



# University Union Fire Emergency Policy

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## University Union

Location: UU Room 200  
Phone: (410) 704-3524  
**Emergency: (410) 704-2133**  
Email: [jadams@towson.edu](mailto:jadams@towson.edu)

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## Department of Environmental Health & Safety

Location: Administration 4<sup>th</sup> Floor  
Phone: (410) 704-2949  
**Emergency: (410) 704-2133**  
Email: [safety@towson.edu](mailto:safety@towson.edu)

Website:  
<http://wwwnew.towson.edu/adminfinance/facilities/ehs>

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University Union  
Towson University Union

FIRE EMERGENCY POLICY

Fire-exit drills are held each semester for two reasons. The primary purpose of these drills is to familiarize occupants with all available means of exit, particularly emergency exits not habitually used during normal occupancy of the building. While speed in exiting the building is desirable, the maintenance of proper order and discipline is even more essential in emergency situations. The second purpose for periodic fire drills is to exercise the building's fire alarm system in order to verify that all alarm appliances are functioning and that all occupants are able to hear the alarm. Fire drills are conducted solely for the safety and well being of building occupants.

I. POLICY

- A. When a fire alarm is sounded in the University Union, everyone in the building will evacuate immediately. (Exceptions noted below.)
- B. A minimum of two (2) Area Coordinators (AC's) are assigned to each area of the Union building. As long as the circumstances do not place these coordinators in danger, they are responsible for seeing that their areas are evacuated in a timely, orderly fashion. Coordinators should carry out their duties in a calm, levelheaded, but firm manner.
- C. The Towson University Police (Ext. 4-2133) are notified through the alarm system of emergencies in the University Union. Occupants should still dial 911 to notify emergency responders. Members of the University Police will assist in the evacuation of the Union Building.
- D. As a matter of general safety, all employees should know where the nearest fire alarm and fire extinguisher are located in their area; however, Towson University's official policy is that no employee will fight fires in University buildings. All occupants should immediately evacuate the building and dial 911.
- E. The Baltimore County Fire Department is responsible for assisting handicapped individuals from the Union building. In cases where the fire department is not immediately available, the Area Coordinators (AC's) for the third floor are to move the handicapped person(s) as far as possible from the point of danger (such as an enclosed stairwell) and wait for the Baltimore County Fire Department (BCFD) to arrive. In circumstances where the potential for personal injury is high and time is of the essence, the AC's may assist handicapped individuals from the building if it places them in no personal danger. The AC may stay with the handicapped

individual and have someone meet the responding BCFD personnel to report the location.

## II. EMERGENCY PROCEDURES

- A. When a fire is discovered, the fire alarm should be sounded immediately.
- B. Except for University Union senior staff and designated AC's, all occupants are to leave the building immediately through the nearest exit. Elevators are not to be used under any circumstances.
- C. All evacuees are to remain outdoors, at least 300 feet from the building. (See Appendix A for Assembly Area Locations)
- ~~D.~~ Evacuees may re-enter the Union building only after having received clearance from Fire/Police Officials (or Maintenance, EHS, UU Senior Staff during a fire drill).
- E. In emergency situations, the following special procedures will apply.
  - 1. Cashiers will lock their cash drawers and remove the keys. Managers will evacuate their areas and close all doors. If time permits, managers should put cash in the safe room.
  - 2. AC's will facilitate the evacuation of their designated areas and assure that doors are closed. As soon as their areas have been completely evacuated, AC's are to report to the fountain outside the second floor of the Union and sign in.
- F. Consult the EHS Fire Safety Website for additional fire safety information at:  
<http://wwwnew.towson.edu/adminfinance/facilities/ehs/FireSafety1.asp>

## AREA COORDINATORS

A minimum of two (2) Area Coordinators (AC's) are assigned to each area of the Union building. As long as the circumstances do not place these coordinators in danger, they are responsible for seeing their areas are evacuated in a timely, orderly fashion. Coordinators should carry out their duties in a calm, levelheaded, but firm manner.

