

COLLEGE OF SOUTHERN MARYLAND

Occupant Emergency Plan

8/8/2016

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College of Southern Maryland Occupant Emergency Plan (OEP)

Section 1. Introduction

The purpose of the Occupant Emergency Program is to establish an Occupant Emergency Plan (OEP), supported by an Occupant Emergency Organization (OEO). Together, the OEP and OEO provide for effective emergency response.

The College of Southern Maryland Occupant Emergency Plan (OEP) addresses immediate and short-term response to emergencies and disasters caused by a wide range of threats and hazards, including natural disasters, human-caused technological hazards, terrorist events, and general medical emergencies. The plan allows building occupants to better prepare for, respond to, and recover from disasters caused by this wide range of hazards.

The Occupant Emergency Plan serves to:

1. Provide for the safety and security of buildings occupants;
2. Establish an effective, coordinated response to events affecting each of the campuses and their buildings; and
3. Minimize the consequences of disasters and emergency events.

The Occupant Emergency Plan applies to all occupants of any of the buildings associated with the College of Southern Maryland, including all employees, students, contractors, and visitors.

The volunteer Occupant Emergency Organization (OEO) members support the plan and facilitate protective actions during an emergency. The OEO is comprised of the Incident Command Team, Faculty (in the classroom), and Emergency Action Coordinators/Special Needs Assistants.

- Incident Command Team
- Emergency Action Coordinators/Special Needs Assistants
- Faculty (in the classroom)

During an emergency, the Incident Commander will establish an Incident Command Post within the vicinity of the emergency.

There are two basic protective actions that occupants may be asked to take during an emergency: (1) evacuation or, (2) shelter-in-place/lockdown. While most incidents require one of these two basic protective actions, specific emergency procedures and OEO responsibilities differ by incident type. The Occupant Emergency Plan details what specific protective actions are appropriate in different types of incidents.

The Occupant Emergency Plan (OEP) includes emergency procedures and instructions to be followed by College of Southern Maryland employees, contractors, students and visitors occupying any of the buildings associated with the College of Southern Maryland. The plan was established utilizing the College of Southern Maryland Incident Manual and Emergency Operations Plan.

Applicability and Scope

The Occupant Emergency Plan applies to all occupants of any of the buildings associated with the College of Southern Maryland, including all employees, students, contractors, and visitors. The plan takes effect in any disaster or emergency affecting the safety or security of occupants in any of the college's campuses and facilities.

Planning Considerations and Assumptions

The Occupant Emergency Plan addresses immediate and short-term responses to emergencies and disasters affecting the college. It does not address recovery, reconstitution, or long term continuity of operations. For these planning elements, refer to the Emergency Operations Plan and Incident Manual.

Planned Campus Events

Planned events on the grounds or within the facilities of the College of Southern Maryland will be subject to the emergencies procedures outlined in this Occupant Emergency Plan. Those entities, either internal or external to the college, planning an event on any campus property, will be referred to these guidelines for responding to incidents that arise during the event. Planners of events will be referred to this document to be reviewed prior to any scheduled event. Any questions regarding any of the listed emergency protocols should be directed to the Executive Director of Public Safety and Preparedness at 301-539-4753.

Section 2. Emergency Communications

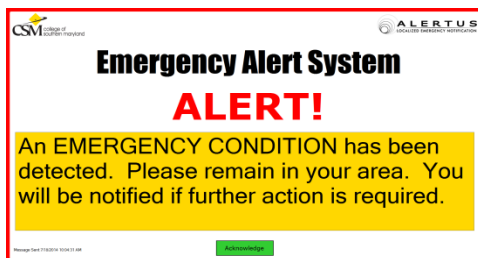
Methods of Public Information and Warning

The College of Southern Maryland maintains the following systems for public information and warning:

- **Public Address System:** A system that uses speakers on campus to deliver audible, spoken messages. These messages can also be pre-recorded for playback during emergencies.
- **Mass email:** The CSM email system reaches current students, staff and faculty. In general, as with any email system, email delivery times can be inconsistent when large numbers of emails are sent simultaneously. The use of email during an emergency is an important secondary warning tool—especially for individuals that are not on the campus—however, the use of email as a primary method of public warning during an emergency is not appropriate.
- **Website Update:** The CSM website (www.csmd.edu) is an important information resource for students, faculty, staff, parents, alumni, and other members of the College community. The website should be considered as an official means of public information distribution during an emergency that affects College operations. However, similar to mass email, it is not appropriate to use the CSM website as a primary method of public warning during an emergency. Media outlets, parents and other College community members will likely review the College of Southern Maryland website during an emergency and utilize information found on the website (in some cases taken out of context or used in unintended ways) in order to draw conclusions about incident emergency management policies at CSM.
- **CSM .TXT:** CSM TXT is CSM’s alert service provided through e2Campus. This service will send instant alerts and time-sensitive messages, including up-to-date information on emergencies and campus closings.

Messages can be sent to your cell phone via text message, or to your email account. Registration is free; all cell phone text messages fees will apply. Contact your service provider for more information.

- **Alertus Desk Top:** Desk top alert allows CSM to send emergency messages to every college computer in an emergency.



