

## **FIRE SAFETY**

- I. **All persons are required to exit the building immediately when the building alarm is sounding, there are no exceptions**  
**[11-01.01 – Fire Emergency Policy | Towson University](#) *TU's Evacuation Policy: The evacuation policy shall be as follows: It shall be the responsibility of every person to immediately leave a University building whenever the fire alarm is activated or a fire emergency exists. All students, faculty, and staff are required to leave the building and remain outside until the emergency is over. No one shall restrict or impede the evacuation. NO ONE WILL ATTEMPT TO FIGHT A FIRE IN A CAMPUS BUILDING. The BCFD has the responsibility to extinguish all fires on campus.***
- II. Muster points are located to the north of the building on Glen Drive, south of the building towards the Glen Garage or closer to the Core Parking lot, in the front of the building along York Road, and all persons must stay a minimum 50 ft. away from the building and not on any roadway.
- III. 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, if it is possible to do so in a timely manner consistent with personal safety.
- IV. Students/staff/faculty who need assistance exiting the building should wait within a stairwell and advise anyone exiting the building they need assistance and to notify authorities.
  - o The 4 corner stairwells in the Science Complex are rated higher for fire safety.
- V. There are three fire curtains that deploy when the alarm is activated in the building:
  - o Curtain #1 is located on the 5<sup>th</sup> floor north/west location of the building at the top of the staircase; the double fire doors in the hallways in the building will open and all persons need to exit using either the stairwell on the north/west (The Glen) or north/east (York Rd) side of the building facing Stephens Hall
  - o Curtain #2 & #3 are located on the 2<sup>nd</sup> floor and enclose the curved staircase at the north side of the building (signs have been posted showing exits); if the curtain is closed and you are in the hallway by the bathroom you must exit out a side door facing the Glen or through the main entrance doors facing 7800; those persons on the interior of the curtains can proceed up the curved stairs and exit out of the 3<sup>rd</sup> floor entrance; those individuals unable to use the stairs may exit through the double doors to the Planetarium, take an immediate right through another set of double doors and access the 2<sup>nd</sup> floor stairwell exit out the north/east stairwell past the elevator (if assistance is needed once in the stairwell, please ask anyone leaving the building to notify the Public Safety or the fire department of your location; stairwells are fire rated higher than the interior of a building and the safest location to be in a building if you need to wait for assistance)
- VI. Re-entry may commence once the building alarm goes off.

## **SHELTER IN PLACE / WEATHER**

- For weather alerts, please follow the directions given via the TU alert system, to register for TU's Campus Notification System click on the following link:  
[Subscriber Portal - User Log in \(omnilert.net\)](#)
- The safest places in the building are the interior corridors, away from all windows where no glass is over head, and the lower floors of the building.

## **SHELTER IN PLACE / ACTIVE SHOOTER**

- AVOID-DENY-DEFEND
- Seek shelter in a safe location and await instructions from police or university officials. Go to the nearest room or office, preferably one that can be locked from the inside. Look for a lock symbol sticker on the door frame/or door handle which indicates the door is lockable from the inside
- If there is a direct threat to the Science Complex, police and University officials will send out specific instructions for individuals in the Science Complex via text, emails and alerts that will display on all computer screens in the building
- Active Shooter Registration, any employee who wishes to attend TU's training may click on the following link: [Active Shooter Registration | Towson University](#)

For additional information you may contact the Building Manager, Josh Wilhide or the Dean's Office with specific questions, you may email [fesm@towson.edu](mailto:fesm@towson.edu) or call during regular business hours 410-704-2121.