



EDISON STATE COMMUNITY COLLEGE

# Emergency Procedures Manual



[www.edisonohio.edu](http://www.edisonohio.edu) 937.778.8600



Last Revised January 2019

# Emergency Procedures Manual

**If life or health is threatened:**

Step 1.) Call 9-1-1

Step 2.) If you can, notify Security at EXT. 7820 or 937-778-7820 from a cell phone.

Step 3.) Find more detailed information about the particular emergency in this manual.

## Emergency Procedures and Disaster Plan Manual

<b>Medical Emergencies.....</b>	<b>3-5</b>
A. Major Medical Emergencies.....	3
B. Minor Medical Emergencies.....	4
<b>Tornado.....</b>	<b>5-6</b>
A. If you hear the Edison State tornado siren: .....	5
B. If you spot a tornado or hear the Piqua tornado siren:.....	6
<b>Storms.....</b>	<b>6</b>
A. In case of threatening storms and flash flooding during the day:.....	6
B. In case of threatening storms and flash flooding during the evening:.....	7
C. In case of major snowfall, blizzards, ice storms:.....	7
D. In case of earthquake:.....	7
<b>Fire.....</b>	<b>8-9</b>
A. If you hear the Edison State Fire Alarm .....	8
B. If you SEE fire, smoke, an explosion or chemical emergency: .....	9
C. If you SMELL smoke or a burning odor:.....	9
<b>Hazardous materials and spills, gas leaks, and bomb threats.....</b>	<b>10</b>
A. Evacuation.....	10
<b>Outbreaks, epidemics or other infectious diseases.....</b>	<b>10</b>
<b>Emergency indoor or outdoor lockdown or evacuation due to threats of violence from an active shooter, bioterrorism or terrorism.....</b>	<b>10-14</b>
A. Active shooter courses of action:.....	11-12
B. What to expect from law enforcement during active shooter.....	12
C. Notification of active shooter.....	13
D. Prevention of active shooter.....	13
E. CARE Team (CARE).....	13-14
<b>Childcare specific Emergency and Disaster Plan.....</b>	<b>15-17</b>

# Medical Emergencies

## A. Major Medical Emergencies

If there is a situation where a person's health or life may be at risk:

**Step 1.)** Immediately call 9-1-1 and ask them to send an ambulance.

If you do not have access to an outside phone line or cell phone, find a hallway emergency phone and dial 9-1-1.

**Step 2.)** Call Security at EXT. 7820 from an Edison State phone or 937-778-7820 from a cell phone. Security will help direct the emergency squad to the correct location.

**Step 3.)** If someone is having difficulty breathing or if there is any other sign of a heart attack, inform Security. They will take an AED (Automated External Defibrillator) to the scene of the emergency or ask Maintenance to do so.

**Step 4.)** If anyone at the scene is qualified to use an AED, they may retrieve the AED and use it. AEDs are located

- on the wall outside the entrance to Student Health Service (Room 070 next to the cafeteria),
- outside the Human Resources Department (near Room 136),
- outside the East Hall Faculty Lounge (Room 405),
- outside the library (near the restrooms—Room 500 area),
- inside the gym.

**Step 5.)** After the incident, Security will fill out an incident report form, and Administration and Finance will inform Student Health Service that a medical incident occurred.

**Step 6.)** Maintenance and/or Security will be responsible for returning the AED and First Aid Kit to the appropriate area.

**If you are not sure if the situation is a major medical emergency requiring an ambulance, assume that it is and call 9-1-1.**

Never transport someone to the hospital. No one on campus is authorized to transport anyone to the hospital.

## **B. Minor Medical Emergencies**

A minor medical emergency is an illness or injury which is clearly not life-threatening. Examples include, but are not limited to:

- Minor cuts, scrapes, or abrasions,
- A twisted ankle or strained back from a fall,
- A non-life threatening illness that requires a student or staff member to return home.