The Baltimore County Fire Department (BCFD) is responsible for assisting handicapped individuals from the Union building. In cases where the fire department is not immediately available, the Area Coordinators (AC's) for the third floor are to move the handicapped person(s) as far as possible from the point of danger (such as an enclosed stairwell) and wait for the Baltimore County Fire Department (BCFD) to arrive. In circumstances where the potential for personal injury is high and time is of the essence, the AC's may assist handicapped individuals from the building if it places them in no personal danger. The AC may stay with the handicapped individual and have someone meet the responding BCFD personnel to report the location.

As soon as their designated area is completely evacuated, AC's are to report to the fountain outside the second floor of the Union and sign in.

NOTE: All evacuees should be directed to an area at least 300 feet from the Union building. The AC's, after leaving the building, should assist with moving all evacuees. (See Appendix A.)

First Floor: Evacuees should be moved to Burdick Field or down the garage sidewalk. People should NOT remain under the patio.

Second Floor: Evacuees should be moved up the walkway towards Smith Hall or down the ramp towards Hawkins Hall.

Third Floor: Depending on their exit path, evacuees will follow the assembly areas of the first or second floors mentioned above.

**AREA COORDINATORS**  
**Designated Area of Responsibility**

Area 1	Info Desk	UU Facility Manager or Director & Associate Director E&CS
Area 2	PAWS PAWS Kitchen	PAWS Manager PAWS Dining Manager
Area 3	Ticket Office Financial Operations	Ticket Office Manager or FOPS Administrative Assistant
Area 4	University Store	University Store Director or Store Assistant Director
Area 5	Post Office 1 <sup>st</sup> floor restrooms	Post Office Manager ASBO Office Assistant
Area 6	Auxiliary Services Business Offices	ASBO Business Manager or ASBO Administrative Assistant
Area 7	OSA, SGA, BSU, 2 <sup>nd</sup> floor restrooms Auxiliary Services	OSA Administrative Assistant SGA Administrative Assistant AS Administrative Assistant
Area 8	Patuxent & Severn Susquehanna I & II Susquehanna Terrace	Chartwell's Dining Director Chartwells's Assistant Manager Chartwells's Assistant Manager
Area 9	ECS Offices Potomac Room Art Gallery	ECS Administrative Assistant ECS Reservation Manager ECS Reservation Manager
Area 10	Conference Rooms ECS Crew Offices Technical Services Offices Chesapeake Rooms	UU / ECS Assistant Director UU / ECS Assistant Director ECS Technical Manager / GFM ECS Technical Manager / GFM
Area 11	African American Cultural Towerlight Offices Orientation Offices Women's Center	Towerlight Manager Towerlight Manager Orientation Director Orientation Director

**AREA COORDINATORS**  
**Designated Area of Responsibility (continued)**

University Union First Floor Doors / Lobby	UU / ECS Assistant Director Financial Operations Manager
University Union Second Floor Doors / Lobby	UU Facility Manager or Director & Associate Director E&CS
University Union Tower A Doors	UU Assistant Facility Manager or Info Desk Student

Even if the fire alarm has stopped, AC's should NOT allow re-entry into the Union until directed by authorized Fire/Police Officials (or Maintenance, EHS, UU Senior Staff during a fire drill).

AREA COORDINATORS  
Emergency Sign In Sheet

Date:

Area 1	Info Desk	_____
Area 2	PAWS PAWS Kitchen	_____ _____
Area 3	Ticket Office Financial Operations	_____ _____
Area 4	University Store	_____ _____
Area 5	Post Office 1 <sup>st</sup> floor restrooms	_____ _____
Area 6	Auxiliary Services Business Offices	_____ _____
Area 7	OSA, SGA, BSU, 2 <sup>nd</sup> floor restrooms Auxiliary Services	_____ _____ _____
Area 8	Patuxent & Severn Susquehanna I & II Susquehanna Terrace	_____ _____ _____
Area 9	ECS Offices Potomac Room Art Gallery	_____ _____ _____
Area 10	Conference Rooms ECS Crew Offices Technical Services Offices Chesapeake Rooms	_____ _____ _____ _____
Area 11	African American Cultural Towerlight Offices Orientation Offices Women's Center	_____ _____ _____ _____

