



ELEVATOR FAILURES

Persons trapped in elevators should use the elevator's emergency telephone to **notify TUPD**. If the elevator phone call does not go through, use a cell phone to **call TUPD at 410-704-4444**.

Do not attempt to crawl through escape hatches or force elevator doors open. Only trained mechanics, elevator technicians and fire/rescue personnel may conduct elevator rescues.



ELEVATOR FAILURES

4. Use the backs of your hands to feel doors and doorknobs before opening doors.
Do not open if the door or doorknob feels hot.
5. DO NOT use elevators.
6. Crawl if there is smoke.

If you are trapped:

1. Stuff the cracks around doors with towels, lab coats, throw rugs, etc., to keep out as much heat and smoke as possible.
2. If there are no smoke or flames outside, open windows at the top. Signal for help by hanging a cloth (e.g., flag, sheet, jacket, etc.) out of the windows.
3. Use available telephones to **notify TUPD at 410-704-4444** and tell them your exact location.
4. Do not attempt to jump from multistory buildings.

Do not re-enter buildings for any reason until fire or police officers say it is safe.


EVACUATIONS

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ACTIVE SHOOTER / AVOID-DENY-DEFEND

CRIMINAL ACTIVITY (NON-ACTIVE SHOOTER): SHELTER-IN-PLACE

In the event of a criminal or violent act that has been committed at Towson University or in the areas near the campus, it may be necessary to shelter-in-place in campus buildings. When notified by the Towson University Police Department to shelter-in-place due to criminal activity, follow these procedures:

1. Go to the nearest room or office, preferably one that can be locked from inside. Look for a  lock symbol sticker on the door frame which indicates the door is lockable.
2. Faculty and staff, if safe to do so, should direct and assist students and visitors to a location where they may seek shelter.
3. Close and lock all windows and doors. If the door has no lock, barricade it with available items (desks, chairs, bookshelves, etc.).
4. If possible, cover all interior windows and door windows.
5. Stay away from all doors and windows, move to interior walls and try to remain out of sight.
6. Turn off all lights.
7. Keep quiet. Silence cell phones.
8. Do not leave until instructed to by law enforcement personnel.
9. Cooperate with law-enforcement personnel; show them that you are not a threat by keeping your hands empty and visible. If possible, “buddy up” with someone you know; this assists law enforcement personnel when they are searching the area.
- 10.

CRIMINAL ACTIVITY (NON-ACTIVE SHOOTER): SHELTER-IN-PLACE

BOMB H E A .

Upon receiving a bomb threat by phone:

1. Remain calm.
2. Listen carefully.
3. Do not interrupt the caller.
 - Try to keep the caller talking.





EARTHQUAKES

WEATHER EMERGENCIES: SHELTER-IN-PLACE



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