

AUBG SAFETY AND SECURITY

While AUBG presents unlimited opportunities to experience the advantages of life in a cross-cultural environment, we must keep appropriately good level of the Safety and Security for the students, faculty and staff. Each of us assumes personal responsibility for taking all applicable measures to prevent security, safety and health incidents.

The Security guards are dedicated to maintain the campus as a safe and pleasant place in which to live, work, and study. However, a truly safe campus can only be achieved through the cooperation of all students, faculty, and staff.

The information provided in this booklet is designed to inform, advice, and alert the community of current programs, policies, and procedures related to security and safety awareness and incident reporting at the American University in Bulgaria.

AUBG Security Office

AUBG Security Office is equipped with state of the art video surveillance and access control technology, aid from appropriately trained and highly motivated security personnel.

Security Policy

Students at the American University in Bulgaria need an environment, which allows them to succeed academically. The University makes a concerted effort to provide security for students, faculty, and staff and their property.

However, the University is not responsible for any loss of personal property or injury. In the event of a breach of security, members of the University community should immediately report the situation to the Security Office. The University cooperates fully with state authorities and with the Student Conduct Council, when appropriate.

Some Important Tips for Your Safety:

- Report any safety/security concerns to the guards, as soon as possible,
- Ask the guards for assistance with the local police department,
- Always lock your room. Keep your valuables in a secure place (the University has no legal liability for thefts),
- In case of physical abuse, assault, harassment, threats, excessive noise, public intoxication, or boisterousness contact your RAs, the guard on duty, and/or the Residence Hall Manager
- Only in case of fire emergency you can feel free to use the fire extinguishers, and contact the guards,
- Keep your wallets and passports in a secure, non-visible place
- Avoid walking alone after dark,
- Do not leave your belongings (backpacks, purses, etc.) unattended,
- Be cautious in unfamiliar environments.

If you feel threatened by other people, or need assistance with the police, or for any other special cases of emergency - please, contact Security desk at AUBG buildings.

Burglaries

During the breaks your property is most vulnerable. Please, pay particular attention to the security of your room during the vacations, as well as during finals week.

Avoid Being a Victim, Follow This Simple Advice:

- Take anything valuable (computers, mobile devices, etc.) with you during any holiday period.
- Keep valuable items away from windows and out of view.
- Lock your windows when not in the room.

Follow These Crime Prevention Measures:

- Make a note of a serial number, make and model of all your electrical and other items and appliances
- Always keep all windows locked when the room/apartment is empty. Don't assume one of your roommates is still in when you go out - check.
- Always keep your personal ID and passport close to you in a case of emergency evacuation.

Access Policy

Residence Hall Security Policy

Access to the Residence Halls ***is prohibited*** for the guests from outside the University and AUBG students from another Residence Halls. Getting in and out of the Residence halls is allowed only through the doors equipped with access card controls. The visual control from the Security guards remains in place and will be accompanied with request to check the student ID if necessary.

Card Procedures

Your encoded student ID card enables you to enter secured areas by simply swiping the card through a card reader on the doorframe. The lock will automatically release and allow entry into your building. We urge you to help maintain the integrity of the system by not using your card to allow any other people to enter.

You are also encouraged, for your own protection and the protection of your belongings, to immediately report to the Front Desk or your Resident Assistant any individuals who do not appear to have legitimate business in the AUBG Buildings.

Students' Personal security

Violent and sexual attacks on students are thankfully rare and, statistically, the chances of being attacked are low. No one can be guaranteed absolute safety, so it is important to be aware of this, and to take sensible precautions. Take a few minutes to read the following advices:

Out and About

- Try not to be out alone, particularly at night
- Prearrange to go home with a friend
- Always have some money and a phone in case you need to get a taxi

- Keep the number of a reliable taxi firm with you
- Always sit behind the driver's seat
- When the taxi arrives, check if it is the one you ordered. If in doubt, don't get in
- Avoid taking shortcuts through dark alleys, parks, or streets.
- Never hitchhike or accept lifts from people you don't know.

If you have to travel alone in public transport

- Try to stay away from isolated bus stops.
- On a bus, sit near the driver
- On a train, take a compartment where there are several other people.

If you regularly go jogging or walking

- Vary your route and stick to main roads with sidewalks, which are well lit and busy with people who can see you.
- Remember, if you use personal stereo, you are less aware of those around you and of the traffic.
- Try to jog in the daylight hours.

If the worst happens and you are attacked

- If someone attempts to steal something from you, don't resist. Your safety comes first. You can help by remembering what they look like. Call the police immediately; pass on their description and the direction they went,
- In case of feeling threaten - Scream and Shout
- Get away as quickly as possible
- Always call the police immediately after getting away. Do not wait until you get home.
- It's a lot to ask, but if there is a vehicle involved, try to make a mental note of the vehicle license. Write it down as quickly as possible, and hand it to the police upon their arrival.
- If you feel unable to talk to the police, talk to a friend or the Counseling Center staff.
- Seek medical help if needed.

Driving

- Make sure you have enough petrol and some money with you.
- Keep the doors locked
- Avoid leaving bags, cell phones, etc. on display within the car.
- If someone tries to flag you down, drive until you come to a service station, or some other area busy with people and call the police.
- Never pick up hitchhikers.