If you are uncertain whether a situation is life threatening, assume that it is and call 9-1-1 for an ambulance to transport the injured or ill person to the hospital.

### **In case of a minor injury or illness that requires first aid, you may:**

- Provide first aid if you feel qualified or comfortable doing so.
- Call Student Health Services (our campus nurse) at ext. 7840 or through the Operator/Call Center by dialing zero (or 778-8600 from a cell phone), or call Security at ext. 7820 (937-778-7820).
- Find someone with the necessary skills who is readily accessible and willing to manage the situation.
- Contact the Operator/Call Center by dialing zero (or 937-778-8600 from a cell phone) to ask them to find a friend or relative of the injured student to transport them to the hospital.

You may **not** transport the injured person to a hospital under any circumstance.

### **If the injury was the result of an accident, you must:**

- Call the Operator/Call Center by dialing zero (or 778-8600 from a cell phone) to request Security to fill out an Accident Report form.

### **First aid kits are mounted in the following areas:**

<u>Area</u>	<u>Room Number</u>
Chemistry prep area	232
Biology prep area	121

Maintenance office	345
Library staff work room	575
Art room Kiln area	173
Student Development work room	174
Control booth Theater	040
Cafeteria	Kitchen area
Child Care Center	449
Engineering/manufacturing lab	At both hallway doors

Security will investigate all accidents occurring on College property and will identify the injured parties and any witnesses.

### **First aid guidelines**

- If you assist someone, use universal precautions to prevent contact with blood or other potentially infectious body fluids during and after administration of first aid procedures. They are available in the first aid kits.
- Use a special face mask to perform rescue breathing. They are available in the first aid kits.
- Wash your hands immediately after providing first aid.
- Clean contaminated surfaces with an appropriate disinfectant.
- CPR masks are available in the first aid kits, along with gloves and spill care cleanup kits.

## **Tornado**

### **A. If you hear the Edison State tornado siren:**

The tornado alarm is a prerecorded announcement by a female voice delivered over loudspeakers that can be heard on campus both inside the buildings and outside of main entrances and exits.

When this alarm sounds, you should:

#### **1.) If you are in a classroom:**

Step 1.) Look for the instructions posted near the door in every classroom, and follow them.

Step 2.) If you see anyone who is confused or doesn't know what the alarm is, tell them it's a tornado siren and to follow you.

Step 4.) Help students with disabilities.

Step 5.) When you reach your shelter area, sit on the floor against the wall and cover your head.

Step 6.) Stay there until the "All Clear" signal has sounded over the loudspeakers.

**2.) If you are not in a classroom:**

Step 1.) Find an interior room or area on the first floor, away from glass.

Step 2.) If you see anyone who is confused or doesn't know what the alarm is, tell them it's a tornado siren and to follow you.

Step 3.) Help anyone with disabilities.

Step 4.) Sit on the floor along the wall away from all glass and windows.

Step 5.) Cover your head.

Step 6.) Stay there until the Emergency Response Team announces that the storm has passed.

**B. If you spot a tornado or hear the tornado siren:**

Step 1.) Call Security at ext. 7820 (or 937-778-7820 from a cell phone) and inform him/her of the siren. Please note that the City of Piqua performs regular tests of their tornado siren on the first Wednesday of every month at 10:00 am (unless the weather is stormy).

Step 2.) Security will then take steps to sound the tornado siren.

## **Storms, Floods and Earthquakes**

**A. In case of threatening storms or flash flooding during the day:**

Step 1.) The Director of Physical Plant will monitor the weather for tornadoes and/or flash flooding.

Step 2.) Administration and Finance personnel will monitor the National Weather Service and other websites as well as emergency radio broadcasts.

Step 3.) If a tornado or flash flooding is spotted or a warning is issued for Piqua, steps will be taken to activate the tornado siren, and the Edison State Alerts System will be used to send out a message.

Step 4.) Follow the instructions above for “If you hear the Edison State tornado siren.”

