

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

Fire Safety Procedure

1. In case of fire -Break the glass of the closest fire alarm box.
2. Report to building's security or directly to 112
3. Evacuate using stairs
4. If a door feels warm to the touch, do not open it. Do not go into a blazing or smoke-filled area for any reason, fires can be unpredictable
5. In case the evacuation routes are closed go back to your room, seal the door with wet cloth and show your self on the window, expecting the firefighters so rescue you
6. 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

During an Earthquake

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 or fall (e.g. windows, outside doors or walls, tall bookshelves)**

If you are **OUTDOORS**:

- **Remain there but move away from anything that could shake loose and fall (e.g. poles, overhead wires, etc.).**
- **Do not enter a building even after the initial tremors; the aftershocks may shake down further debris.**

After an 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.**

Procedure to follow after an Earthquake or Fire caused evacuation

1. Go to the assembly point
2. Immediately report to Security and Student Life staff.
3. After checking in with Student Life staff, 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 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 all around the buildings / Health Center / offices
 - Call the medical doctor-health center staff/ or office on duty of situation

- If life threatening:
 - **Dial 112/073 888 210** and give street address - location, building, room number and type of emergency.

Active Shooter/Hostile Intruder on Campus

1. If you witness an active shooter/hostile intruder on campus, immediately notify Campus security and Student life office if possible.
2. If you are notified an active shooter/hostile intruder is on campus, consider the following actions:
 - **Run away from the threat if you can,**
 - **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.**

Active Shooter/Hostile Intruder on Campus

3. 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.
4. Once the police arrive, obey all of their commands. This may involve your being handcuffed or made to put your hands in the air.
5. During building evacuations, assist the handicapped in exiting the building. Remain calm and do not panic.

Emergency preparedness

Be prepared in case of emergency and enforced evacuation to take with yourself only the most important things such as:

- Personal documents – ID card, passport, etc.,
- Mobile devices such as cellphones,
- Jacket if the evacuation takes place over the winter.

To do this you need to be aware where they are.

Health & Safety Checks

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

MAIN OFFICES:

HEALTH CENTER-073 888 205,207,208,210,

STUDENT LIFE OFFICE -073 888 515,542,541,571,572,530,511

SECURITY OFFICE-073 888 326,100,112,110,512,543,574

If you contact the AUBG Security and 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 the cases when messages are 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 the caller.

Hospital & Clinic Locations

MEDICAL FACILITIES SOFIA

Pirogov Hospital for
Emergency Care
#21 General Totleben
Boulevard
Tel: 02/915-4411

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

Lozenetz Hospital
#1 Koziak Street Tel: 02/
9607-681/682/683/684

Cardiac Emergencies-Sofia

University Hospital - Sveta
Ekaterina
#52, Pencho Slaveikov
Boulevard
Tel: 0700 12 131

MEDICAL FACILITIES BLAGOEVGRAD

PULS Hospital
#62, Slavyanska Street
Tel: 073/88 20 20 073/88
20 65

E-mail:
mbalpuls@mbalpuls.bg

MBAL-Hospital
#60, Slavyanska Street Tel:
073 / 82 92 329, факс 073
/ 88 41 29

E-mail: mbal.bl@abv.bg

Important Numbers

<u>Department</u>	Phone Number
■ Emergency	112
■ Security Office-	073/888 326,100
■ Police Department	073/867 434
■ Fire Department	073/867 428, 073/867 220