CSM.TXT

Credit Students and Continuing Education Students

Credit students and Continuing Education Students are automatically opted-in to receive CSM.TXT if they have taken or registered for a class within the past two years.

Unsubscribe at anytime by texting **STOP** to **79516**. If you decide to opt-out and then wish to opt-in again simply text **READY** to **79516**.

Faculty and Staff

Faculty and staff are automatically opted-in to receive CSM.TXT. Unsubscribe at anytime by texting **STOP** to **79516**. If you decide to opt-out and then wish to opt-in again simply text **READY** to **79516**.

Not a Student Staff or Faculty member, but are somehow affiliated with the college and wish to receive emergency messages?

Register Now!

It's simple! Text **READY** to **79516** to subscribe.

Unsubscribe at anytime by texting **STOP** to **79516**

Section 3. Concept of Operations

Occupant Emergency Organization (OEO)

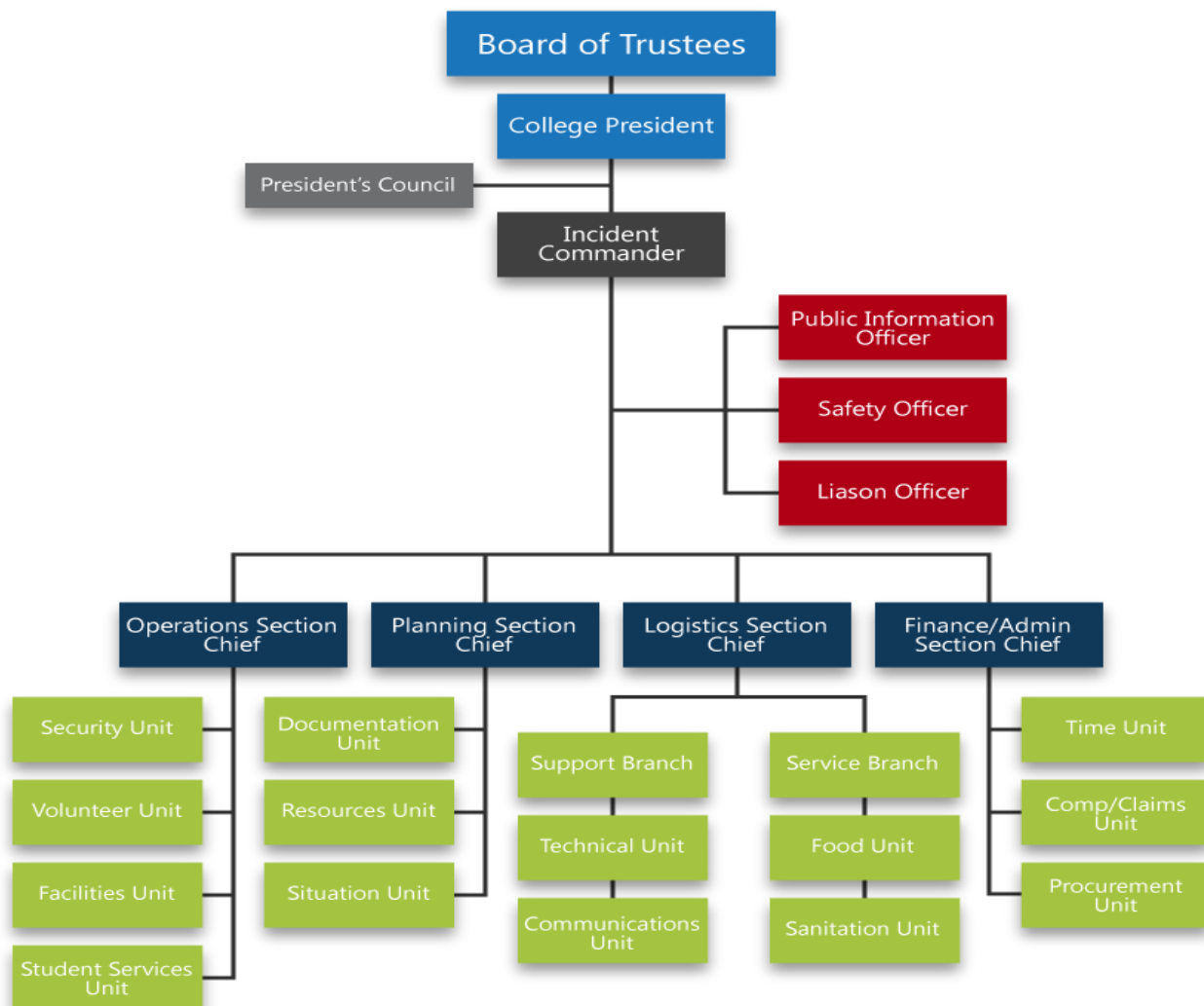
Overview

The Occupant Emergency Organization (OEO) is a voluntary group of employees who carry out emergency procedures and protective actions. The OEO is comprised of the, Incident Command Team, Emergency Action Coordinators/Special Need Assistants and Faculty (in the classroom).

The following subsection describes the Incident Command System, Faculty and Emergency Action Coordinators/Special Needs Assistants roles and responsibilities in preparing for and responding to an emergency affecting the college.

