



## COLLEGE OF SOUTHERN MARYLAND SUMMER CAMP/KIDS' COLLEGE REQUEST FOR ACCOMMODATIONS

The Summer Camp/Kids' College will comply with the Americans with Disabilities Act/ADAA and all applicable federal, state, or local laws in providing services to individuals with disabilities. Our goal is to meet the individual needs of the child within the structure of our program.

*"No otherwise qualified individual with a disability shall, solely by reason of his disability, be excluded from the participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." - Section 504 of the Rehabilitation Act of 1973*

### **General Information:**

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Student ID Number: \_\_\_\_\_ SSN: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

### **ADA Accommodations Plan for Summer/Teen Camp**

Disabilities: \_\_\_\_\_

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### **Discussion of Accommodation Requests For DSS ONLY:**

A meeting was held on \_\_\_\_\_ to discuss the accommodations request.  Documentation was appropriate

Documentation was inappropriate because: \_\_\_\_\_

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Accommodation(s) recommended and agreed upon by the individual were:

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Meeting attended by:

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**Appropriate Accommodations**

Accommodations/modifications agreed to:

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**Campus Attending:**  La Plata  Leonardtown  Prince Frederick  Waldorf  
 Hughesville  Other: \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# College of Southern Maryland Emergency Guidelines for Individuals with Disabilities

The safety of individuals with disabilities is a shared responsibility. CSM is committed to developing and implementing procedures to assist individuals with disabilities during an emergency. Likewise, individuals with disabilities should create a personal emergency plan which addresses their needs before and during an evacuation.

## **Development of a Personal Emergency Plan**

The development of a personal emergency plan should include the following steps:

### **Step 1: Register**

Students with disabilities who need assistance should register with the Disability Support Services (DSS) office on the campus they are attending.

### **Step 2: Develop Personal Evacuation Instructions**

Assistance required during an evacuation should be written down on a card and carried by the individual with disabilities at all times. The card should instruct others on the best ways to assist and the number of persons needed to help.

### **Step 3: Develop a "buddy system"**

Prepare for emergencies in advance by establishing a primary and an alternate "buddy" for each class or office location. A "buddy" could be a classmate, instructor, supervisor, or co-worker. An individual's personal evacuation instructions should be shared with their "buddies." A "Buddy" will assist individuals with disabilities to an evacuation assembly area outside the building or to a safer area within a building (e.g. stair landing, room away from imminent danger, another wing, opposite end of corridor). A second person should immediately notify emergency personnel where an individual is located. Police or Fire/Rescue personnel will decide if individuals are safe where they are or evacuate them as necessary. A "buddy" should stay with an individual until the emergency is over.

If an individual with a disability is alone during an emergency, they should contact the campus security office and provide their present location. The security office can be contacted by a cell phone, a campus emergency telephone, or an office telephone.

### **Step 4: Know Your Environment**

Become familiar with emergency exits, evacuation routes in campus buildings, and campus evacuation assembly areas. Elevators are not to be used as an emergency exit unless instructed by emergency personnel. Determine the building exit nearest your classroom or office. In the event that this exit is blocked, be familiar with alternate exits.

### **Step 5: Know Campus Telephone Numbers**

#### **Campus Safety and Security**

La Plata: 301-934-7888  
Leonardtown: 240-725-5333  
Prince Frederick: 443-550-6033

#### **Disability Support Services for Students**

La Plata: 301-934-7614  
Leonardtown: 240-725-5420  
Prince Frederick: 443-550-6009

### **Step 6: Register with Campus Facilities**

It is important for campus facilities to maintain a list of individuals with disabilities who may need assistance in case of an emergency. By registering, you may enable a more efficient response in the future. You can register by completing the attached form and return it to your campus's ADA coordinator.

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Disability \_\_\_\_\_

Special Needs in case of campus emergency:

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*Additional relevant info* (i.e. "I am involved in SGA and we sometimes meet on the second floor of the C building." or "I spend a lot of time studying in the library in the LR building.")

I, \_\_\_\_\_, have read and understand the College of Southern Maryland Emergency Guidelines for Individuals with Disabilities.

X \_\_\_\_\_  
Parent/Guardian Signature:

\_\_\_\_\_  
Date: