

## **AUBG Safety and Security**

### A Message from the Director of Security

While AUBG presents unlimited opportunities to experience the advantages of life in a cross-cultural environment, we must keep in mind that the potential for crime does exist. Each of us assumes a personal responsibility for taking precautions to prevent ourselves from becoming a victim.

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, advise, and alert the community of current programs, policies, and procedures related to crime awareness and reporting at the American University in Bulgaria.

Ilko Vangelov  
Director

## **AUBG Security Office**

AUBG Security Office has existed since the foundation of the University in 1991. It is committed to maintain the safety of the AUBG community. The Security Office has recently been equipped with new technology, which will aid and enhance its future activities.

## **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 legal authorities and also utilizes the Student Conduct Council, when appropriate.

## **Residence Hall Security Policy**

When visiting the Residence Halls, guests from outside the University must leave their ID cards or passports at the Guard's desk and tell the guard on duty what room they will be visiting. AUBG students visiting another Residence Hall should also sign in with the guard.

If you are threatened by other people, need assistance with the police or for any other special cases of emergency, please, contact Ilko Vangelov, Director of Security at AUBG (cell phone 0889 626 308)

There usually is someone near you who speaks English, but if not here are some useful words in Bulgarian:

Help	[PO-MOSHT]
Fire	[PO-ZHAR]
Thief	[KRA-DETZ]

Ambulance [LIN-E-I-KA]  
Flood [NAVOD-NEN-I-E]

### **Some Important Tips for Your Safety:**

- Report any concerns to the guards, as soon as detected.
- Ask the guards for assistance with the local police department
- Always make sure you register your overnight guests with the Residence Hall Manager or guard
- Always lock your room. Keep your valuables in a secure place (the University has no legal liability for thefts).
- Obtain your roommate's consent for having visitors and/or overnight guests
- 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
- In case of emergency, use the fire extinguishers and contact the guards
- Carry wallets and passports in a secure, non-visible place
- Do not walk alone after dark
- Do not leave your belongings (backpacks, purses, etc.) unattended
- Be cautious in unfamiliar environments
- Do not give the keys to your room or copies of them to anyone.

### **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, stereos, 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 doors and windows locked when the room/apartment is empty. Don't assume one of your roommates is still in when you go out - check.
- Keep doors locked at night, don't assume someone else will do it.
- Always keep a spare key somewhere near the door (inside), in case you need to get out in an emergency. In most apartments, leave key in the inside lock
- Leave a light on when you go out at night
- If you are living off-campus, be careful when you rent an apartment. Look at the door and window locks and see if there is a good level of security. Check if the individual rooms have locks on them. Ask your landlord to fix any locks or improve security where needed.
- Use any internal locks wisely, especially if you're having a party: remember you don't necessarily know your "friend's friends" as well as you might think.

## Access Policy

### 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 individuals except your escorted guests to enter your building's common areas or your living area.

You are urged to maintain the integrity of the access system by not using your card to allow building access to any individuals who are not residents or your own guests. You are also urged, 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 hall or suites complex. It is important to recognize that no system is absolutely foolproof. Always close the door to your room when you leave; a thief needs less than a minute to relieve you of your valuables. Make it a habit to carry your key with you, even if you are just going down the hall for a minute.

### Resident Halls Access Procedures

Access Control stations are placed in the entrances of each hall for added safety.

- **Residents of the Skaptopara Halls:** You must present your student ID to the Access Monitor to obtain entry into the building. If you do not have your student ID card, you must verify your residency at the Front Desk. You must remain at the Front Desk until your residency has been verified. You may enter the building only after you have been verified.
- **Residents of Other Halls:** You must present your student ID to the Access Monitor to obtain entry to the building. The Access Monitor will verify that you live in one of the other halls by using a card reader. If you do not have your student ID, non-resident guest procedures will apply. Your ID card will not allow access to the residential area of buildings in which you are not a resident. Although you may access the lobby areas of all high-rise residence halls, you must be escorted by a resident when visiting the residential areas of buildings in which you are not a resident.
- **Non-Resident Guests:** All non-resident guests must be met, escorted and signed into the building by a resident of the building. The resident assumes responsibility for the actions of their guests by signing them in.
  1. Your guests will be required to exchange a valid photo ID for a Guest Pass and to sign the guest log. They are required to carry the pass with them at all times and to abide by all conduct rules and regulations. Entry will be denied to persons who do not have a valid photo ID.
  2. Guest passes are only valid in the hall where issued and must be renewed every 48 hours. Guests may use their pass to reenter a hall only if the resident host is with them. A fee will be assessed for all lost, damaged or late returned passes.

3. Visitors who arrive at the door without a host may use the bell outside the entrance to call the guard on duty

- **Family Visitations:** Non-Resident guest policies apply to all family members over the age of sixteen. Only parents or legal guardians, with appropriate ID, will be allowed to sign in their children under the age of sixteen.

### **Personal Safety**

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 advice, much of which you are probably already aware.

### **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 card 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.
- Get a personal attack alarm. They are available at specialized armory stores and firms. Make sure it is of the type, which continues to sound even if you drop it. Carry it in your hand with the cord around your wrist.
- 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. In this aspect, the alley to Bachinovo Park, as well as the route from Skaptopara to the graveyard (along the river) could prove dangerous.
- 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 you think you are being followed**

- Check by crossing the street and see if they follow. If they do, then cross back again to check.
- If you are still worried, then get to the nearest public place, a shop, cafe, or anywhere with lights on, and call the police on 166, or the emergency AUBG guards phone 888-100
- Avoid using an enclosed pay phone, which you could be trapped in

- 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.

