proceed to an evacuation area at least 1,000 feet from the center of the building if directed by Public Safety officers.
7. Any further decisions regarding the package will be made by the Department of Public Safety in conjunction with any additional emergency response agencies.

SUSPICIOUS PERSON OR ACTIVITY

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

TORNADO/SEVERE WEATHER

- A tornado **watch** is issued by the National Weather Service when tornadoes are possible in the area. Normal activities should continue unless you are instructed otherwise.
- A tornado **warning** is issued when a tornado has been sighted or indicated by weather radar in the area.
- When a tornado warning has been issued for the Dalton State campus, Public Safety will notify the campus community of the warning by Roadrunner Alert (text, e-mail, 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 before 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, and 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 will open late or will be closed. Roadrunner Alert sends voice/text messages to designated phone numbers and e-mails to employees/students.
- **Weather** notices will be posted to Dalton State social media sites and the Dalton State website as soon as possible.
- **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. Use your best judgment when deciding to navigate dangerous roads and conditions.

**SUSPICIOUS PERSON/ACTIVITY TORNADO/SEVERE WEATHER UTILITY FAILURE: POWER OUTAGE - GAS LEAK
WINTER STORM**

SEE BACK FOR ADDITIONAL PREPAREDNESS INFORMATION

MY BUILDING INFORMATION

All buildings at Dalton State are equipped with fire alarm systems (with pull stations located at building entrances), fire extinguishers, and Automatic External Defibrillators. 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 pull stations, the nearest First Aid kit and nearest Automatic External Defibrillator (AED) for your building, what to do during severe weather, where the fire evacuation assembly area is for your building, and the individuals in your building who are trained in CPR and first aid.

Location of nearest First Aid Kit: _____

Location of nearest Automatic External Defibrillator (AED): _____

Severe weather: Relocate to lower level to the interior of the building and away from windows and/or glass doors.

Fire Evacuations: Follow the directions of Public Safety Personnel.

Persons trained in CPR/First Aid: _____

**For emergency situations on campus,
call Public Safety at 706-272-4461 or 4461 from a campus phone, or 911**

