

SAFE CAMPUS

“ENTREPRENEURSHIP PROGRESS CHANGE”

It is everyone’s responsibility to ensure safe campus environment along with security personnel.

The Directorate of Security aims to offer you 24/7 safe and soundlife at the campus.

There are several easy tips that all can perform. We prepared an informative booklet to facilitate and make safe your life at the campus and living environment.

This booklet is a guide you may consult in case of emergencies you may face at the campus and living environment. Thus, we suggest you read all the sections carefully and refer to it when necessary.

We wish you all the best and every success in your studies.

Directorate of Security

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SAFE CAMPUS

The security staff of the Department of Security, Atilim University, operating in accordance with the stipulations of Private Security Law No. 5188, are on duty 24/7 to provide a safe campus environment for your security and protection throughout your time at the University. Please make sure that you follow the regulations set out below, which help us protect you while on the University campus. In addition, please follow security officers' instructions and warnings at all times.

University Entrance:

- Everyone entering our campus area must go through the ID and car sticker checkpoints located at the entrance gates and security booths on campus.
- Students must remind their visitors to register their name at the main entrance and get a visitor card in order to be eligible to enter in the campus area. Visited students are responsible for their visitors.
- Shuttle cards must be shown to the drivers while getting in shuttles.
- It is not allowed to get in the campus by car or walking after 12.00pm.
- Students may pray at the Prayer Hall in the Faculty of Engineering Building (-4th Floor).
- It is forbidden to bring along guns, any kind of ammunition and sharp objects to the campus.

Entering the University by Car:

The persons entering the university by car are subjected to ID and vehicle identification sticker check at several checkpoints around the campus. Our students are allowed to enter in the campus provided that their cars bear the vehicle identification sticker and they have no companion. However, if the student is not alone, passengers may be asked to go through a security check. Also, please note that unauthorized student cars or other cars without a sticker are not allowed to enter the university campus. Instead, these cars may park in the available places out of the main entrance.

In line with the general campus safety rules, there may be a vehicle inspection at the campus entrance and exit points by the security officers, as needed.

Proper Campus Driving Behavior:

You should refrain from listening to music at high volume in your car, and should never drive in a careless or disrespectful manner on campus roads. Loud music, engine noise and screeching tires may disturb students who are studying or resting.

Physical violence is considered as an unacceptable behavior and may require a disciplinary action.

All fliers and other documents that are requested to be put on campus bulletin boards and department buildings should first be approved by the Directorate of Culture and Social Affairs.

Tips on Recognizing and Dealing with Suspicious People and Vehicles:

It is also very important to develop awareness for all sorts of activities in your surrounding in order to identify the suspicious ones. Followings are precautions to be taken while recognizing and dealing with these situations:

If you have a hitchhiker in your car picked up on your way to the University campus, please make a short stop at the entrance for a security check and tell the officers about his/her status. Please do not pick up the ones who intend to get in the campus to commit a theft etc. by taking advantage of your vehicle.

The people whose clothes, behaviors or attitudes prove that they are foreigners to Atilim University and who are looking around furtively are defined as suspects. Suspicious people tend to leave the scene after being seen by the authorities. It is important to notify the security by calling the emergency line at 0530 781 11 41 as soon as possible.

SAFE CAMPUS ENVIRONMENT:

Patrolling:

Atilim University security staff provides 24/7 safety by making regular rounds around the buildings, facilities and the green areas located in vicinity of campus. On foot or motorcycles, our security staff patrol the campus and respond to alarm calls.

Lost and Found:

Cell phones, electronic appliances, keys, valets and clothes are among the most commonly lost and found items on the University campus.

In the case of a lost item, please immediately contact the security staff of the building where the items were lost. If you cannot find your item at the building security desk, please consult with the Directorate of Security (Tel: 586 87 56). Pursuant to the Regulation on Lost and Found Properties, Atilim University, the properties found in the campus area are donated to relief organizations, after they are kept for two year.

You may find the found property list on the website of the Directorate of Security.

BASIC SAFETY RULES:

Our university is monitored with camera surveillance system and the requests for watching video records shall be made to the President's Office. The records which are kept for 5 days can be watched between 3.00pm and 4.00pm upon the approval of the President's Office.

Personal Safety:

You are safe on the campus. Do not refrain from making eye contact with the people around you while you are in the campus. Also, do not hesitate to report a suspicious behavior or an activity to the campus security (0530 781 11 41)

Cases to Cause Disciplinary Proceeding.

