

E2 Campus Alert

The *E2 Campus Alert System* enables officials from Safety & Security, Student Life, or the University President's Office to send urgent alerts to email accounts, cell phones or other mobile devices immediately.

PLEASE REGISTER: Sign up online following the instructions below:

- 1) Go to <https://www.e2campus.net/my/stbu/>
- 2) Click on 'Create New Account'
- 3) Enter the information required and click 'Create Account'
- 4) Enter the validation code for cell or reply to email

If you have any questions please contact: support@omnilert.com or call 1-800-936-3525.

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Fire Emergencies

If You Discover a Fire:

- 1) Manually activate the nearest fire alarm system
- 2) Immediately exit the building using the stairs and closing doors and windows behind you
- 3) DO NOT use elevators
- 4) Assemble in the designated area as instructed by the Res Life Staff, Safety and Security, or emergency person el
- 5) DO NOT attempt to re-enter the building until instructed to do so

Fire Safety Tips:

- 1) Know your Exits
- 2) Keep Exit Paths Clear
- 3) Know where the nearest fire alarm and fire extinguisher are
- 4) Never leave an open flame unattended
- 5) Never overload electrical power strips or continue to operate defective electrical equipment

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Campus Safety Net

Members of the campus community can report issues of concern to the appropriate team as outlined below:

- 1) Students of Concern (SOC): Report form available on mysbu or contact: Executive Director of Residential Living and Conduct (Ext:2572)
- 2) Behavioral Intervention Team: For any disruptive or dangerous behavior by a member of the campus community, please contact: Director of Wellness Center (Ext: 2354)
- 3) Emergency Preparedness Planning Team: For any potentially dangerous situation that may presently exist or could arise on campus, please contact: Director of Safety and Security (Ext: 2526)
- 4) Emergency Management Team: For any existing or perceived threat to the campus community at large, please contact: VP of Student Life (Ext 2011)
- 5) Media Related Concern: For any media-related question, concern, or report, please contact: Director of Public Relations (Ext: 2303)

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Key Terms

Lockdown: Usually associated with an armed adversary on campus or active shooter. Lock all doors and windows, barricade room (if possible) turn off lights, remain quiet in center of room, await additional information, flee area, if necessary and safe to do so.

Shelter-in-Place: Usually associated with outdoor contamination or need for protection. Close doors and windows, turn off ventilation, remain in place until safe to exit. If individual is outdoors, seek cover.

Tornado Warning: Associated with a tornado warning in the area. Seek cover in a building in the basement or 1st floor hallway, away from windows and doors.

Evacuate Building: Use most direct and safe route to exit building and remain at outdoor or designated assembly areas until instructed that building is safe to return. Notify responsible individuals if known missing persons from building.

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Emergency Numbers

911: Immediate Life Threatening Emergencies

Safety & Security: Located on the 1st floor of Robinson Hall, Open 24 hours a day, 365 days a year
Phone: **716-375-2525**

Wellness Center: Located on the 1st floor of Doyle Hall,
Open M-F Daytime hours Phone: **716-375-2310**

Cattaraugus County Sheriff's Department: 716-938-9191

New York State Police: 585-268-9030

Important Numbers

Human Resources: 716-375-2115

Facilities: 716-375-2624

Student Life: 716-375-2513

Residence Life: 716-375-2512

Emergency Info Page:

<http://www.sbu.edu/campus-life.aspx?id=5782>

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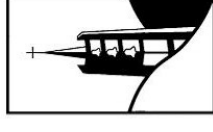
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Emergency Response Pocket-Guide for Students, Faculty, and Staff



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