Incident Command System

Since the ICS is designed to be flexible and scalable for all types of incidents and events, all the staff listed below may not be required at each deployment. However, in the interest of developing a comprehensive Emergency Operations Plan, all the ICS positions and descriptions are provided below.

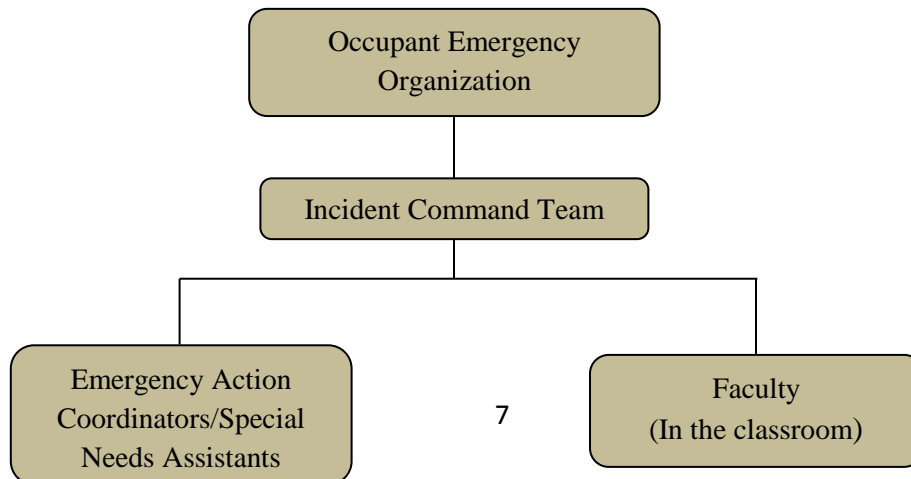


- **Incident Commander:** The individual responsible for overall management of the incident.
- **Command Staff:** The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. They report to the Incident Commander. They may also have assistants as needed.
- **General Staff:** The group of incident management personnel reporting to the Incident Commander. They may have one or more Deputies, as needed. The General Staff consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.
- **Section:** The organizational level with responsibility for a major functional area of the incident, e.g., Operations, Planning, Logistics,, Finance/Administration.
- **Chief:** The ICS title for individuals responsible for functional Sections: Operations, Planning, Logistics, and Finance/Administration.
- **Branch:** The organizational level having functional or geographic responsibility for major parts of the Operations or Logistics functions.
- **Supervisor:** The ICS title for individuals responsible for a Division or group.
- **Task Force:** A combination of single resources assembled for a particular tactical need with common communications and a leader.
- **Unit:** The organizational element having functional responsibility for a specific incident Planning, Logistics, or Finance/Administration activity.
- **Resources:** Personnel and equipment available, or potentially available, for assignment to incidents. Resources are described by kind and type and may be used in tactical, support, or overhead capacities at an incident.

Occupant Emergency Organization

During the initial phase of an incident, a determination will be made regarding the level of deployment of the Incident Command Team. During every incident The College of Southern Maryland relies on those employees (OEO) within the facilities and buildings of the College to assist in the in the two basic protective actions; evacuation, and shelter-in-place/lockdown. The Occupant Emergency Organization relies on the following positions within the confines of the College buildings and campuses:

- Emergency Action Coordinators/Special needs Assistants.
- Faculty (in the classroom).



Emergency Action coordinators/Special Needs Assistants

Each campus will maintain an up to date Occupant Emergency Organization (OEO). The OEO consists of College of Southern Maryland personnel who, on a voluntary basis, will assist in the two protective actions; evacuation and Shelter-in-place/lockdown. The Emergency Action Coordinator/Special Needs Assistants will be familiar with the Occupant Emergency Plan and the various protocols established for particular emergency procedures. The Emergency Action Coordinator/Special Needs Assistants will work in coordination with the Faculty (in the classroom) to coordinate an orderly and safe evacuation and/or shelter-in-place/lockdown. They will also be furnished with a list of self-identified special needs persons.

Faculty (in the classroom)

During a critical incident, it is natural for students in the classroom to turn to faculty for instruction and direction during an emergency. Faculty (in the classroom) will be familiar with the Occupant Emergency Plan and the various protocols for particular emergency procedures. Faculty will work in coordination with the Emergency Action Coordinators/Special Needs Assistants to coordinate an orderly and safe evacuation and/or shelter-in-place/lockdown. Faculty (in the classroom) will also pay particular attention to those within their class that may require special assistance (special needs).

Roles and Responsibilities

Emergency Action Coordinators/Special Needs Assistants

Evacuation

Once you have been notified of an emergency or become aware of an emergency requiring an evacuation, Emergency Action Coordinators/Special Needs Assistants will take the following action:

- Proceed to a central location on your floor where you can communicate the evacuation order and appropriate rally point information.
- Encourage people to remain calm but move quickly to the evacuation routes (closest stairwell or exit door).
- Discourage those who are able to take the stairs from using the elevators.
- Encourage people to stay to the right of the stairwell to allow any fire and emergency personnel to ascend the stairwell.
- Communicate with any other Staff or faculty the appropriate protective action; evacuation, or shelter-in-place/lockdown.
- Attempt to locate any person(s) requiring special needs assistance and enlist the help of others to assist them in evacuating to the appropriate rally point.
- Take a quick look around classroom/office space and take note of anyone who will not or cannot evacuate and their location.
- Evacuate to the appropriate rally point and pass on any pertinent information to first responders/public safety about anyone remaining in the building and location.
- Wait for instructions from public safety or the “all clear”, prior to reentering the building.

