# PERSONAL PREPAREDNESS INFORMATION

Work, family and/or friends emergency contact information:

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<th>Name</th>
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**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

**ACTIVE SHOOTER**

- Exit the building and/or isolate yourself if possible. Report the situation to TUPD or instruct others to call.

**BOMB THREAT**

- Report threats and suspicious objects to TUPD. Follow instructions.

**FIRE**

- Activate fire alarm. Evacuate. Do not use elevators. Gather at pre-designated assembly area.

**HAZARDOUS MATERIALS**

- Assess the situation. Isolate yourself and others from the area. Notify TUPD.

**INFRASTRUCTURE FAILURE**

- Turn off equipment and ignition sources when possible. Evacuate and/or isolate as necessary. Contact Work Control.

**MEDICAL**

- Assess victims and situation. Care for life-threatening conditions if trained properly. Summon medical help by activating the 911 system and report the emergency to 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.

**WEATHER**

- Seek shelter when warned.
- Turn off your phone if warned.
- Only move if in immediate danger. Do not return to your office after being warned.

**WORKPLACE VIOLENCE**

- Isolate yourself if possible. Report the situation to TUPD or instruct others to call. Do not argue with or touch the suspect.

**EMERGENCY HOTLINES**

- Towson University News Updates: 410-704-NEWS (x4-6397)
- Towson University Police: 410-704-4444 (x4-4444)
- Department of Environmental Health: 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

**Remember:** Sign up for text alerts.