

# Edison State Community College

## Emergency Procedures Manual

**Applicability:** All Edison State Community College campuses, locations, and programs

**Revision Date:** March 2026

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# 1. Purpose and Policy Statement

This Emergency Procedures Manual establishes standardized emergency response guidelines for **Edison State Community College** and applies uniformly to all Edison State campuses and facilities. The purpose of this manual is to:

- Protect life, health, and safety
- Provide clear, consistent emergency response guidance
- Support compliance with federal, state, and local requirements
- Ensure coordinated response across all Edison State locations

This manual applies to all students, employees, contractors, and visitors and is reviewed annually and updated as required.

## 2. Emergency Contacts (All Campuses)

- **Emergency:** Call 9-1-1
- **Edison State Department of Public Safety (DPS):**
  - Campus phone: **Ext. 7820**
  - Cell phone: **937-778-7820**
- **Emergency Notification System:** Edison State Alert System

Emergency contact information is posted throughout all campuses and must be followed regardless of campus location.

### 3. Immediate Response: Life-Threatening Emergencies

If life or health is threatened:

- Call **9-1-1** immediately.
- Notify **Edison State Department of Public Safety (DPS)** as soon as it is safe to do so.
- Follow instructions from emergency responders and Edison State officials.

Individuals should never delay contacting emergency services due to uncertainty about the severity of an incident.

### 4. Medical Emergencies

#### Major Medical Emergencies

A major medical emergency is any situation where a person's life or health may be at risk.

#### Procedures:

1. Call **9-1-1** and request an ambulance.
2. Contact **DPS (Ext. 7820 / 937-778-7820)** to direct emergency responders.
3. If trained, retrieve and use an **AED** as instructed.
4. Do **not** transport anyone to the hospital yourself.
5. DPS will complete an incident report and return AEDs to service.

*If unsure whether the situation is major, assume it is and call 9-1-1.*

## **Minor Medical Emergencies**

Minor emergencies are non–life-threatening illnesses or injuries (e.g., minor cuts, sprains).

### **You may:**

- Provide first aid if qualified and comfortable.
- Contact **DPS** for assistance.
- Seek help from trained personnel.

**You may not transport** an injured person to a hospital under any circumstances.

### **First Aid Guidelines:**

- Use universal precautions.
- Wash hands immediately after care.
- Notify Facilities for cleanup of contaminated areas.

## 5. Severe Weather Procedures

### Tornado Warning

When the Edison State tornado siren or announcement sounds:

#### If in a classroom:

- Move to an interior first-floor area with minimal or no windows.
- Assist others and individuals with disabilities.
- Sit against the wall and cover your head.
- Remain until the “All Clear” is announced.

#### If not in a classroom:

- Seek an interior first-floor space away from glass.
- Follow the same safety steps above.

If you spot a tornado or hear a local siren, contact **DPS** immediately.

### Storms, Flooding, and Winter Weather

- DPS monitors weather through the National Weather Service.
- Alerts and instructions will be issued through the Edison State Alert System.
- Follow siren and announcement instructions as applicable.

### Earthquake

1. Move to an interior area away from glass.
2. Take shelter under sturdy furniture.
3. Assist individuals with disabilities.
4. Remain in place until an all-clear announcement.

## 6. Fire Emergencies

### When the Fire Alarm Sounds

- Evacuate immediately using the nearest exit.
- Do not use elevators.
- Assist individuals with disabilities.
- Move at least **100 feet** away from the building.
- Remain outside until an all-clear is given.

### If You See Fire, Smoke, or Explosion

- Activate the nearest fire alarm.
- Call **9-1-1** and notify **DPS** if safe to do so.

### If You Smell Smoke or Burning Odor

- Contact **DPS** with details and location.

## 7. Hazardous Materials, Gas Leaks, and Bomb Threats

### Procedures:

1. Contact **DPS** immediately.
2. Provide your location and details (what you see, smell, or hear).
3. Follow evacuation instructions if given.
4. Remain outside until an all-clear is issued.

## 8. Evacuation Procedures

- Follow posted evacuation routes.
- Assist others as needed.
- Stay clear of emergency vehicle access points.
- Do not re-enter buildings until authorized.

## 9. Infectious Disease Outbreaks

- Local health authorities will be notified.
- The College will follow all state and federal guidance.
- Non-immunized individuals may be required to remain off campus during outbreaks.

## 10. Threats of Violence / Active Shooter

If an active shooter or violent threat occurs, notifications will be issued through the **Edison State Alert System**.

**Run. Hide. Fight.** (as a last resort)

- **Run:** Escape if safe to do so.
- **Hide:** Lock, barricade, turn off lights, silence phones.
- **Fight:** Only if your life is in immediate danger and no other options exist.

Follow law enforcement instructions when they arrive.

## 11. CARE Team

The **CARE (Communication, Awareness, Response & Evaluation) Team** assesses and addresses behavioral concerns and potential threats using nationally recognized threat assessment models.

[Care Team | Edison State Community College](#)






## 12. Child Development Center Emergency Plan (Summary)

- Parents/guardians are notified immediately in emergencies.
- Emergency services are contacted as needed.
- Children may be evacuated on foot to the **Upper Valley Career Center**.
- Staff maintain attendance and emergency contact clipboards during all movements.
- Lockdown, severe weather, fire, medical, and utility loss procedures are conducted per training and reviewed annually.





# Edison State Community College — Emergency

## Quick Guide

### Emergency Contacts (All Campuses)





-  Police / Fire / EMS: Dial 9-1-1
-  Edison State Department of Public Safety (DPS):
  -  Campus phone: **Ext. 7820**
  -  Cell phone: **937-778-7820**
-  **Emergency Notifications:** *Edison State Alert System*

### Medical Emergencies

-  Call **9-1-1** immediately
-  Contact **DPS**
-  Use an **AED** if trained
-  **Do not transport** injured people yourself






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### Severe Weather (Tornado / Severe Storms)

-  Move to **interior, lowest-level areas**
-  Stay away from **windows and glass**
-  Assist individuals with disabilities
-  Remain sheltered until **All Clear** is announced





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## Fire or Smoke

-  **Activate the nearest fire alarm**
-  Evacuate immediately using the **nearest exit**
-  Do **not** use elevators
-  Move at least **100 feet** away from the building
-  Do not reenter until cleared by authorities





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## Hazardous Materials / Gas Leak / Bomb Threat

-  Leave the area if instructed
-  Contact **DPS immediately**
-  Follow evacuation or shelter-in-place directions
-  Remain in a safe location until **All Clear**




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## Active Threat / Violence

-  **Run** – Escape if safe
-  **Hide** – Lock, barricade, silence phones
-  **Fight** – *Only as a last resort*
-  Follow all **law enforcement** instructions

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## Remember

-  Trust your instincts
-  Report suspicious behavior to **DPS** or the **CARE Team**
-  Follow official alerts and announcements