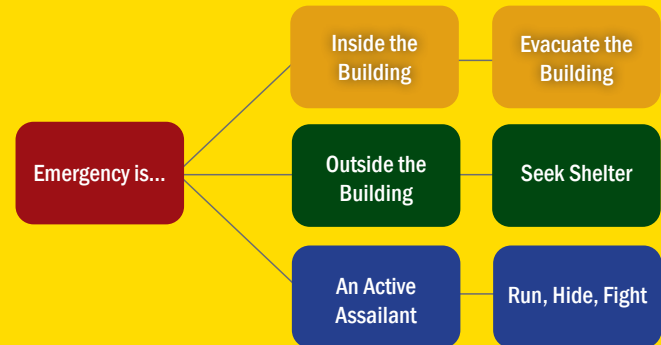




OCCUPANT EMERGENCY PLAN

When an emergency happens, the action you take will either be to Evacuate, Seek Shelter, or Run, Hide, Fight.



EVACUATION

Using the nearest safe exit, leave the building. Use enclosed stairwells, not elevators or open stairs (e.g., those found in some building lobbies). Encourage others to evacuate as you leave, but don't delay your own evacuation. If an individual asks you to help them evacuate, please do so if you feel comfortable; otherwise report their exact location to first responders.

If you need help evacuating, go to the nearest enclosed stairwell.

- If you are not in imminent danger, do not block others from using the stairs.
- Ask others to notify first responders of your location (floor/stairwell).
- If in imminent danger, call 911. Ask others to help you exit the building.
- Even if you cannot leave, enclosed stairwells provide some protection.

SEEK SHELTER

Limits your exposure to emergencies outside your building.

- Go inside if you are outside.
- Find a safe location for the type of emergency (see CSMReady for incident-specific information).

RUN, HIDE, FIGHT

Act quickly if it appears there is an active assailant.

- Run away to avoid the attacker if it is safe to do so.
- Hide if escape is not possible. Lock and barricade doors. Avoid windows. Silence phones. Turn off lights.
- Fight to defend yourself if your life is in imminent danger.

**FOR EMERGENCY ASSISTANCE FIRST CALL 911
THEN CALL PUBLIC SAFETY**

- **La Plata Campus**
301-934-7888
or ext. 7909
- **Prince Frederick Campus**
443-550-6033
or ext. 6033
- **Leonardtwn Campus**
240-725-5333
or ext. 5333
- **Regional Hughesville Campus**
301-539-4898
or ext. 4898

CSM college of
southern maryland
www.csmd.edu/Ready

HAZARD-SPECIFIC PROTECTIVE ACTIONS

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.

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