**AREA COORDINATORS**  
Emergency Sign In Sheet (continued)

University Union First Floor Doors / Lobby \_\_\_\_\_

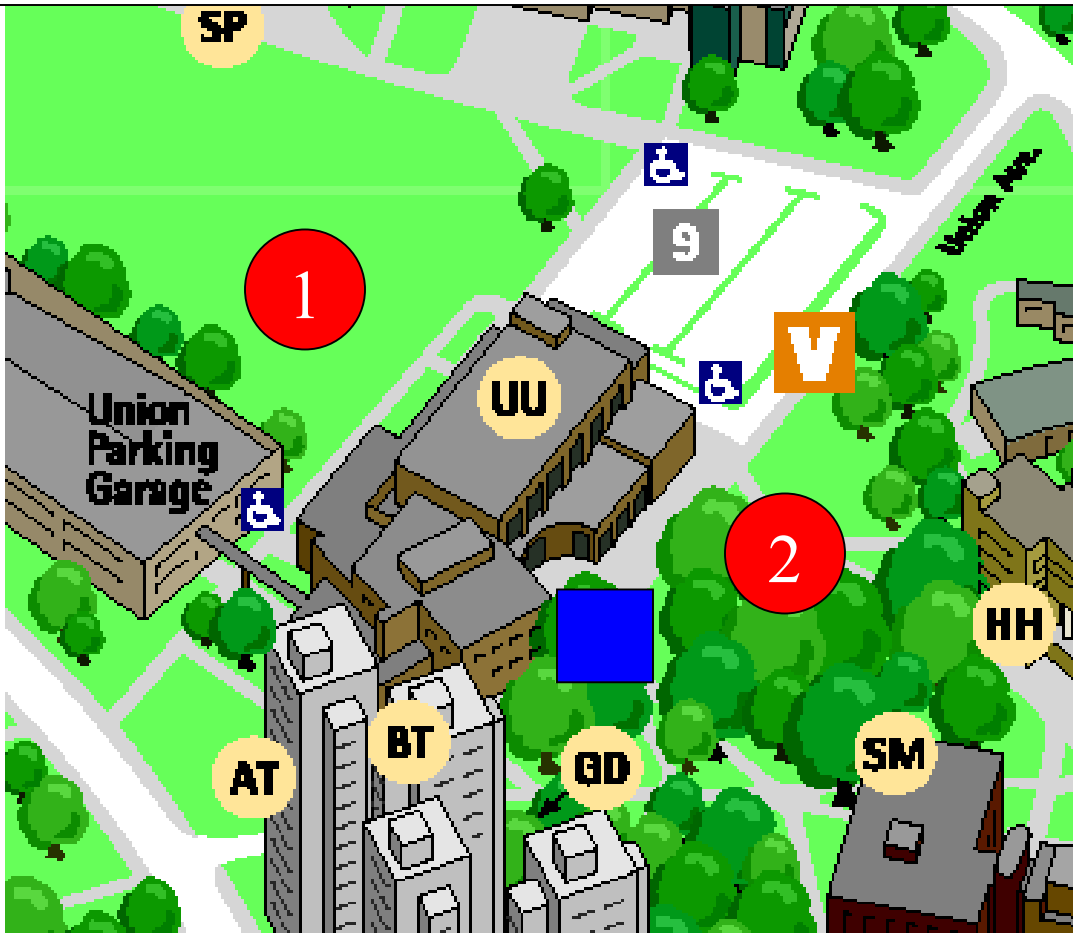
Fire/Police Officials (or Maintenance, EHS, UU Senior Staff during a fire drill). \_\_\_\_\_

University Union Second Floor Doors / Lobby \_\_\_\_\_

University Union Tower A Doors \_\_\_\_\_

# Appendix A Assembly Areas Map

# Towson University - University Union Fire Emergency Policy Assembly Area Locations Map



**1**

## **First Floor Assembly Area**

- Burdick Field or down the Union Garage Sidewalk. Occupants should NOT remain under the patio.

**2**

## **Second Floor Assembly Area**

- Occupants should move up the walkway towards Smith Hall (SM) or down the ramp towards Hawkins Hall (HH).

Note:

## **Third Floor Assembly Area**

- Depending on exit paths taken, occupants should assemble at the 1<sup>st</sup> or 2<sup>nd</sup> floor Assembly Areas.