**B. In case of threatening storms and flash flooding during the evening:**

Step 1.) Security, the Maintenance Staff, and the Library will monitor the National Weather Service and other websites as well as emergency radio broadcasts.

Step 2.) If the Library or Maintenance Staff learn that a tornado or flash flood warning has been issued for Piqua, they will call Security at EXT. 7820 (or 778-8600 from a cell phone).

Step 3.) Security will then take steps to activate the tornado alarm if needed.

Step 4.) Follow the instructions above for “If you hear the Edison State tornado siren.”

Step 5.) Security will notify the Vice President of Administration and Finance for further instructions.

**C. In case of major snowfall, blizzards, ice storms:**

Step 1.) The Director of Physical Plant will monitor the weather for ice and snowfall.

Step 2.) Administration and Finance Personnel will monitor the National Weather Service and other websites as well as emergency radio broadcasts.

Step 3.) If there is major snowfall or ice and a warning is issued for Piqua, the Edison State Alert System will send out notification of campus closings or delays (closing and delays will be announced on WHIO TV as well).

**D. In case of earthquake:**

If there is an earthquake, an announcement will be delivered over loudspeakers that can be heard on campus both inside the buildings and outside of main entrances and exits.

Step 1.) Find an interior room or area on the first floor, away from glass.



Step 2.) If you see anyone who is confused or doesn't know what the announcement is, tell them it's an earthquake and to follow you.

Step 3.) Help anyone with disabilities.

Step 4.) Take shelter under sturdy furniture.

Step 5.) Stay there until the Emergency Response Team announces that the earthquake has passed.

## Fire

### A. If you hear the Edison State Fire Alarm:

The fire alarm is characterized by an extremely loud, low-pitched, continuous sound accompanied by flashing strobe lights. If this alarm sounds, evacuate as directed:

#### 1. If you are an instructor in a classroom:

Step 1.) Instruct your students to exit the building according to the instructions posted in your classroom.

Step 2.) Make sure that all students have left the classroom.

Step 3.) Close all windows in the room.

Step 4.) Turn off the lights so that firefighters know that the room is unoccupied.

Step 5.) Close the door, leave the room, and exit the building.

Step 6.) Make sure that any disabled students also exit the building, especially if you are on the second floor. Do not use the elevator.

Step 7.) After leaving the building, direct students to move at least 100 feet from the building and out of the way of emergency vehicles entering the campus.

Step 8.) Stay out of the building until an all-clear signal is given by the Crisis Management Team. Do not assume that it is safe to go into the building if the siren stops.

**2. If you are not in a classroom:**

Step 1.) Exit the building immediately, taking any visitors in your area along with you.

Step 2.) As you exit, look for people who may need assistance to exit the building, and assist them.

Step 3.) Move to a location at least 100 feet from the building and out of the way of emergency vehicles entering the campus.

Step 4.) Stay out of the building until an all-clear signal is given by the Crisis Management Team. Do not assume that it is safe to go into the building if the siren stops.

**B. If you SEE fire, smoke, an explosion, or a chemical emergency:**

Step 1.) Find a fire alarm in the hallway and pull the handle.

Step 2.) The alarm will sound and cause an automatic telephone call to the following:

- a. 9-1-1 who will notify the Piqua Fire Department
- b. The Edison State Information Desk
- c. The Supervisor of Facilities and Maintenance
- d. The Director of Facilities and Maintenance
- e. The Vice President of Administration and Finance

Step 3.) If possible, without threatening your life, call the Call Center by dialing zero (or 778-8600 from a cell phone) or Security at EXT. 7820 (or 937-778-7820 from a cell phone) with the exact location of the emergency.

**C. If you SMELL smoke or a burning odor:**

Step 1.) Contact Security at ext. 7820 or 937-778-7820

Step 2.) Tell Security what you smell and the location.

Step 3.) Security will immediately contact Maintenance.