Emergency Action Coordinators/Special Needs Assistants

Shelter-in-Place/Lockdown

Once you have been notified or become aware of an emergency situation requiring a shelter-in-place/lockdown, Emergency Action Coordinators/Special Needs Assistants will take the following action:

- If time permits, proceed to a central location on your floor and communicate the shelter-in-place/lockdown response to those around you. Pay particular attention to those special needs person(s) who may need assistance. Enlist the support of others to assist those special needs person(s) to shelter-in-place/lockdown locations.
- Encourage others to move to a secure and locking office or classroom and lock the door and then move to a locking classroom or office.
- Contact 911 or public safety as soon as it is safe to do so and advise them of your location, a description of any suspects (if known) and how many people that are at your specific location.
- Wait for further instructions from first responders or Public Safety.
- In the event of an active shooter or workplace violence, encourage those around you to follow the lockdown protocols for active shooter.
- When you are given further instructions to evacuate, follow the instructions for evacuation.
- Once you have assisted with the evacuation, move to the designated rally point and make contact with first responders and/or public safety personnel.

Faculty (in the classroom)

Evacuation

Once you have been notified of an emergency or become aware of an emergency requiring an evacuation, Faculty (in the classroom), will take the following action.

- Make an announcement to the students of the need to evacuate.
- Encourage all students to remain calm but move quickly to evacuation routes (closest stairwell or exit door).
- Pay particular attention to any student requiring special needs assistance.
- Enlist the assistance of others to help those requiring special needs assistance to evacuate.
- Discourage those who are able to take the stairs from using the elevators.
- Encourage students using the stairwells to stay to the right to allow any fire and emergency personnel to ascend the stairwell.
- Once outside of the building assist others with moving away from the building to the appropriate rally point.

Faculty (in the classroom)

Shelter-in-place

Once you have been notified or become aware of an emergency situation requiring a shelter-in-place/lockdown, faculty (in the classroom) will take the following action:

- Make an announcement to the class of the need to shelter-in-place/lockdown, depending on the nature of the emergency.
- Encourage students to remain calm and discourage anybody from evacuating prematurely.
- In the case of an act of workplace violence or active shooter implement shelter-in-place/ Lockdown procedures.
- Await further instructions from Public Safety, Emergency Action Coordinators and first responders.
- Once you are given evacuation instructions, follow the evacuation procedures and guide students to the appropriate rally point.

Off-Campus Assistance and Mutual Aid

Mutual aid is a common framework between agencies, organizations, and jurisdictions and provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate short-term deployment of emergency support prior to, during, and after an incident. The College of Southern Maryland maintains a cooperative relationship with Local and State emergency first responders and emergency services.

Area Partners

County

- County Sheriff's Departments/Offices
- County Fire Department and Emergency Medical Services

State

- Maryland Emergency Management Agency (MEMA)
- Maryland State Police

Section 4. Emergency Procedures by Incident Type

General Emergency Guidelines

This section contains procedures and instructions for different types of emergencies that could affect the Campuses of the College of Southern Maryland. This section is arranged by type of incident.

In general, before taking protective action during an emergency, and if time permits occupants should:

- Secure valuables.
- Place exposed records in cabinets or desk drawers.
- Log off or lock desk top computer.

In the event of most security-related threats, including a criminal threat, intruder, or suspicious package, call 911, and then contact your Public Safety Department if time permits.

Basic Medical Emergency (First Aid or CPR)

Your actions during the first minutes following the onset of a medical emergency can save lives. In the event of a basic medical emergency requiring first aid and/or CPR, occupants should:

1. Stay calm.
2. Check if the victim is breathing.
3. Check if the victim has a pulse.
4. If there is no pulse, activate the Emergency Medical System (EMS) by calling 911, and then contact the College Public Safety Department if time permits.
5. If trained, render appropriate first aid and/or CPR. If you are trained to use an AED, send someone to retrieve it while you continue CPR
6. If you are not trained for CPR or AED, obtain assistance from someone who can provide care. Do not exceed your level of training.
7. Limit direct exposure to body fluids from the victim. If possible use gloves if the victim is bleeding. Apply direct pressure and elevation to stop persistent bleeding.
8. Do not move the victim unless absolutely necessary.
9. Check the victim for emergency medical ID tags and/or medications. When first responders arrive, inform them of what you found.
10. Stay with the victim until help arrives.

In the event of a widespread medical emergency involving multiple injured victims, OEO members should verify notification of emergency response personnel and Public Safety who will activate the Incident Command System as necessary, and then report to the appropriate contact.

Fire and Hazardous Materials Emergencies

In the event of a fire, smoke or hazardous materials emergencies within a campus building, it is necessary and safest for occupants to evacuate.