## **Command/Meeting Area**

- Area Coordinators/ Union Senior Staff will assemble at the outdoor pond located opposite the main entrance to the Union's second floor.

Abbreviations: AT: Glen Tower A  
BU Burdick Hall

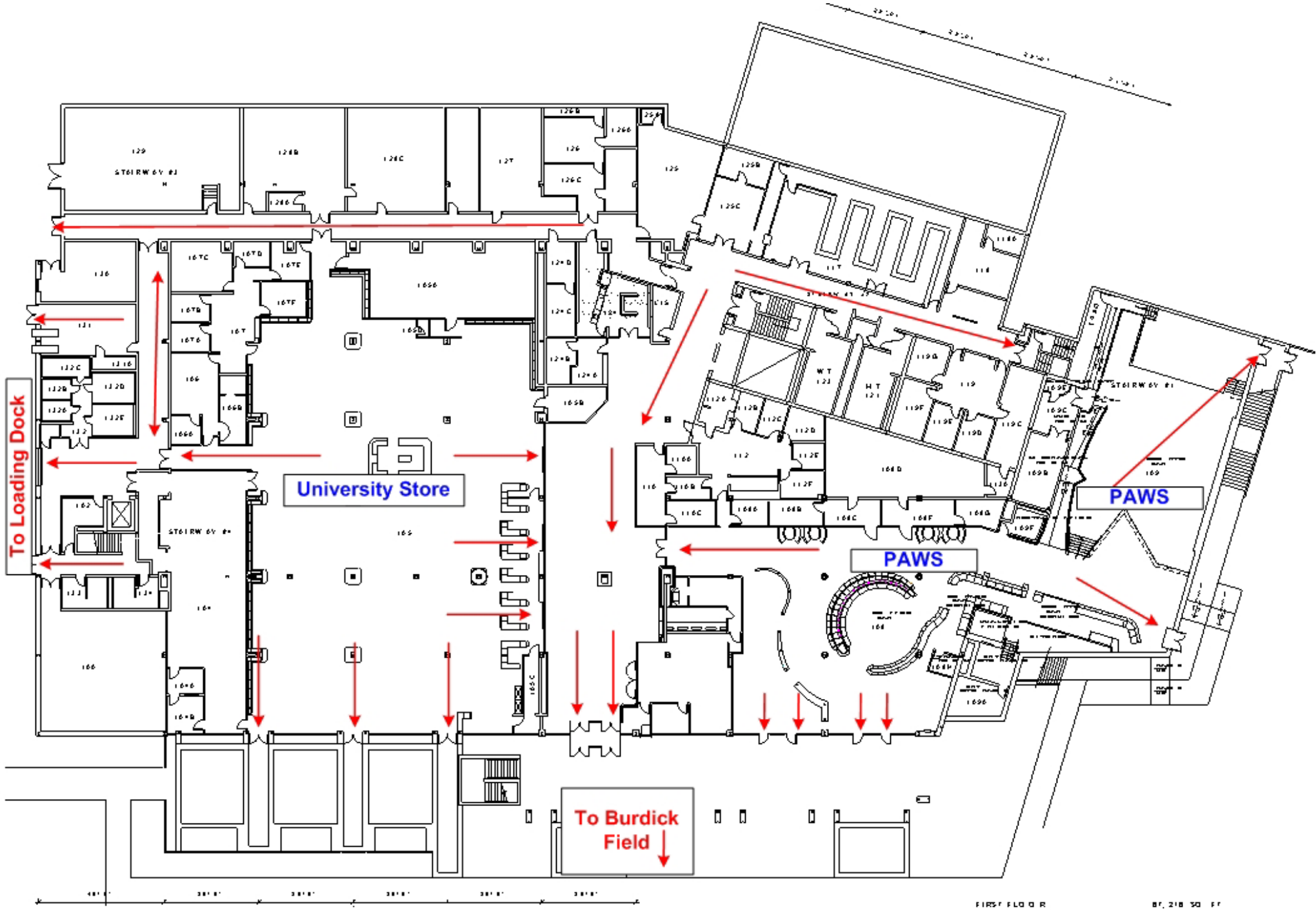
BT: Glen Tower B  
