

cut around border



# Emergency Pocket Guide

## WHAT TO DO IN AN EMERGENCY

### Reporting Emergencies at Towson University

From campus phones **x4-4444** or **911**

From Emergency Blue Light phones **press emergency button** or dial **911**

From pay phones and cell phones **410-704-4444** or **911**

### PERSONAL PREPAREDNESS INFORMATION

My primary emergency contact information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Work, family and/or friends' emergency contact information:

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**EMERGENCY HOTLINES**

Towson University News Updates **410-704-NEWS (x4-6397)**

Towson University Police **410-704-4444 (x4-4444)**

Environmental Health & Safety **410-704-2949 (x4-2949)**

Counseling Center **410-704-2512 (x4-2512)**

Work Control **410-704-2481 (x4-2481)**

TU Emergency Website: [www.towson.edu/emergency](http://www.towson.edu/emergency)

**Remember:** Sign up for text alerts

**WEATHER** – Seek shelter immediately. Move to basements or interior rooms or hallways on lowest floors and await updates.

**ELEVATOR FAILURE** – Notify TUPD. Do NOT crawl through escape hatches or force elevator doors open.

**EVACUATIONS** – Stay calm and safely stop your work. Use the nearest safe stairwell to exit. Wait in designated assembly area.

**FIRE** – Activate fire alarm. Evacuate. Do not use elevators. Convene at predesignated assembly area.

**MEDICAL** – Assess victims and situation. Care for life-threatening conditions if properly trained. Call 911 and notify TUPD. Stay with the victim if possible.

**SUSPICIOUS MAIL** – Stop immediately. Without further opening the mail, place in a plastic bag or container. Isolate the mail and others from the area. Notify TUPD. Wash your hands thoroughly.

**ACTIVE SHOOTER** – Exit the building if possible. If not, barricade yourself in a locked room. Call TUPD. Remember to Avoid, Deny, Defend.

**Avoid** – Exit building immediately if safe to do so. Notify TUPD, seek shelter and await instructions.

**Deny** – Go to nearest room with lock symbol. Barricade door, cover windows, remain quiet. Notify TUPD. Do NOT answer the door.

**Defend** – Improvise weapons using items in your area. Be aggressive and committed to your actions.

**BOMB THREAT** – Report threats and suspicious objects to TUPD.

**CRIMINAL ACTIVITY** – Go to the nearest room and lock yourself inside. Stay away from doors and windows. Turn off all lights and keep quiet. Notify TUPD and wait for instructions.