Step 4.) Security and Maintenance staff will investigate and take appropriate action.

## **Hazardous materials spills, gas leaks and bomb threats**

### **A. Evacuation Procedures**

Step 1.) Contact Security at ext. 7820 or 937-778-7820

Step 2.) Tell Security your location and what you see, smell and/or hear.

Step 3.) Security will immediately contact the Facilities and Maintenance staff. Security and Maintenance will investigate and take appropriate action.

Step 4.) If necessary, evacuation of part or all of the building will occur according to the fire evacuation plan and considering other factors such as wind, weather, etc.

Step 5.) Remain outside the building until an all-clear signal is given by the Crisis Management Team.

## **Outbreaks, epidemics, infectious diseases and other serious health concerns**

In the event of a communicable disease outbreak, the health department and students of Edison State will be notified. We will follow all state and federal guidelines. If a student is not immunized they will be asked to remain at home until the outbreak is over.

## **Emergency indoor or outdoor lockdown or evacuation due to threats of violence from an active shooter, bioterrorism or terrorism, or other health or safety threats**

An active shooter situation is one in which one or more persons with guns or firearms begin shooting people on or near campus. While probability of a shooter on campus is extremely low, the results are potentially disastrous. The best way to survive this type of situation is to be prepared in two ways:

1. The most effective response is one in which individuals act quickly and decisively to avoid becoming a victim. Make a conscious decision that you will be a survivor. Take responsibility for your own safety.
2. Think through what you can and will do in an active shooter situation. The Center for Personal Protection & Safety recommends the following framework to guide your planning and actions:
  1. Figure out
  2. Get out
  3. Hide out
  4. Take out

#### **A. Courses of action:**

The following are more detailed information about the four steps listed above.

##### Figure out

If you hear gunshots or other indications that you are in an active shooter situation, try to figure out where the shooter is in relationship to your location. Then figure out whether you will get out, hide out, or take action.

##### Get out (run)

The best action to take is to get out of the building and away from the shooter if you can. Once you decide to get out, do it quickly.

After you get out, then you need to **call out**.

##### Call out

Call 9-1-1 and report the situation telling them as much as you can about what is going on and where it is happening.

If trying to get out takes you nearer instead of farther from the shooter, you need to take one of the following two actions.

##### Hide out

If you cannot get out then you need to hide out. If possible, go to a place that is well hidden and where it would be difficult or impossible for the shooter to enter. Try to find a room where the door can be locked from the inside and it opens to the inside. Then **keep** the shooter out by locking the door and blocking it with any heavy objects that you can push against the door. Turn out the lights and be as quiet as possible. Take cover behind furniture or other available objects. If you can do so without the shooter hearing you, call 9-1-1.

If you are not alone in the room, calmly and quietly make a plan for what you will do if the shooter enters the room, focusing on survival.

### Take out (fight)

Be prepared to do whatever it takes to survive. Make a plan ahead of time what you will do if the shooter enters the room. You must assume that a shooter's intention is to shoot as many people as possible until he is stopped. Prepare to throw books, chairs or anything you can to stop the shooter until it's possible to attack the shooter and overcome him. You must be committed to acting out the plan for it to work.

## **B. What to expect from Law Enforcement**

If an active shooter situation occurs, law enforcement officers from multiple agencies will respond as quickly as possible. They will assume that the shooter intends to shoot and kill as many people as possible until he is stopped. They will enter the building with weapons drawn to find the shooter or shooters. They will quickly and decisively find the shooter and neutralize him using deadly force.

Because law enforcement officers will be working as quickly as possible to find the shooter, they will not be taking time to help anyone who is wounded or otherwise need help. Their goal will be to prevent other people from being shot. Do not expect them to help you. Be prepared to follow any instructions they give or answer any questions they might ask.

