



Emergency Preparedness Checklist

Emergency preparedness can give you the skills to properly react to emergency situations so you can better protect yourself and assist others until responders arrive. Life-threatening emergencies can happen fast and you may be able to save a life by taking simple actions immediately. This checklist is designed to help you know what to do if an emergency happens. Fill it out and keep it near your desk or near your frequent workstations.

My Building Address: _____ **My Room Number:** _____

Searching for your building address? Go to csmd.edu/about/locations

Evacuate When an Emergency is Inside the Building

Find the two nearest emergency exits. Exit signs above doorways indicate the direction of exits.

Location #1: _____ #2: _____

Some emergency exits may have audible alarms. To stop the alarm, shut the door. If you need evacuation assistance, go to an enclosed stairwell. Request others notify first responders of your location.

Call or text 911 if you're in imminent danger. Even if you cannot exit the building, being within a stairwell may provide you with protection.



Seek Shelter – When an Emergency is Outside the Building

Find the two nearest locations appropriate to seek shelter. Ideal locations are on the lowest floors in interior rooms, hallways, or staircases, without windows.

Location #1: _____ #2: _____



Run, Hide, Fight/Avoid, Deny, Defend – From an Active Assailant

Find the two nearest **lockable rooms** to hide from an active assailant. Ideal locations are rooms with locks and minimal windows.

Location #1: _____ #2: _____

Consider objects in your space that you could use to defend against an attacker. For active assailant training, go to: <https://youtu.be/TeOdxKozra0>





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Emergency Equipment – To Provide Aid Before First Responders Arrive

- Find the nearest **automated external defibrillator (AED)** located at _____
- Find the nearest **Stop the Bleed kit** located at _____
Kits are commonly co-located with AEDs.
- Find the nearest **fire extinguisher** located at _____

Important Numbers To Call for Assistance

911 Call For Emergency Medical, Fire, or Police

988 Suicide and Crisis Lifeline



Remember For Non-Emergency Assistance Call

CSM Public Safety and Preparedness for non-life-threatening situations:

- La Plata Campus
301-934-7888 | On Campus, ext. 7888
- Leonardtown Campus
240-725-5333 | On Campus, ext. 5333
- Prince Frederick Campus
443-550-6033 | On Campus, ext. 6033
- Regional Hughesville Campus
301-539-4898 | On Campus, ext. 4898

- Facilities Management
301-934-7734
To report maintenance concerns.
- Student Counseling Services
301-934-7577 or 240-725-5328
Counseling is free of charge and confidential.
- Employee Assistance Program
1-877-252-8550
The EAP is a free benefit for CSM employees.

CSM.txt Alert Service

- Make sure your information is up-to-date and add your cellphone to receive alerts via text message. This service will send you instant alerts including up-to-date information on emergencies and campus closings.

[Go to csmd.edu/ready/csmtxt](http://csmd.edu/ready/csmtxt)