Smoking Policy

Except in designed smoking areas, smoking is prohibited on the University premises, including in offices, classrooms, laboratories, restrooms, the library, the auditorium, conference rooms, dining facilities, lobbies, corridors, and residence halls. Violation of this policy will be subject to disciplinary action. (AUBG Policy Manual, 1-B-9)

Drug Abuse & Alcohol Policy

The possession, use, or distribution of illegal drugs is prohibited at any time at the University. Anyone known to possess, use, or distribute illegal drugs is liable to public law enforcement sanctions and University disciplinary action. The use of alcoholic beverages on University property shall be planned, requested and controlled through Dining Services or Campus Living. The use of alcoholic beverages not controlled through Dining Services or Campus Living policies will be considered not in compliance with campus procedures. Violation of laws, regulation, and policies and procedures, related to use of alcohol and controlled substances may result in disciplinary action, and where applicable, criminal proceeding. (AUBG Policy Manual, 1-B-1)

Fire Safety

If you discover or suspect a fire

- Contact the guard on duty in the building. Give as much information as possible to the Officer. Don't assume that someone else has called. Security will notify the Fire Department and give the address location of the building.
- Trigger the fire alarm.
- If an alarm fails to operate, warn the other occupants by knocking on doors and shouting a warning.
- Leave the building immediately. When Firefighters arrive, direct them to the fire.

In the event of fire

When you have been alerted by an alarm of fire, proceed as follows:

- Keep low to the floor if smoke is in your room.
- Before opening the door:
 1. Feel the door handle. If it is hot, do not open the door.
 2. If the handle is not hot, brace yourself against the door and open it slightly (fire can create pressure enough to push open a door if it is not held firmly). If heat or heavy smoke is present in the corridor, close the door and stay in the room.
- If you cannot leave the room:
 1. Open the windows.
 2. Seal cracks around the door with wet towels or bed clothing to keep out smoke.
 3. To attract attention if you are trapped, hang an object out the window, such as a sheet, jacket, shirt, or anything that will attract attention. Shout for help.
- If you can leave the room:
 4. Close all doors behind you as you exit. This will retard the spread of smoke and lessen damage.
 5. Go to the nearest exit or stairway. **DO NOT USE AN ELEVATOR.**
 6. If the means of egress is blocked by smoke, heat, or fire, go to an alternate exit. If all means of egress from a floor are blocked, go back to your room, close the door, open the windows and follow the procedure described above.
- After leaving the building, stand clear. Inform the RA's/Residence Hall manager that you are safe. Emergency apparatus will be maneuvering around the building. Follow directions of Fire, Security, and Police

personnel.

Fire Drills

Fire drills in residence halls are required by law and are conducted to familiarize the building occupants with the sound of the fire alarm, the emergency exits, and the procedures for evacuating the building. All occupants of the building are required to respond to the drill and to abide by the procedures established.

Before you spend a night in any building, make it a point to find out where the exits are. Don't consider elevators as a means of egress. Plan two routes of escape in case your primary means of egress is blocked by smoke or fire.

Although these exercises may seem a nuisance to some, in many instances, victims of fire have hidden in closets when a safe exit was only across the room. Victims have been found under beds and crouched in shower stalls.

The Building's Safety Features

- Stairway doors must be kept closed at all times. If the doors are open during a fire, stairways can act as chimneys and spread fire and smoke throughout the building. If doors are kept closed, the stairways will provide a place of refuge and will protect you while you escape from the building. It is most important that stairway doors be kept closed at night, when people are asleep and detection of a fire is likely to be delayed.
- Each means of egress should be clearly marked with signs, which should make it obvious from any area of a building which way to go to get to an exit.
- Fire alarm systems provide a rapid means of notifying all occupants of a building that an emergency exists. Abuse of these systems results in a complacent attitude among building occupants, which may someday result in injury or loss of life when the alarm is ignored in an actual emergency situation. The best defense against malicious false alarms is an immediate, and strong, peer group reaction.
- Fire extinguishers should be used only after the alarm has been sounded and Security notified by telephone. Then, only if you feel capable, a small incipient fire may be attacked by use of an extinguisher. Don't expose yourself to heavy smoke. The toxic gases in smoke can render you unconscious in a few seconds. Even if the fire is quickly extinguished, call Security. If a fire extinguisher is discharged for any reason, accidentally or otherwise, do not put it back in its cabinet or hanger. Call the Department of Security immediately to have it replaced.
- Elevators must not be used during a fire or drill. It will delay your

exiting.

Typical hazards to be avoided

- **Smoking.** For decades careless smoking has been one of the major causes of fire. IMSA rules prohibits the use of tobacco products by students.
- **Overloading Electrical Circuits.** Use of electrical "octopuses" to obtain a maximum number of outlets can result in overloaded circuits.
- **Electrical Appliances.** IMSA rules prohibits the use of heat producing appliances, such as irons, hot plates, coffee makers etc., in residence hall

rooms by students.

- **Open Flame Sources.** Use of candles, incense, bottled gas appliances, and the like, is prohibited in residence hall rooms.
- **Rubbish and Storage.** All rubbish should be disposed of as soon as possible. Spare materials should be stored in the proper storage rooms or areas.
- **Obstacles in Corridors and Stairways.** Storage of any kind, including bicycles, trunks or rubbish containers, is prohibited by law from all means of egress. Such obstacles in means of egress have caused chain reaction pile-ups of fallen people. Also, combustible decorations, such as posters and other wall hangings, are prohibited from doors, stairways and corridors.
- **Flammable Liquids.** Gasoline, alcohol or other flammable liquids must not be brought into residential buildings.

Protect yourself and your possessions

Defective or missing fire protection and safety equipment should be reported to the Department of Security. If the deficiencies are not corrected within a reasonable time, a second call is in order.

**BE ALERT. YOUR SAFETY DEPENDS MOSTLY ON YOUR OWN
ATTITUDE AND ACTIONS. PLAY IT COOL.**