Because law enforcement officers will be looking for the shooter, they will be looking for anyone who appears to have a weapon in their hands. It is your responsibility to show them you are not the shooter. If you encounter an officer, hold your hands still, in the air, with your fingers spread apart. Do not point or make any sudden gestures that would startle them. Do not carry anything that would look like it is a gun or something concealing one. During an

active shooter situation, law enforcement officers will be in a situation of EXTREME stress. Failure to follow these instructions may result in accidentally being shot by law enforcement.

### **C. Notification**

If an active shooter situation occurs on the campus, notification will be made through the Edison State Alert System and personal notification wherever possible.

### **D. Prevention of active shooter**

After a Seung-Hui Cho killed 32 people at Virginia Tech in Blacksburg, Virginia in April of 2007, Virginia Governor Timothy H. Kaine appointed a review panel to investigate the events leading up to and following that tragedy. One of the key conclusions of that research was that “...numerous incidents occurred that were clear warnings of mental instability. Although various individuals and departments within the university knew about each of these incidents, the university did not intervene effectively. No one knew all the information and no one connected all the dots.” In other words, that shooting could have been prevented if the many observations about Cho’s behavior had been reported and combined into a single evaluation. Such an evaluation could have led to preventative action taken before the shooting.

As a result of that disaster and investigation, colleges and universities have learned that the most effective way to deal with an active shooter situation is to prevent it from happening. Like hundreds of other colleges throughout the nation, Edison State has formed a Communication Awareness, Response & Evaluation (CARE) Team in an effort to connect the dots and prevent situations where students harm themselves or others.

## **CARE Team**

The college requests the assistance of all its community members in helping to maintain a safe learning and working environment. To that end, the **CARE Team** maintains several sources of direct and indirect contact through which you can report behavioral concerns. Once concerns are reported, the CARE Team utilizes a nationally recognized Threat Assessment Tool to determine best courses of action/intervention to address those behaviors.

What faculty, students, and staff observe and report is critical to the health and welfare of our campus community. The Team’s goal is to identify behaviors of concern as early as possible and to provide the necessary intervention to address those behaviors and provide support to those demonstrating them. To make a referral to the CARE Team, you can utilize any of the following methods:

Email: [CARE@Edison Stateohio.edu](mailto:CARE@Edison Stateohio.edu)

Contact a specific team member by phone, email or in person:

**Velina Bogart**

Coordinator | Disability Services  
937.778.7854

**Mary Bornhorst**

Interim Chief Student Affairs Officer  
937.778.7837

**Dr. Jessica Chambers**

Dean of Student Affairs  
937.778.7849

**Dr. Paul Heintz**

Dean of Arts and Sciences  
937.778.7921

**Caryn Scott**

Associate Professor | Social Services  
937.778.7927

**Susie Wise**

Associate Professor | Nursing  
937.778.7929

# **Emergency and Disaster Plan for Edison State Child Development Center ONLY**

## **Emergency Policies**

In the case of an emergency the Director, or person named in charge, shall be notified immediately. The Director, or person named in charge shall contact the parent/s. If emergency service is required they will be contacted immediately. If the parent/s or emergency contact cannot be reached the person/s, physician, and dentist listed on their registration form will be notified. If the child has to be transported by the emergency squad to the hospital, someone the child is familiar with will accompany them and provide hospital personnel the child's medical records.

If the child becomes ill while in the care of Edison State Child Development Center, the parent will be notified to pick the child up. A staff member will provide care for the child away from the other children until the parent arrives. Anytime there is an incident, minor injury, serious incident, injury or illness you will receive an incident/injury report. A first aid kit is kept in the center above the children's sinks by the bathrooms.

## **Disaster Plan and Evacuation Location**

The classroom has the children's emergency contact information on a clipboard. This clipboard and attendance sheets stay with the teacher wherever they go with the children. Each teacher will be required to communicate their location as soon as safety allows. Edison State Child Development Center evacuates by walking to the Upper Valley Career Center. There are snacks and first aid supplies located in our shelter-in-place, (the UVCC preschool classroom). The medications will be brought by the staff members. (No diapers or formula is needed as we only serve preschool aged children ages 3-5). The disaster plan will be reviewed for accuracy and updated on a yearly basis.

