



**BUFFALO STATE**  
The State University of New York

# EMERGENCY INFORMATION AND RESOURCES GUIDE

**ALL CAMPUS PARKING LOTS ARE DESIGNATED ASSEMBLY AREAS**

## FIRE ALARM



Know more than two exits from building. If the fire alarm rings, **GET UP AND GET OUT**. Exit and move away from the building. Proceed to a designated Assembly Area. **DO NOT** re-enter building until instructed by College at Brockport Officials or University Police (585) 395-2222.

## SUSPICIOUS PACKAGE

### DON'T PANIC.

Alert others in the area about the suspicious package or envelope, and leave the area immediately. Close any doors, and take action to prevent others from entering the area. Call University Police (585) 395-2222 once you are away from the area of the package. Notify supervisor immediately.



## ACTIVE SHOOTER



How to respond if an active shooter is in your vicinity:

**RUN:** If you can leave the area immediately, leave your belongings behind and get out. If you can't leave...

**HIDE:** Hide in an area out of view of shooter, lock/barricade door, turn off lights, and silence cell phone. As a last resort, and if confronted by shooter...

**FIGHT:** If your life is in imminent danger, commit to the fight and use whatever you can to slow down the shooter and get away.

## SEVERE WEATHER EVENT

Our area is susceptible to various weather events, such as snow or ice storms, severe wind or lightning storms, and tornadoes. In the event of severe weather, remain in or seek shelter immediately. In the case of lightning storms or tornadoes during which you can't get inside, stay in low areas away from power lines, trees, and buildings. Follow instructions from authorities, monitor news or weather stations, and respond accordingly.



## BOMB THREAT



If the threat is received by phone, keep caller on the line, obtain as much info as possible, and remain calm.

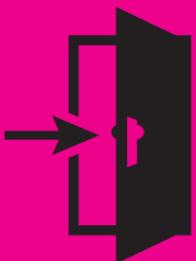
If you see a suspicious object, **DO NOT** touch or move the object. Move away and contact University Police (585) 395-2222. If a written threat is received, touch it as little as possible, note when you received it, and call University Police.

## UTILITY FAILURE

Notify University Police immediately (585) 395-2222, and indicate the location affected by utility failure (power, heat, water). Advise others of the situation. Depending on the type and duration of the outage, College Officials will provide official instructions and information through communication pathways such as RAVE, social media, or the College website.



## BUILDING EVACUATIONS



Any fire alarm, emergency voice notification message, RAVE message, etc. instructing you to leave the building should be taken seriously. Use stairwells to vacate. Do not use elevators. Leave via the nearest exit. If inaccessible, locate an alternate exit. Proceed to designated Assembly Area. Await instructions from First Responders or College Officials.

## HAZARDOUS MATERIALS



If there is a spill of hazardous materials in your area, notify others in your area that a spill has occurred. Evacuate the area as necessary. Pull fire alarm as necessary. Call University Police (585) 395-2222, and wait outside the building until First Responders arrive. Provide info such as injuries, location of spill, material and amount spilled, and cause of spill.

### BuffState Alert, Social Media

For more emergency management info and to sign up for Buff State Alert, visit: [police.buffalostate.edu/campussafety](http://police.buffalostate.edu/campussafety)

**University Police: (716) 878-3333**

