



## 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

If you would like to request this form in an alternative format or, please contact Disability Support Services at 301-934-7614 or via email

**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.

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

X \_\_\_\_\_  
Signed:

Date:

**Campus Emergency Response Registration for Individuals with Disabilities**

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.")

**For DSS use only:**

A meeting was held on \_\_\_\_\_ and attended by:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

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