A fire or hazardous materials emergency exists whenever:

- A building fire evacuation alarm is sounding.
- An uncontrolled fire or imminent fire hazard occurs in any building, or any of the campuses.
- There is the presence of smoke, or the odor of burning.
- There is abnormal spontaneous or abnormal heating of any material.
- There is an uncontrolled release of combustible or toxic gas or other hazardous material, or a flammable liquid spill.

Call 911 and alert the fire department then:

1. Activate the nearest fire alarm pull station (if the alarm has not yet sounded).
2. Close office doors.
3. Be prepared to follow instructions of designated OEO members.
4. Immediately evacuate the building using the nearest safe exit as soon as possible, unless assisting others.
5. If there is smoke, stay low to the floor and move to a safe area. Smoke will rise towards the ceiling.
6. Feel closed doors for heat before opening them. It is best to use the back of your hand. If the door is hot, the fire may be on the other side of the closed door, take another escape route if it exists. If not open the door carefully to see if escape is possible.
7. If escape is not possible, put signs in the windows and, if available use phones to alert first responders to your need for rescue.
8. When using stairwells, keep to the right to allow rescue personnel to ascend the stairs while you are evacuating.
9. Once out of the building proceed to the appropriate rally point, far enough away from the building so as not to interfere with fire rescue personnel.

People needing rescue assistance should alert Emergency Action Coordinators/Special Needs Assistants, Faculty (in the classroom), or other OEO members and Public Safety.

A member of the Incident Command Team or OEO should position themselves where they can direct the fire department to the correct location of the fire/smoke after they have evacuated.

Note: Silencing of the fire alarm does not indicate “all clear.” Once the alarm sounds, all occupants must evacuate the building, even if the alarm is silenced.

Radiological or Hazardous Materials Incident Outside of Campus or Building

If a radiological or hazardous material (HAZMAT) incident occurs in proximity to any College of Southern Maryland facility, occupants will be directed to shelter-in-place until it is safe to exit the building.

Bomb Threat or Suspicious Object

If you receive a telephone call concerning a bomb threat to any location within the College of Southern Maryland, try to keep the caller on the line to obtain as much information as possible from the Bomb Threat Information Checklist. After the caller hangs up, call the college Public Safety Department to relay the information. Individuals receiving a bomb threat will attempt to obtain the following information:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of a bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

You are also asked to take notes on the following items:

1. Exact wording of the threat.
2. Sex of caller.
3. Approximate age of caller.
4. Length of call.
5. Any distinguishing characteristics of the caller's voice/speech.
6. Any background noises.

The decision to evacuate will be made by the Incident Commander, Public Safety and first responders. Wait until you are instructed to evacuate. Premature evacuation could be unsafe. The decision to evacuate will be made with consideration given to a variety of factors, such as:

- Recommendation of Incident Commander.
- Credibility of threat.
- Recent history of bomb threats.
- General Public Safety matters.

After receiving orders to evacuate, the last employee to leave the work area should leave the door open and:

- Secure sensitive work materials.
- Evacuate the building using the nearest safe exit as soon as possible, unless assisting others.
- Do not touch any suspicious object. If a suspicious object is found, notify college Public Safety immediately.
- Do not turn on or operate any cellular telephone or other communication device.
- Do not pull the fire alarm unless instructed to do so by arriving first responders.
- Proceed to a safe location far enough away from the building so as not to interfere with responding emergency personnel.

Utility Outages

The college has developed and maintains emergency actions plans in the event of utility outages. These plans and procedures are designed to address utility failures involving the loss of electrical power, gas, potable water, and loss of communications. The plans include preparation for meeting any serious shortage or complete failure of utilities. **The college and its facilities do not automatically close during utility disruptions.** Closures are based on many factors, including the anticipated length of the disruption, any apparent jeopardy to health or safety, the day and time of the disruption.

A. Reporting Procedures

In the event of utility failure individuals should contact:

- The Facilities Department at (301) 934-7734
- Call the Public Safety and Preparedness Department for your campus.

B. Notification Procedures for Campus and Students

The Executive Director of Physical Plant has overall authority and responsibility for response and control in situations of utility outage. Upon assessment of the outage, the Executive Director of Physical Plant or his/her designee will immediately contact the Executive Director of Public Safety and Preparedness. The Executive Director of Public Safety and Preparedness will contact the president with an assessment of the outage.

In the event of utility outage with associated emergency communication needs of closures or delays as a result of the outage, the Director of Public Safety and Preparedness or his/her designee will immediately contact the college's Executive Director of Community Relations/Public Information Officer for messaging on the CSM Ready pages, E2Campus, the closing hotline and other social media:

Additionally the Director of Public Safety and Preparedness or his/her designee will immediately contact the College Public Safety and Preparedness Department at: La Plata Campus (301) 934-5362, Leonardtown Campus (240) 725-5333, or the Prince Frederick Campus (443) 550-6033.

The College Public Safety and Preparedness Department shall follow these procedures:

- The Public Safety Coordinator will determine what personnel are needed upon receipt of reports of utility outage.
- The Executive Director of Public Safety and Preparedness will determine if additional personnel are necessary. The Emergency Action Coordinator will assist in the evacuation of buildings, if necessary.

