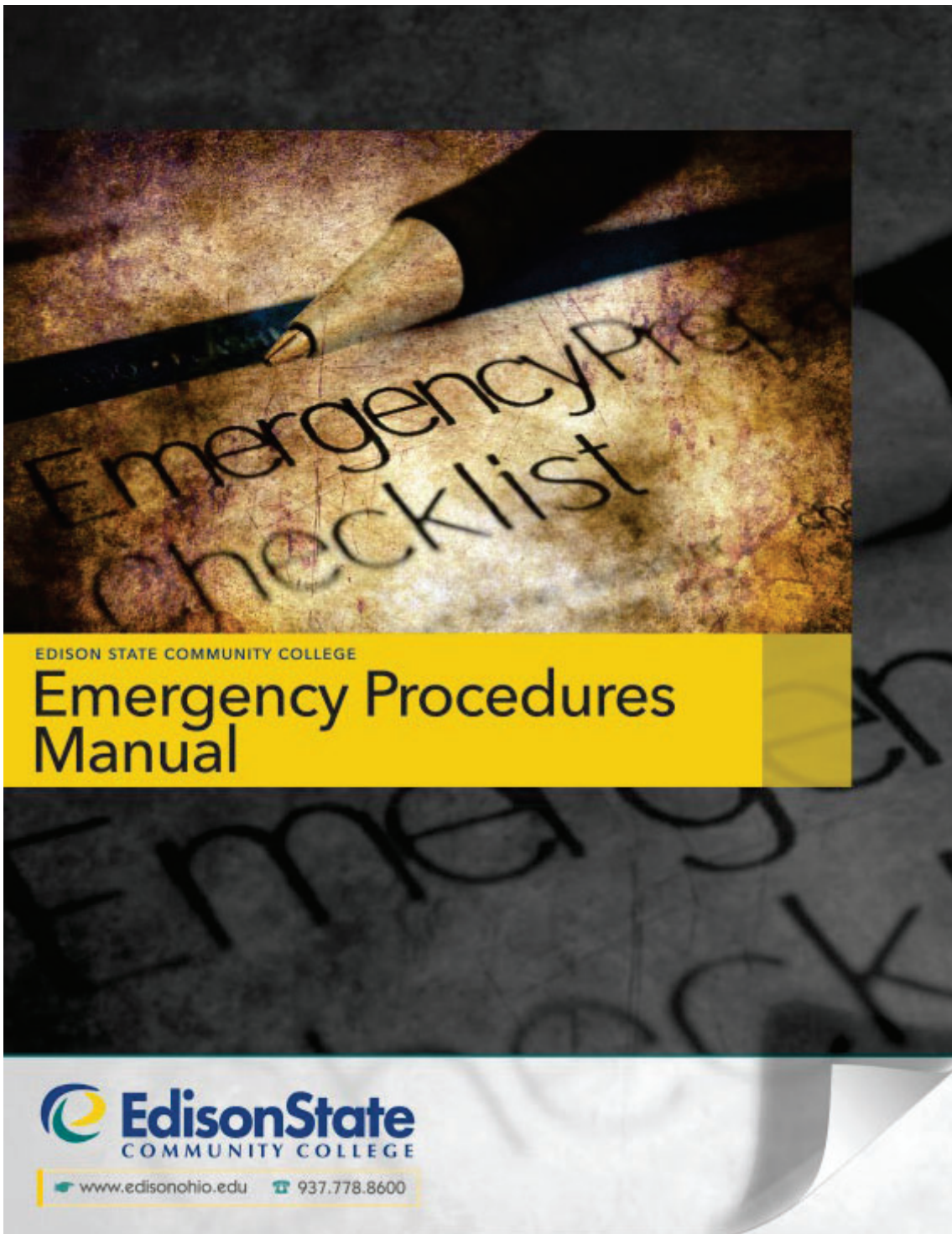




Edison State Community College

Emergency Procedures Manual

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

Revision Date: August 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

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

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

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**

Active Threat / Violence

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

Remember

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