

What do I do if/when...

A law enforcement agent(s) comes to my department/classroom/office?

- Ask the agents/officers for their names and identification such as a badge number
- Offer the agents/officers a place to wait.
- Call University Police (UPD) at 716-645-2222.
- Please defer to [General Counsel](#) regarding any discussion of the issue at hand.
- UPD will handle further interactions with the agents/officers.
- UPD will contact UB Office of General Counsel.

I am scheduled to travel outside the US and am not a US citizen (work visa or green card holder)?

- Check any federal [Travel Advisories](#).
- Reach out to [UB Immigration Services \(UBIS\)](#) or (716) 645-2355 for a private one-on-one Zoom meeting with Oscar Budde, Esq. (email to immsvcga@buffalo.edu).
- Submit [electronic preapproval request](#) through Concur (for university faculty and staff traveling on UB business).
- Contact [International Student Services](#) with any questions or concerns regarding international student travel.

I want to stay informed on campus resources and guidance regarding new federal policies and actions?

- Navigate to the university's [website here](#) to stay informed of recent changes and university communications and guidance.

I've been notified that my federal funding is being terminated or I received a "stop work order" or my federal program officer reached out to me regarding my grant or contract?

- Email **Murthy Ganapathy**, Associate Dean for Research, College of Arts and Sciences (sg82@buffalo.edu) with a copy of the correspondence/communication received from the funding agency. Please be ready to provide details about any immediate impact on personnel appointments.
- Copy the Office of the Vice President for Research and Economic Development (OVPRED) vpr@research.buffalo.edu. Sponsored Projects Services (SPS) will provide guidance on

implementing any orders and will handle any necessary follow-up (including appeals) with funding agencies.

- Navigate to the [Federal Agency Transition Guidance website](#) updated by OVPRED for information and guidance.

I receive a phone call or visit from someone claiming to be from a media outlet or seeking information?

- Direct any media inquiry or request, unrelated to your area of research expertise to [John Della Contrada](#), Vice President for University Communications, email: dellacon@buffalo.edu.
- Copy Gina Cali-Misterkiewicz, Assistant Dean for Marketing and Communication, College of Arts and Sciences (ginacali@buffalo.edu) on any correspondence to University Communications.
- Contact University Police (UPD) at 716-645-2222 if a visitor becomes hostile or refuses to leave.

My class is disrupted by a student or outside visitor?

- Ask any outside visitors to leave the class so as not to interfere with your students' educational experience. Should an outside visitor refuse to leave, contact (UPD) at 716-645-2222.
- Navigate to [Behavioral Expectations in the Learning Space](#) website for guidance.
- Remind students of the [Student Code of Conduct](#).
- Navigate to the [UB Students of Concern Procedures](#) website for guidance to support students who may be negotiating difficult life events or display concerning behaviors.
- Contact University Police (UPD) at 716-645-2222 if there is a disruption in your class that you are unable to deescalate and/or escalates beyond what is safe.

I believe that I am a target of discrimination or harassment, or I believe that someone has made a false complaint about me?

- Contact UB's [Office of Equity, Diversity and Inclusion](#) to report any discrimination or harassment. The reporting procedure is available for all members of the University community, including students, faculty and staff.
- Contact Donte McFadden (dontemcf@buffalo.edu), Unit Diversity Officer for the College of Arts and Sciences for guidance and referral.
- Review UB's [Workplace Violence and Bullying Prevention](#) and [Discrimination and Harassment Policy](#) for more information and guidance.

UB employees or students need support or services for dealing with unusual stress or stressors?

- Contact the [Employee Assistance Program \(EAP\)](#) for confidential consultation or one-on-one meetings at no charge to UB employees. EAP provides referrals to specialists and/or general information on how to help manage personal and/or work-related concerns.
- Navigate to the [Help/Support](#) website hosted by the Office of the Vice President for Student Life for information on student counseling services and other support services.

I am seeking community and opportunities to connect with others?

- Visit the [Life at UB website](#).
- Visit the [Office of Inclusive Excellence events website](#).
- View upcoming College of Arts and Sciences [events](#)
- Visit the [Wellness and Work Life Balance](#) website.
- Visit the Office of Vice President for Research and Economic Development website about [supporting faculty research](#).

Additional Resources

- Visit the [Mixed-Status Families & Undocumented UB Community Members Resources](#) webpage