

Safety and Security Guidelines on Campus During Emergency and Exceptional Situations

First: General Guidelines for All University Affiliates, Including Faculty Members, Staff, and Students



1. Dealing with National Alert System Notifications:

1. Take all notifications issued through official channels seriously and comply with the instructions provided.
2. Remain calm and stay inside the building without causing panic until official authorities announce the danger has passed.
3. Suspend all educational, research, student and other activities until an official message confirms the danger has passed.
4. Maintain a distance of at least 3 meters from windows and glass facades and stay away from laboratories.
5. Use staircases when necessary; do not use elevators.
6. If you are in an open area, move immediately to the nearest safe building.
7. Follow the directions of the security team inside buildings and avoid taking independent actions.
8. Stay updated only through official sources; avoid spreading rumors or sharing unverified information among colleagues or through social media groups.
9. Ensure the presence of personal companions for people of determination (on campus) and follow the security team's instructions (Note: people of determination will be contacted regarding this point).



2. If You Are Driving Inside the Campus:

1. If you are near a building, head to the nearest safe building.
2. If you are unable to enter a building, follow state authorities' instructions: park your vehicle at the side of the road, remain inside, turn off the engine, and crouch below window level.
3. Stay away from bridges, power poles, and large trees.
4. Slightly open the vehicle windows to reduce air pressure.
5. Once official authorities announce the danger has passed, wait a few minutes to ensure there is no falling debris.



3. Evacuation or Shelter-in-Place Procedures

If the security team decides to evacuate the building or implement shelter-in-place procedures, the following guidelines must be followed:

1. Follow the security team's decision, whether to evacuate or shelter in place, and comply with their instructions without personal judgment.
2. Move calmly and orderly without running or pushing.
3. Do not return to collect personal belongings.



4. Handling Suspicious Objects:

1. Stay away from suspicious objects and do not touch them.
2. Immediately report any strange/suspicious object or unusual activity through campus emergency contacts:

Department	Number
Fire	44033999
Security	44036999
Chemical and Biological Materials	44033699
Public Facilities	44033600
Road Supervisor (Campus Security) – Evenings and Holidays	55568713
Building Supervisor (Campus Security) – Evenings and Holidays	50489106

3. Do not photograph incidents, locations, or security procedures and share them on social media.
4. Fully cooperate with the security team and comply with their instructions at all times.

Second: Specific Guidelines for Faculty Members and Staff

(Dealing with National Alert System Notifications)

1. Reassure students and provide them with the necessary support.
2. Faculty and staff must ensure curtains are closed inside classrooms.
3. Inform students of the safety and security guidelines outlined in this document.
4. Take a headcount of the number of students and inform the building's security team of any missing or late students.
5. In the event a National Alert message is issued during an exam in a hall with windows, the faculty member or supervisor should instruct students to leave exam papers on their desks and move at least 3 meters away from the windows while remaining calm inside the hall.
6. In laboratories containing hazardous or flammable chemicals, the lab technician and supervising professor must immediately stop all experiments in a safe manner in accordance with the laboratory's pre-approved safety procedures and move students or researchers to a safe area inside the building, as directed by the security team.

Safety is a Shared Responsibility

Safety is a shared responsibility. Your compliance with instructions, calm behavior, and cooperation with authorities contributes to protecting lives and ensuring everyone's safety. Lead by example in awareness and readiness, as a conscious safety culture is the first line of defense.

We ask God to grant safety to everyone.