



# Occupant Emergency Plan

## Hazard-Specific Protective Actions

### Download the CSM Safe App

The **CSM Safe App** is designed to help public safety minimize response times during both emergency and routine security/safety situations.



### CSM.TXT Alert Service

Text **CSMSAFE** to **79516** to subscribe and receive instant alerts and time-sensitive messages. Unsubscribe at anytime by texting **STOP** to **79516**.

#### FIRE EMERGENCY

- Activate nearest fire alarm pull station and call 911.
- Evacuate using the nearest emergency exit.

#### MEDICAL EMERGENCY

- Call 911 and provide location and patient condition information.
- Send someone to the building entrance to assist emergency responders in locating the person(s).
- Provide first aid and/or CPR.

#### HAZARDOUS MATERIALS RELEASE

- Isolate the spill by closing doors.
- Move to a safe location.
- If there is a risk of fire or explosion, activate the nearest fire alarm pull station and evacuate.
- For non-emergency/non-life-threatening spills, call CSM Public Safety.

#### TORNADO

- Avoid windows or wide-open spaces, such as auditoriums.
- Move to an interior hallway, ideally on the lowest level.
- Take shelter under a sturdy table or desk.
- Cover head with arms.

#### EARTHQUAKE

- During an earthquake, drop down, take cover under a desk or table, and hold on.
- If you are in a damaged building at the end of an earthquake, evacuate immediately.
- After an earthquake, do not re-enter a damaged building.
- Expect aftershocks. Some may be large enough to do additional damage to weakened structures.

#### DEMONSTRATION/CIVIL DISORDER

- If inside: If possible, move to an interior room with a lockable door.
- If outside: Avoid large groups of people and/or demonstrations, don't seek refuge in places likely to be looted, seek safe shelter immediately.

#### ACTIVE SHOOTER/VIOLENT INCIDENT

- Quickly evacuate the premises if safe to do so.
- If evacuation is not possible, quickly proceed to a room that can be locked.
- Turn off lights, close blinds, silence cellphone, keep out of sight, await instructions from authorities.
- Do not activate the fire alarm! Call 911.
- As a last resort, and only when your life is in imminent danger, fight back. Act with physical aggression and throw items at the assailant.

#### SUSPICIOUS PACKAGE

- Do not handle the package.
- Alert others nearby.
- Evacuate the area and isolate the package by closing doors.
- Call 911.

#### BOMB THREAT

- If you take the call, remain calm and obtain as much information as possible.
- Immediately notify another staff person in the office, preferably while the caller is still on the line.
- Document all that you know and hear.
- Call 911 and do not evacuate unless instructed to do so by law enforcement.

#### GENERAL SAFETY/EVACUATION

- Evacuate using the nearest emergency exit.
- Do not use elevators.
- Individuals requiring evacuation assistance should go to the nearest emergency exit and request assistance from others in evacuating, ask others to report their location to first responders, and call 911 if in imminent danger.
- If unable to evacuate, seek shelter within a protected stairwell.
- Do not re-enter the building until the official "all clear" is given by emergency responders.

#### UTILITY OUTAGE/FLOODING

- Report the outage/flooding to CSM Public Safety.

**For Emergency Assistance  
First Call 911 Then Call Public Safety**

La Plata Campus  
301-934-7888  
or ext. 7909

Leonardtown Campus  
240-725-5333  
or ext. 5333

Prince Frederick  
Campus  
443-550-6033  
or ext. 6033

Regional Hughesville  
Campus  
301-539-4898  
or ext. 4898