AUBG
Emergency Action Plan

- Fire Safety
- Earthquake Safety
- Severe Weather Safety
- Medical Emergency
- Emergency Preparedness
- Health & Safety Checks
- Hospital & Clinic Locations
- Important Contact Numbers
- Active Intruder Safety
Earthquake Safety Procedure

What to do?

- **During an earthquake**
- **After an earthquake**
- **What to do after an earthquake**
Fire Safety Procedure

What to do?

1. Break the glass of the closest fire alarm box.
2. Evacuate using stairs.
3. If a door feels warm to the touch, do not open it.
4. Do not go into a blazing or smoke-filled area for any reason, fires can be unpredictable.
5. If the room is filled with smoke, stay close to the floor as possible and hold a cloth over your nose and mouth to breathe through.
7. Wait for further directions from main/security/ office or the Student Life staff.
1. Get someplace safe and secure:
   - If you are **INDOORS**:
     - Take shelter under a table or desk, remain there until shaking is over
     - Turn off electrical equipment
     - Move away from anything that could shake sole or fall (For example: windows, outside doors or walls, tall bookshelves, etc...)
   - If you are **OUTDOORS**:
     - Remain there but move away from anything that could shake loose and fall (For example: and poles overhead wires, etc...).
     - Do not enter a building even after the initial tremors; the aftershocks may shake down further debris from the structures.
After an Earthquake

2. **After the earthquake:**
   - Move cautiously when exiting the buildings.
   - Watch for hazards when moving around the campus.
   - Stay away from fallen or damaged wires.
   - Do not enter any building until it is declared safe by a University official.
   - Do not use telephones; except in extreme emergencies
   - Do not use any water supply or flush any toilets until you have been advised that the water and sewer lines have been checked.
   - Report immediately any potential dangerous situations.
3. Students will need to immediately report to main/security/office and Student Life staff.

4. After checking in with Student Life office, instructions on where to go will be available.
Severe Weather Safety Procedure

What to do?
1. Move away from windows or glass-enclosed areas immediately
2. Listen for directions from main/security and student life/office member
3. Check in with main/security and student life/office

Where to go?
- Safest Area
  1. Center of the building closest to basement or ground floor as possible
  2. Lower level room with interior walls and without windows
Medical Emergency

- If it’s minor:
  - First Aid Kits are located at the main/Health Center staff/office
  - Call main/medical doctor-health center staff/office on duty of situation

- If life threatening:
  - **Dial 112/073 888 210**
    - Give street address, building, room number and type of emergency.
  - **Call main/medical doctor-health center staff/office on Duty**
    - Inform main/medical doctor-health center staff/office on duty of situation and exact location.
Emergency Preparedness

- **Personal**
  - **Supplies List:** Keep a 3 day supply
    - Water: one gallon per day
    - Food: ready to eat canned meats, soups, juices, fruits and vegetables
    - First Aid Kit
    - Flashlight and Battery-Operated Radio
    - Non-electrical can opener
    - Tent
    - Batteries
    - Map of area
    - Personal hygiene items
    - Sturdy shoes
    - Rain gear, hat, gloves
    - Blankets and sleeping bags

- **Emergency Preparedness Kits**
  - Purchase Kits Online

Menu
Active Shooter/Hostile Intruder on Campus

1. If you witness an active shooter/hostile intruder is on campus, immediately notify Campus main/security and student life/office if possible. If you are notified an active shooter/hostile intruder is on campus, consider the following actions:
   - Run away from the threat if you can, and never run in a straight line.
   - If you are in a classroom, the senior employee/faculty member should immediately lock students and themselves in the room, and cover any windows or openings. Keep everyone together.
   - If you are in an outdoor unsecured area, seek shelter in the nearest securable room, lock yourself in the room.
Active Shooter/Hostile Intruder on Campus

2. If you are caught by the intruder, never look him/her in the eyes, obey all commands, and try to remain as calm as possible. Do not appear to pose a challenge, and be submissive.

3. Once the police arrive, obey all of their commands. This may involve your being handcuffed or made to put your hands in the air.

4. During building evacuations, assist the handicapped in exiting the building. Remain calm and do not panic.
Health & Safety Checks

If someone has a concern about the well-being of a student, professors and staff at American University, please contact the MAIN/Security, Health center and Student Life/OFFICE.

**MAIN OFFICE:**
SECURITY OFFICE-073 888 326,100,112,110,512,543,574
STUDENT LIFE OFFICE -073 888 515,542,541,571,572,530,520/
HEALTH CENTER-073 888 207,155,210

If you contact the AUBG main/Security an Student Life/office, please know there are various legal and ethical restrictions that guide how staff members operate in such situations. To assist the staff member, please identify yourself and why you are calling. Identify that you have a health and safety concern and provide your contact information. The person taking your call will respond to your concerns and in cases when a message is left, someone will respond as soon as possible.

Please remember that in all cases, staff members will be restricted in the information they can provide you the caller.
MEDICAL FACILITIES - SOFIA

Pirogov Hospital
Emergency Care
#21 General Totleben Boulevard
Tel: 915-4411

Military Medical Academy
#3 Georgi Sofiski Street
Tel: 922-6000, 922-25397

Lozenetz Hospital
#1 Koziak Street
Tel: 960-7607; 960-7223

Cardiac Emergencies-Sofia

University Hospital - Sveta Ekaterina
#52, Pencho Slaveikov Boulevard
Tel: 915-9417/401/402/404

National Heart Hospital
Dr. Alexander Doganov
Tel: 944-6373
GSM: 0889-714-590

MEDICAL FACILITIES - BLAGOEVGRAD

PULS Hospital
#62, Slavyanska Street
Tel: 073/88 20 20
073/88 20 65
E-mail: mbalpuls@mbalpuls.bg

MBAL-BLAGOEVGRAD-AD Hospital
#60, Slavyanska Street
Tel: 073 / 82 92 329, факс 073 / 88 41 29
E-mail: mbal_bl@abv.bg
# Important Numbers

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<td>Emergency</td>
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<tr>
<td>Security Office</td>
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<td>Police Department</td>
<td>-073/867 434</td>
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<td>Fire Department</td>
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<td>Civil Defense Agency</td>
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