

# In an emergency, if you are instructed to:

## SHELTER IN PLACE

You may be advised to "shelter in place" rather than evacuate your building during emergency situations such as large hazardous material releases, severe weather emergencies, or incidents involving police activity where fewer people outside would provide a tactical advantage for the police and safety for the campus community. The recommendation to shelter in place will be conveyed through official Buff State Alert notifications (text / email / desktop).

- Stay inside the building or go indoors as quickly as possible if you are working outside.
- Close windows to provide tighter seal against chemicals vapors, smoke and/or fumes.
- Locate supplies you may need such as food, water, radio, or flashlights if you have them.
- In the event of a hazardous material release, turn off fans, air conditioning or ventilation systems, if you have control of these systems.
- Keep an eye out for Buff State Alerts for further instructions.

## LOCKDOWN

A lockdown may be instructed during situations such as the presence of a hostile or armed intruder inside a building. A lockdown requires locking doors, windows, and barricading oneself to block entry to a campus facility, a classroom, or to an office suite.

- Lock or barricade class and office doors.
- Close windows and window treatments.
- Turn off the lights.
- Instruct everyone to remain silent and not to go into hallways.
- Crouch down in areas out of sight from doors and windows to conceal yourself as much as possible.
- If you are in hallways during the emergency, seek shelter immediately in the nearest classroom or office suite.
- If you are in outdoor areas, you should immediately take cover.
- Monitor Buff State Alerts for further instructions, or an "all clear" notification.

These are general guidelines that will help you to remember what to do in the event of a Shelter in Place or Lockdown event on campus, but each situation may present unique challenges. The most important aspect in both a Shelter in Place and Lockdown event is to put effective barriers between you and the threat.

The actions taken in the initial minutes of an emergency are critical. Plan ahead, and know your options. If you become aware of an emergency before receiving an official alert, take action to make sure you are safe, and contact the Buffalo State University Police department at 716-878-6333.

For more information please visit:

**[police.buffalostate.edu/shelter-in-place](https://police.buffalostate.edu/shelter-in-place)**