C. Notification Procedures for Other Agencies

The Executive Director of Public Safety shall be responsible for contacting the following as needed:

- La Plata Fire Department (301) 934-9201
- Leonardtown Fire Department (301) 475-8996
- Prince Frederick Fire Department (410) 535-9875

D. Guidelines for Protection/Minimization of Impact

During a utility outage, the responding Physical Plant personnel should attempt to locate the source of the outage and mitigate any potential for further disruption of utility service to the college. The Public Safety Department will assist with traffic control and the securing the area for responding utility repair crews. If the source of the outage has been located and identified emergency shut off procedures will be enacted when it is safe to do so.

In any situation, Public Safety will evaluate the scene and secure the area if any injuries or damage has occurred. The Executive Director of Public Safety and Preparedness shall be notified of all damage, incidents or problems.

E. Individual and Group Safety Information

The following are safety suggestions in dealing with a utility outage:

- All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.
- Assist the disabled in exiting the building. Remember that elevators are reserved for those with disabilities. Do not use elevators in case of fire.
- Know the best evacuation routes for the physically disabled. The following are suggestions to minimize risks to life, injuries and damage if a fire occurs:
- Once outside, move to a clear area at least 500 feet from affected buildings. Keep walkways, fire lanes and hydrants clear for emergency crews.
- Do not return to an evacuated building affected by utility loss until told to do so by appropriate college official.
- Electrical/Light Failure- Emergency lighting systems should provide sufficient illumination to exit buildings in an orderly manner.
- Elevator Failure- If you are trapped in an elevator, use the emergency phone to directly notify the Public Safety Department.
- Plumbing Failure/Flooding-Cease using all electrical equipment. Notify the Public Safety Department and if necessary, vacate the area.
- Gas leak- Cease all operations. Do not switch on/off lights or any electrical equipment. Remember electrical arcing can cause explosion. Notify the Public Safety Department from a phone away from the gas leak area.

Explosion

If you discover or know of an explosion affecting a building on any campus for the College of Southern Maryland, call 911 and then the College Public Safety Department.

Wait until you are instructed to evacuate. Engaging in premature evacuation could be unsafe. For your safety and the safety of others, wait for an official order to evacuate.

After receiving orders to evacuate the building, the last employee to leave the work area should leave the door open.

- Evacuate the building using the nearest safe exit as soon as possible, unless assisting others.
- Proceed to an area a safe distance away from the building so as not to interfere or hinder responding emergency rescue operations.

Demonstration or Civil Disorder

Whenever you observe or become aware of civil disturbance forming in or around the College, call the Public Safety Department, do not assume that others will call first. In addition we also request that you do the following.

- Stay in your immediate area and do not attempt to go to the scene of a civil disturbance or demonstration.
- Avoid any interaction with demonstrators. Do not attempt to antagonize the demonstrators.
- If necessary, the public address system and e2campus alert system will be used to notify occupants when it is safe to leave and the safest and most expedient routes out of the building/campus.
- Follow any instructions from Public Safety, Police authorities or OEO members.

Workplace Violence

Violent incidents, including assaults, incidents of workplace violence, and acts of terrorism, can occur at any time with little or no warning. For incidents of an emergency nature:

1. Call 911 and if time permits call the college Public Safety Department.
2. Make an attempt to secure yourself in a safe location, preferably behind a locked classroom or office door.
3. Await instructions from OEO members, Public safety and local police.

Personnel should be aware of the following indicators that an individual may become violent:

- Increasing belligerence.
- Ominous, specific threats.
- Direct threats or suggestions of violence.
- Possession of weapons of any kind on any College of Southern Maryland property.
- Preoccupation with violent themes.
- Hypersensitivity to criticism.
- Outbursts of anger.
- Noticeable change in behavior.
- Homicidal/suicidal comments or threats.

It is important to note that in the great majority of cases, a threat will not lead to a violent act. The threat itself, however, damages workplace safety and requires a response.

If you notice a coworker, student or anyone else exhibit one or more of the aforementioned indicators:

- Leave the area or make sure there is space or a piece of furniture between you and the individual.
- If you feel there is an immediate threat, call 911 and the college Public Safety Department.

Unusual, Disturbing or Suspicious Behavior

The College of Southern Maryland is concerned about the safety, health, and well-being of our students, faculty, staff and visitors. It is very important that everyone report Student Code of Conduct violations or concerning student behavior to ensure both campus safety and that those students in distress are given proper help and resources. The [Student Behavior Incident Report Form](#) was created to easily report these behaviors. This online form should be used to report General Student Behavior Concerns, suspected violations of the Student Code of Conduct, or suspected violations of the college's Standards for Academic Integrity.

Faculty, staff or students who have a concern about a student should report that concern by filling out and submitting the [Student Behavior Incident Report Form](#) or by calling the office of the Vice President of Student Instructional Support Services at 301-934-7509. The Student Behavioral Incident Report Form can also be accessed at <http://www.csmd.edu/BRT>. Serious life and safety concerns should be immediately reported by calling 911 or by contacting the Public Safety and Preparedness Office at the following appropriate campuses:

| | |
|--------------------------------|---------------------|
| La Plata Campus | 301-934-7888 |
| Prince Frederick Campus | 443-550-6033 |
| Leonardtwn Campus | 240-725-5333 |

College life is stressful at times for all students, but today, many students are juggling additional burdens with fewer supports. You may be the first person to recognize a student in distress.

