

School of Law Emergency Response Guidelines

Action	Description
Evacuation	When the alarm sounds you <u>MUST</u> evacuate. Do not reenter unless told to by emergency responders. Occupants of O’Brian Hall should evacuate away from the building. In most instances, the safest assembly location is the Jacobs A/B or Hochstetter B parking lots (see map below). If you need special assistance evacuating, move to a safe area and call UPD (716) 645-2222.
Shelter-in-Place	If you are directed by emergency responders to shelter-in-place, stay in a secured area. Notify those around you, and encourage others to remain in your room. Lock doors, cover door windows, close windows, shut blinds, and turn off the lights. Shut off the cooling or heating system if possible and necessary. Check your email or visit UB’s website for information. Only come out when you recognize the authority directing you to do so.

In an emergency, call University Police Department (UPD) at [\(716\) 645-2222](tel:7166452222) or tweet to [@UBBuffaloPolice](https://twitter.com/UBBuffaloPolice).

**Official emergency notifications are sent via UB Alert.
Please subscribe for text alerts at emergency.buffalo.edu**

Emergency	Action
Active Shooter or Hostile Intruder	<u>Run</u> – evacuate if a safe route is available and call UPD only when it is safe to do so. <u>Hide</u> – If you cannot escape, hide (shelter) in an area out of view, lock the door, block the door with solid objects, take cover, turn off lights and computers, and silence cell phones. <u>Fight</u> - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate them.
Bomb Threat	Keep the caller on the phone for as long as possible without endangering your own safety. Obtain as much information as you can about the location of the device, when it will go off, what it looks like, why it was placed, etc. DO NOT HANG UP. Direct someone to call UPD from a different phone. Evacuate.
Civil Unrest	Call UPD.
Cyber/Computer	Call the School of Law IT Department at (716) 645-7393, email law-it-avservices@buffalo.edu or UBIT at (716) 645-3542.
Death	Call UPD or 911. Follow their directions about what to do. Automated External Defibrillators (AED) are located in the corridors (O’Brian Hall floors 1, 4, & 6).
Electrical Outage	Address the immediate causes, if any (such as a fire that caused the outage). Call University Facilities at (716) 645-2025. Call UPD if necessary.
Explosion	Evacuate and call UPD when it is safe to do so.
Fire	Call UPD. Attempt to put out the fire if it does not include significant risk to yourself or others. Secure the area and evacuate. ONLY activate the fire alarm if there is evidence of smoke or an actual fire. Fire Extinguishers in O’Brian Hall are located in the corridor on every floor except the second floor corridor.
Flood	Do not touch electrical items if they contacted water. Evacuate and seek higher ground. If flooding occurs inside a building, leave the area. Call University Facilities at (716) 645-2025.
Gas Leak/Odor	Call UPD. Evacuate. Call University Facilities at (716) 645-2025 if the source of the gas leak is known.
Hazardous Materials Release	Call UPD and Evacuate. Close off the area if possible (shut doors and windows, etc.) Do not allow others to enter the contaminated area. Includes chemical, radiological or biological releases. Call EH&S at 829-3301 when safe to do so.
Power Outage	See “Electrical Outage”.
Sewer Stoppage	Do not flush toilets, use water, or pour liquids down the drain. Call University Facilities at (716) 645-2025.
Snowstorm	Use best judgement when navigating snow and ice. Follow any instructions from official notifications or warnings. Avoid unnecessary travel. Stock basic supplies beforehand if possible.

Key Phone Numbers	
UPD	(716) 645-2222
EHS	(716) 829-3301
Facilities	(716) 829-3301
Law IT	(716) 645-7393
UBIT	(716) 645-3542
Emergency	911