### **If the worst happens and you are attacked**

- Scream and shout
- If you have one, set your personal alarm.
- 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.
- Seek medical help as 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.

### **If you have been attacked**

- It is important that you contact the police/the guards at the emergency phone immediately.
- Try to remember the description of the offender.
- If you feel unable to talk to the police, talk to a friend or the Counseling Center staff.

### **What men can do to help**

- If you are walking in the same direction as a woman, be aware of the effect you might have on her, walk on the other side.
- Don't sit too close on a train or a bus, and avoid staring
- Realize how threatening actions such as staring, whistling, comments and joking can be, particularly when you are in a group.

### **Thefts**

#### **Main Building**

Thefts from the Main Building within the University are an ongoing problem. The University relies on staff and students to report any suspicious people or circumstances as quickly as possible.

- If you see anything suspicious let the security guard know right away.
- Don't allow people to enter the University Building without a valid ID card

- If you believe a crime is being committed let a member of the security staff know. If you want the crime to be officially reported to the local Police Department, the guard will notify them for you.

### **Residence Halls**

- Don't let a person into the buildings with controlled access, without a valid ID card. Question people in the Halls you don't know and look out for your community.
- Whenever you leave your room, make sure it's locked.
- Thieves have been known to use tricks such as telling students a phone call is waiting for them and then stealing items from their rooms or knocking on doors until they find one open and help themselves.
- Pick up bankcards and check books directly from the local branch. Many cards are stolen from the mail system, particularly in the residence halls.
- If you see someone suspicious, let the guard on duty know.
- If you think a crime is being committed, let the security guard know. He will notify the police if you want to report it.

### **Personal**

- Many thefts occur when people are out for the evening or at parties.
- Never leave jackets or bags lying around. Always keep your belongings with you.
- If you leave a jacket or a bag in a room or an office, don't leave credit cards or anything valuable in them.
- Be careful of your PIN# and Card when using the ATM.
- The AUBG library, especially the coat-check area, as well as the canteen, are particularly vulnerable to thefts.
- If you are working or studying in the library, never leave your bag, purse, wallet, or anything valuable unattended
- The library and the canteen are open to anyone, and are often the target of opportunist thieves.
- The most important pieces of information you can give the Security or the police if you see someone acting suspiciously or committing a crime are:

*Description of the offender*

*Location of the offender*

*Direction the offender went*

### **Crime Prevention Programs**

The AUBG Security Office believes it is more beneficial to prevent crimes than to react to them after the fact. A primary vehicle for accomplishing this goal is the comprehensive crime prevention program. This program is based upon the concepts of eliminating or minimizing criminal opportunities, whenever possible, and encouraging students and employees to be responsible for their own security and the security of others.

The following is a list of the crime prevention programs and projects employed by the University:

- **New Student Orientation:** a crime prevention program accompanied by brochures and other printed material is presented as a formal part of orientation at the start of each academic semester.
- **Residence Halls Security:** crime prevention presentations accompanied by brochures and other printed material, are conducted in residence halls in conjunction with the Department of Campus Living.
- **New Employee Orientation:** Crime prevention presentations accompanied by brochures and other printed materials are made to new employees through the year.
- **Security Alarm Systems:** a sophisticated computer-enhanced alarm system monitors a campus-wide network on intrusion, fire and emergency alarms. Each residence hall has a fire emergency system.

### **Smoking Policy**

Except in designed smoking areas, smoking is prohibited throughout 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)

### **Sexual Offence Policy**

Sexual harassment of either employees or students is a violation of United States Federal Law.

It is a policy of the American University in Bulgaria that no member of the University community may sexually harass another. In accordance with its policy of complying with non-discrimination laws, the American University in Bulgaria regards freedom from sexual harassment as an individual employee and student right.

Violation of this policy will be subject to disciplinary action. Consenting relationships may result in sexual harassment under this policy. (AUBG Policy Manual, 2-E-3)

### **Drug Abuse & Alcohol Policy**

The possession, use, or distribution of illegal drugs as defined by both Bulgarian and American Law is prohibited at any time on University property. 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. If an alarm fails to operate, warn the other occupants by knocking on doors and shouting a warning.
- Call the Department of Security. 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.
- 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 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. 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. Perhaps if these people had been more familiar with escape routes, or had not delayed escape, they would not have died. **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. Surplus 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.**

**Bomb and Bomb threats**

Follow closely the orders of the Security Guards and the Police. For more information check the AUBG Security Office web site.

**CRIME STATISTICS**

**On Campus 2001 - 04      34**

**Off campus 2001 - 04      24**

	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>
Incidents January-March	4	2	3	4
Incidents April -June	4	2	0	0
Incidents July-September	0	1	2	0
Incidents October-December	0	3	8	0
<b>TOTAL</b>	<b>8</b>	<b>8</b>	<b>13</b>	<b>4</b>
	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>
Robbery/Assault-On campus	0	1	0	0
Robbery/Assault-Off campus	6	1	5	2
	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>
<b>Theft/Burglary-On campus</b>	<b>3</b>	<b>4</b>	<b>9</b>	<b>1</b>
<b>Theft/Burglary-Off campus</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>