How do I recognize a student in distress?

- Obvious changes in mood or behavior.
- Tearfulness, depressed mood.
- Threatening behavior and/or stalking.
- Extreme restlessness, agitation.
- Change in grades, class attendance, work habits.
- Obvious anxiety, panic or avoidance behavior.
- Coming to class drunk, high or hung over.
- Direct or indirect expressions of hopelessness/suicidal thoughts.
- Disturbing material submitted in class work, papers, and exams.
- Evidence of self-inflicted harm: scars, cuts, burns, etc.
- Poor hygiene/inappropriate clothing.
- Bizarre or unusual behavior or speech.
- Significant weight changes.
- Irritability, outbursts or disruptive behavior.

How do I access the Student Behavioral Incident Report Form?

The Student Behavioral Incident Report Form can be accessed using the following link:

<https://publicdocs.maxient.com/incidentreport.php?CollegeofSouthernMD>

If you need additional assistance accessing this form please contact the Vice President of Student Instructional Support Services at 301-934-7509.

Active Shooter

If an active shooter is outside your building:

1. Proceed to a room that can be locked, shut off lights and lock all windows and stay out of sight (lockdown).
2. One person in the room should call 911.
3. Do not leave until given instructions to do so by a police officer or the Department of Public Safety.

If an active shooter is in the same building as you:

1. If you can evacuate the building safely do so.
2. If the room that you are in can be locked, follow the same procedures listed above.
3. If your room cannot be locked, determine if there is a nearby location that can be reached safely and then secured or, if you can, safely exit the building.
4. If you decide to move from your current location be sure to follow the instructions outlined in the next paragraph.

If an active shooter enters your office or classroom:

1. Dial 911 if possible and give your location. If you cannot speak leave the telephone line open, so the police can listen to what is taking place.
2. If you cannot escape, attempt to negotiate with the shooter. As a last resort attempt to overpower the shooter with force.
3. If the shooter leaves the area, proceed immediately to a safer place and call 911 and provide information to the police.

General Quick Response Guide

- Lock and barricade doors
- Turn off lights
- Close blinds
- Silence cell phones
- Block windows
- Turn off radios and computer monitors
- Keep occupants calm, quiet and out of sight
- Keep yourself out of sight and take adequate cover, i.e.; concrete walls, thick desks, filing cabinets (cover may protect you from bullets)

Hostage Situation

If you observe a hostage situation, the following are suggested actions:

- Leave the immediate area without causing suspicion.
- Proceed to a safe area and notify the authorities (911).
- Inform the authorities of the location of the hostage situation, who was taken as hostage(s), the number of captors, and whether the captors are armed.
- Provide your name, location, and telephone number.
- If you are unable to leave the area, stay calm and avoid discussing the situation with anyone else, if possible, until the proper authorities arrive.
- Whenever possible, leave negotiations with the captor(s) to trained negotiators.
- Anyone who has established communication and rapport with the captor(s) must stand by and brief the trained negotiators upon their arrival. Continue to stand by in the event that additional assistance is required with negotiators.

If you are taken hostage, the following are suggested actions:

- Remain calm, be polite, and cooperate with your captors.
- Do not attempt escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
- Speak normally. Do not complain, avoid being belligerent, and comply with all orders.
- Avoid drawing attention by making sudden movements, statements, or hostile looks.
- Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later.
- Avoid getting into political or ideological discussions with the captors.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
- If forced to present captors demands to authorities, either in writing or on tape, state clearly that the demands are from your captors.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

During a rescue operation:

- Do not run. Drop to the floor and remain still. Make no sudden movements.
- Wait for instructions and obey all instructions you are given.
- Do not be upset, resist, or argue if a rescuer is uncertain whether you are a captor or hostage.
- Even if you are handcuffed and searched, do not resist. Wait for the confusion to clear.
- You will be taken to a safe area, where proper identification will be determined.

Hurricanes, Severe Thunderstorms, and Tornadoes

If you are asked to take protective action due to severe weather (Hurricanes, Tornadoes, and Thunderstorms) or some other type of natural disaster, follow the directions of OEO members, Stay indoors.

1. Move to the center of an interior room or shelter in place as directed.
2. If you are close enough and have time, move to a stairwell.
3. Keep doors and windows closed.
4. Stay away from windows and exterior doors.
5. Avoid staying in open hallways.

Earthquakes

In the event of an Earthquake do not immediately evacuate your building. Shelter-in-Place and follow the directions of OEO members, Public Safety, local police and alert siren/public address system.

Immediate response should be to:

1. Remain calm.
2. Move away from loose objects, windows, high shelving, and outside doors.
3. Take cover underneath a desk, table, or other heavy piece of furniture.
4. If there is no furniture around, brace yourself under an inside doorway.
5. Be prepared for aftershocks.

Wait for emergency announcements/instructions and when directed, evacuate the building. The decision to evacuate will be made once it is determined that it is safe outside to do so. During an Earthquake most injuries occur from falling debris outside of buildings. Building occupants should:

1. Expect aftershocks. Each time you feel one, drop, cover and hold on!
2. Proceed to a safe location outside of the building and far enough away and in an open area away from high buildings.
3. Return to the building only when directed by OEO members or Public Safety.