## **Hazardous Materials**

In the event that there is a hazardous materials incident including spills, gas leaks or a bomb threat in or around the center, we will evacuate to the Upper Valley Career Center by foot. The parents will be notified by phone and can pick up from this location.



## **Outbreaks, Epidemics, and Other Infectious Diseases**

In the event of a communicable disease outbreak, epidemic or other exposure to an infectious disease, the health department and parents will be notified. We will follow all state and federal guidelines. If a child is not immunized they will be asked to remain at home until the outbreak is over.

## **Lockdown Procedure**

The staff were trained by the Piqua Police department to enforce RUN. HIDE. FIGHT. The staff will try their best to remove the children from the situation or hide, barricade the door, and fight off the intruder. Fighting off the intruder is the last resort! The children's safety is our main priority. In the event that any lockdown has happened the proper authorities and parents will be notified by phone. During the event of an outdoor threat, the staff will enforce RUN, HIDE, FIGHT or seek safety at the Upper Valley Career Center. The parents will be notified and can pick up from this location. Please be advised that lock down drills will take place quarterly.

## **Loss of Power, Water or Heat**

If the center loses power, water, or heat the center will be in contact with the campus Maintenance, Facilities Director and Supervisor, City of Piqua, Vectren, or the appropriate company to determine the length of time we will be without service/s. If the building is going to be without water for any significant amount of time, parents will be contacted immediately for pick up. If the building drops below 65 degrees or reaches higher than 85 degrees parents will be contacted through a phone call to pick up.

## **Emergencies and Natural Disasters**

For any children with disabilities, a child care staff member will assist them in finding shelter. The director, or person in charge, will check the classroom, closet and bathrooms. · In the event of severe weather including thunderstorms and tornadoes, the staff will be alerted to move the children to classroom 456. When the severe weather has subsided the staff and children will return to the classroom. · In the event of an earthquake, the staff will assist the children in taking shelter in classroom 456 under sturdy furniture. · In the event of severe weather, including but not limited to blizzards, ice storms, or flash flooding that would cause the center

to close for the day the parents would be notified via Class Dojo class website and WHIO. · If the center would close after opening, the parents would be called and time would be allotted for them to pick up their children.

### **Fire**

In the event of a fire emergency, the staff and children will follow the evacuation chart in each room. The teacher will take with them the classroom clipboard and all the medicine located in on top of the refrigerator. After exiting the building, all children and staff will on the basketball court located on the preschool playground. The teachers will account for all the children using the roll call sheet and doing a name to face count. The teacher will report to the nearest administrator.

### **Minor Medical Procedures**

In case of an illness or minor medical problem, the child will be isolated in the classroom (rocking chair or loft) and made comfortable. The director will call the parents to pick up their child. No child will be left unattended.

### **Medical or Dental Emergency**

In the event of a medical emergency, a staff member will stay with the child and summon help. Perform a quick assessment to determine if the child needs medical attention or basic first aid. The staff member responsible for the child will fill out an incident report. The parent will be notified. If the child needs to be transported to the hospital, a child care staff member will ride with the child in the ambulance. In the event of a dental emergency, staff will stay with the child and summon help. When able, consult the dental first aid chart. Follow instruction, notify the parent, and write an incident report.

### **Weather**

The Edison State Child Development Center will remain open in all weather situations to provide care for your child unless the campus is closed. If the campus closes due to weather, it will be posted on WHIO, Channel 7, Class Dojo and the Edison State Community College website at [www.Edison Stateohio.edu](http://www.Edison Stateohio.edu) . During a tornado warning all children will be taken to the classroom across the hall (room 456) until the warning is lifted. If a fire occurs the building will be evacuated and the parents will be contacted via phone call and Class Dojo once in a safe location.