

## Non-Residential (Academic/Administration/Auxiliary) Building Evacuation Plan

### IF THERE IS A FIRE:

1. **PULL THE BUILDING FIRE ALARM.** If you discover or suspect a fire, sound the building alarm.
  - From a safe location outside of the building, dial 911. At the emergency blue-light & yellow phones located around campus, press the emergency button to be connected to the TUPD who can contact the 911 Center, or dial 911 on the keypad to be connected directly to the 911 Center.
  - Remain calm; give your name and the location of the fire (building and room number and what is burning, if known).
  - Meet the Fire Department outside and direct them to the emergency.
2. **DO NOT ATTEMPT TO FIGHT THE FIRE – EVACUATE!** Towson University's official policy is that no employees will fight fires in University buildings. All employees will immediately evacuate the building and notify the TUPD there is a fire.
3. **FEEL THE DOOR.** If the door is closed in the room where you are located, do not open the door before feeling the knob and upper door for heat.
  - If the knob and door are cool to the touch, brace yourself against the door and open it slightly. Check the conditions of the hall. If the hall does not contain excessive heat and smoke, proceed to the nearest exit.
  - If the knob and/or door is hot, or even warm to the touch, do not open the door – there is a good chance that the fire is in the hallway near your room and your probability of reaching an exit is very slim. Remain in your room and follow the instructions for being trapped.
4. **GO TO THE NEAREST EXIT OR STAIRWAY.** Evacuate the building using corridors and stairwells. Close as many doors as possible between you and the fire. This helps to confine the fire. Shut off all machinery and equipment in your area on your way out.
5. **NEVER USE AN ELEVATOR!** The power can fail leaving you stranded between floors in a burning building. Elevator shafts and open stairwells produce a chimney effect, drawing smoke and heat up the shaft.
6. **CRAWL IF THERE IS SMOKE.** If you encounter excessive smoke while evacuating the building, get as low as possible and crawl to the nearest exit. Heat and smoke rise, so the coolest, cleanest

air will be near the floor. If possible, cover your mouth and nose with a wet cloth, etc. to cool and partially filter the air you breathe.

7. If your primary exit becomes blocked, use a secondary exit. Once outside the building, move to a safe location at least 300 feet away from the building. DO NOT RE-ENTER THE BUILDING FOR ANY REASON UNTIL A FIRE OR POLICE OFFICIAL SAYS IT IS SAFE TO DO SO.
8. All fires, even if extinguished or found to be extinguished, and all fire alarms, even if suspected of being false or accidental, must be reported to TUPD at 410-704-4444.
9. The Office of Emergency Preparedness (OEP) asks that you render reasonable assistance to disabled persons to evacuate and ensure that they are aware of the alarm if these actions do not place you in personal danger.

**IF YOU ARE DISABLED:**

1. If you are disabled, either temporarily or permanently, to an extent that impairs your mobility, it is your responsibility to inform your Supervisor and OEP at 410-704-3834. You are the best judge of your physical limitations. Your name, building, room number, and the nature of your disability will be placed on a list that will be given to the Baltimore County Fire Department (BCFD) in an emergency. If you are unable to evacuate and your office is in a fire area, your rescue will be the first priority for rescue units.
2. Co-workers will assist you to evacuate only if this places them in no personal danger (see Step #9 above).
3. NEVER use elevators for evacuations. Elevators will recall to main floor upon activation.
4. Mobility impaired persons in wheelchairs on non-ground level floors should proceed to the nearest enclosed stairwell and wait for the BCFD to arrive. Have someone stay with you (if it places them in no personal danger) and someone meet the responding BCFD Unit to report your location. (Follow the instructions below for being trapped if you cannot get to an enclosed stairwell.)
5. Visually impaired persons should have a sighted assistant to guide them to safety.
6. Individually inform hearing impaired persons of the emergency. Do not assume they know what is happening by watching others.

**IF YOU GET TRAPPED:**

1. Stuff the cracks around the door with towels, lab coats, throw rugs, etc. to keep out as much heat and smoke as possible.
2. Go to the window and if it is clear outside (no smoke or flames), open the window at the top (to let any heat and smoke out of the room) and at the bottom (for a source of fresh air). Signal for help by hanging a "flag" (sheet, jacket, etc.) out of the window.

3. Call 911 and advise them of your exact location, even if they are already on the scene. They will send rescue personnel to your location.
4. Do not attempt to jump from a multi-story building. Jumps from heights of three floors (36 feet) or higher are almost always fatal.

**BEFORE A FIRE OCCURS:**

1. Learn the location of fire exits and fire alarm pull stations where you work, live, and when traveling – it may well save your life! (Fire alarm pull stations are usually located near building exits.)
2. Maintain corridors clear of ALL OBSTRUCTIONS.
3. Report damaged fire equipment.
  - Fire Doors - Keep stairwell doors and smoke doors in corridors CLOSED unless equipped with automatic self-closing devices connected to a smoke detector or the building fire alarm system.
  - Exit Signs – Two exits should be visible from all public areas.
  - Fire Alarms – Keep audio/visual devices and pull stations accessible.
  - Smoke Detectors – Keep them clear so they can detect smoke easily.
4. Use only UL-listed appliances and do not overload outlets. Replace damaged wires.
5. Participate in fire drills...they are for your life safety.

If you have any questions or want more information regarding fire safety on campus, call OEP at 410-704-3834.