Protective Actions

There are two basic protective actions that building occupants may be asked to take during an emergency: (1) evacuation, or (2) shelter-in-place/lockdown.

Evacuation

You may be directed to evacuate in a number of ways:

1. The fire alarm may sound (consisting of a prolonged, continuous alarm with sirens, and flashing strobe lights). Always respond to the fire alarm by commencing an evacuation quickly and safely. Never assume a false alarm.
2. Any member of the Incident Command Team, emergency action coordinators, Faculty (in the classroom), Public Safety, local police/fire department may direct you to evacuate.
3. The College of Southern Maryland Emergency Whelen exterior siren/public address system, E2Campus emergency notification system (everyone e-mail, Twitter, Facebook, CSM text, website, CSM intranet) may be used to communicate the need to evacuate.
4. Someone may inform you of an evacuation in progress and the reason for it.

Once notified of the need to evacuate:

1. Secure valuable materials quickly.
2. Turn off equipment, if it does not delay departure.
3. Take only limited personal possessions with you, such as coat, purse, cellular phone and any prescription medications.
4. Close all internal doors as you exit (to stop the spread of fire). In cases of a bomb threat leave doors open to help decrease the effects of a potential explosion.
5. Proceed in a calm, orderly manner to the nearest safe stairwell exit. The use of elevators during an evacuation is discouraged.
6. Enter the stairwell, move to the right on the set of stairs to allow emergency response personnel to ascend the stairs while you are evacuating, and exit the building from the ground level.
7. Upon exiting the building, proceed to an area a safe distance away from the building so as not to interfere with first responders. Do not re-enter the building until the “all clear” is given.
Note: Silencing of the alarm does not constitute an “all clear” for the building. Once the alarm is sounded, all building occupants must evacuate, even if the alarm is silenced.
8. Comply with any other instructions given by authorities.
9. Individuals who require special assistance shall either notify a faculty member or, report to the nearest lobby area to receive assistance from an Emergency Action Coordinator/Special Needs Assistant.

The “all clear” announcement is the signal that it is safe to return to the building and will ultimately be made by the Incident Commander in consultation with local police and fire department personnel.

Shelter-in-Place/lockdown

Certain emergencies require the opposite of evacuation: to remain inside in an attempt to avoid potentially harmful conditions. In certain instances, immediate evacuation of a facility is not in the best interest of its occupants, and sheltering the occupants in the building may reduce the risk of injury. To “shelter-in-place” means to make a shelter of the building that you are in until the “all clear” announcement is made. Lockdown is simply sheltering in place, but taking those additional steps to secure and lock an office or classroom door, turn out the lights and remain quiet. These lockdown procedures are generally taken during a violent incident (workplace violence, active shooter).

When an event occurs that makes sheltering in place/lockdown necessary, occupants will be notified by any one, or all the following methods:

- The College of Southern Maryland Emergency Whelen exterior siren/public address system.
- E2Campus emergency notification system (everyone e-mail, Twitter, Facebook, CSM text, website, CSM intranet).
- Public Safety or local authorities.
- Faculty (in the classrooms), and/or Emergency Action Coordinators/Special Needs Assistants.

The types of incidents that may prompt shelter-in-place/lockdown protection measures include, but are not limited to:

- Biological, chemical, or radiological events
- Releases of hazardous materials
- Civil disturbances, such as demonstrations
- Explosions in close proximity to the building
- Natural disasters, including severe weather
- Criminal activity outside or inside of the building (lockdown)

Occupants cannot be forced to comply with shelter in place/lockdown orders. Therefore, it is imperative that all building occupants understand the importance of compliance in order to maximize their safety.

Special Needs Evacuation Procedures

Plan in Advance

Individuals who need assistance during an evacuation, even temporarily (due to broken leg, illness, medications, ect.) should plan in advance. It is important to be aware of your own capabilities and limitations. Notify a director or department head if you use a particular building on a regular basis. To self-identify, employees should contact the office of institutional Equity and Diversity at 301-934-7658. Students and visitors should contact Disability Support services at 301-934-7614 in order to self-identify. After persons with disabilities have self-identified, training and guidance will be provided to these individuals. Emergency Action Coordinators/Special Needs Assistants and Faculty may be assigned and/or evacuation instructions provided.

The Public Safety Office for each campus is furnished with a quarterly update on person(s) self-identifying as special needs. This update will be provided to Incident Command Team personnel, Emergency Action Coordinators/Special Needs Assistants and faculty,

It must be noted, however, that any college employee assisting with any emergency procedure is only expected to take those actions that are reasonable and commensurate with their individual level of knowledge, skill, and physical ability to properly and safely perform a given task. These guidelines do not dictate a duty of care for any campus department or individual, unless that duty is compelled by law.

If an individual requiring special needs assistance utilizes equipment that makes it impossible to ascend or descend stairwells, they will use the elevators in all situations except for a fire. In the event of a fire, these individuals will be moved to the stairwell and await assistance from first responders/emergency personnel. The stairwells of each of the buildings are temporary safe areas and maintain a positive airflow in the event of a fire.