CT: Glen Tower C

DT: Glen Tower D  
HH: Hawkins Hall

SP: Schuerholz Baseball Complex  
SM: Smith Hall

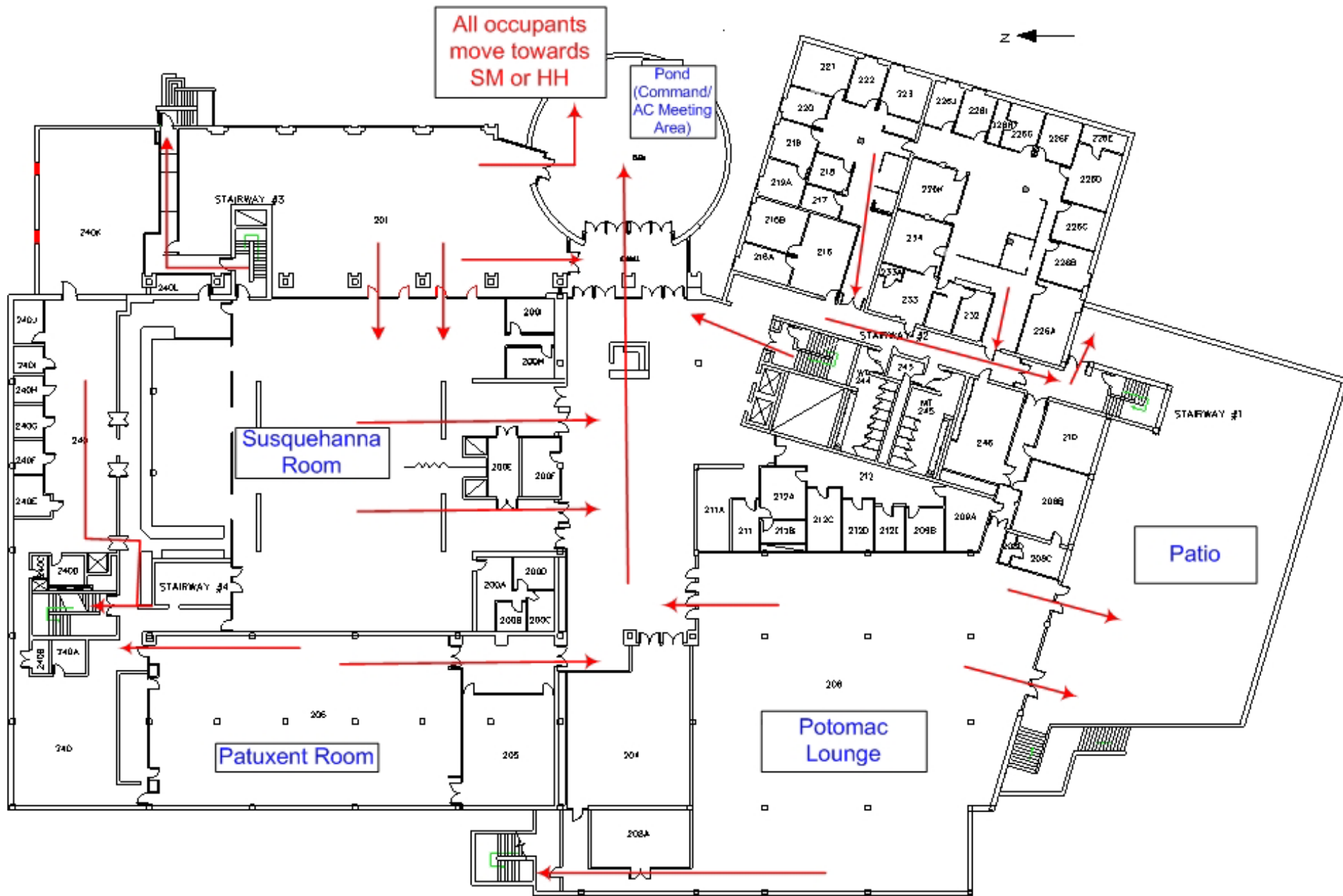
V: Visitor Parking

## Appendix B Evacuation Routes



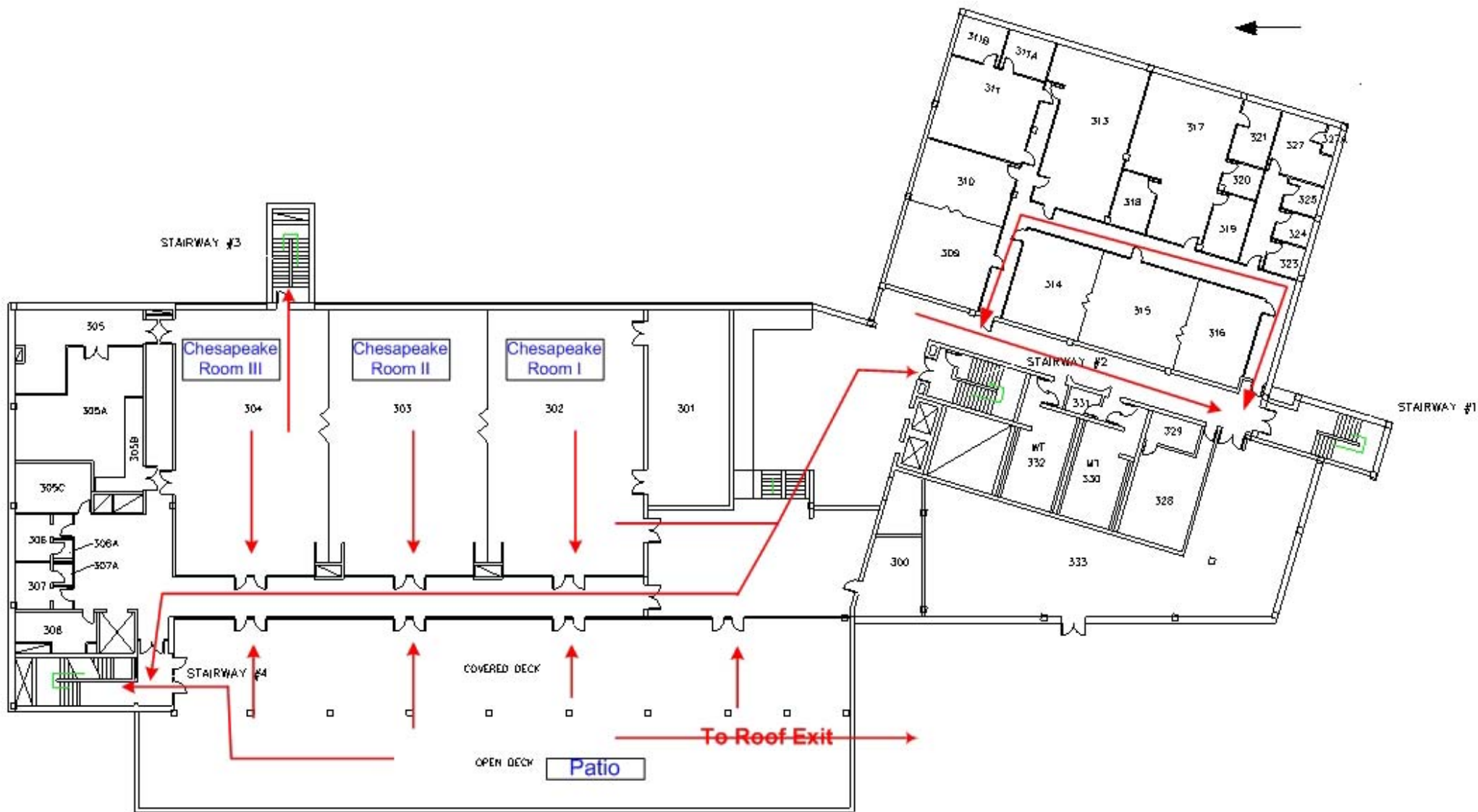
UNIVERSITY UNION  
FIRST FLOOR

FIRST FLOOR	87,218 SQ FT
SECOND FLOOR	58,455 SQ FT
THIRD FLOOR	32,228 SQ FT
PENING USE	4,208 SQ FT
TOTAL BUILDING AREA	182,109 SQ FT



UNIVERSITY UNION  
SECOND FLOOR

56,455 SQ FT



UNIVERSITY UNION  
THIRD FLOOR

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