- Drinking and driving,
- Driving without driving license,
- Causing danger while driving, overspeeding, racing with another car
- Ignoring the warnings of security personnel; insulting, committing or attempting to commit physical violence against academic/ administrative staff or students,
- Harassing pedestrians or drivers by car,
- Giving Vehicle Identification Sticker to others or using other people's vehicle sticker,
- Attempting to enter in the campus by car although it is not allowed and causing troublesome for security personnel,
- Carrying all kinds of guns, explosives, drugs and alcoholic drinks forbidden by law, and bringing them into the campus,
- Threatening, insulting and assaulting or attempting to assault anyone at the campus.

Safety Rules in Terms of Wild and Stray Animals:

Avoid interacting with stray animals, as they may not have been vaccinated against certain illnesses, such as rabies. In the case that you contact with a stray animal and get a scratch mark or a bite, immediately go to the Health Center as a precaution against rabies.

Smoking Ban on Campus:

Please do not smoke in smoke-free areas located on campus. Note that individuals who do not comply with smoking ban are subject to a fine.

Safety in Cars:

While you are driving off campus, always make sure that you keep your doors locked at all times and try not to roll down your windows as you pass by crowded areas. Also, do not forget to lock the doors again when you stop the engine. As mentioned earlier, if you come across with a suspicious behavior or an activity while driving, please report it to the police (155).

Over the Phone Threats:

Be careful with the threats from people who introduce themselves as a police or prosecutor over the phone. Please disregard their request and immediately report to the police (155).

Please call 0530 781 11 41 in case of other threats and adverse statements and acts in the campus.

Fire:

Do not panic. First of all, secure yourself and report the situation to 0530 781 11 41/ 0312 586 89 99 and receive information about what to do. If the fire is only starting and you know how to use a fire extinguisher, look for one and try to put out the fire. However, if the fire is out of control, leave the area and report the case to Atilim Emergency Center.

Traffic at Atilim

Atilim University places a great deal of emphasis on promoting respectful driving on campus. Always remember that on campus roadways, pedestrians are given priority over vehicles. All vehicles are required to stop and wait for pedestrians to cross the street.

Also, all vehicles passing through the gates must have a valid parking sticker in order to use the campus parking lots.

Parking Stickers and Campus Entrance Cards:

Academic and administrative staff must obtain an identification sticker. Our staff must show their ID cards at the main entrance and checkpoints until they obtain the sticker.

Safe Traffic:

Rules given below must be followed in order to drive in the campus:

The students intending to enter in the campus by car must have a vehicle identification sticker.

The pricing policy of the Vehicle Identification Sticker is determined by the President's office and announced on the website of the University.

Do not forget:

- Always remember that on campus roadways, pedestrians are given priority over vehicles. Follow the security officers' instructions and obey all traffic signals, signs and markings.
- On campus, traffic is monitored by means of surveillance cameras. General speed limit for campus roads is 20-30km/h.
- It is forbidden to honk horns, drive in convoys, or drive disrespectfully on campus. All motorcyclists must wear protective helmets.

In case of an accident:

Please stop your car properly and take all necessary safety precautions. Place a reflector behind and in front of your car. Report the accident to the Security Office: (0530 781 11 41)

PREVENTIVE MEASURES AGAINST THEFT

Life on our University campus is very safe and secure; however, there are plenty of areas used publicly, which makes it necessary for each individual to take some preventive measures to reduce opportunities for theft. We recommend our students to be more careful in the locations given below:

In the Gym:

- Keep your locker locked at all times.
- Do not bring valuable items with you to the sports halls.
- Please report any individual or group of people you think is/are acting suspiciously to the emergency line through 0530 781 11 41.

In the Classrooms or Libraries:

- Do not leave valuable items and bags unattended on desks or tables.
- If necessary, leave your personal belongings or valuable items with your friends or security officials.
- Please report any individual or group of people you think is/are acting suspiciously to the emergency line through 0530 781 11 41.

At Home:

- If you are residing on the first or second floor of a building, make sure that you have sturdy iron security bars installed at your doors and windows.
- When you move in to a new place, always remember to change the existing lock on your entrance door.
- Write down the first letter of your first name and your last name in full when preparing a name tag to be placed on your door.
- Do not forget that thieves may prefer the houses of which mailbox is full.
- Leave one of your lamp, TV or radio open even if you leave your house for a short time.

FIRE SAFETY GUIDELINES

In the Dormitory:

Measures to be taken before fire:

- Do not keep an electrical heater or flammable materials in your room.
- Do not overload the circuits, and make sure to disconnect all plug-in equipment before leaving the room or going to sleep.
- Do not have on hand any electrical devices whose use is not permitted in the dormitory.
- Do not leave candles burning when leaving the room or before going to sleep.
- Please call the emergency line immediately if you smell smoke or see a fire.
- Learn the location of all emergency exits in your building.
- Learn the location of the designated meeting place outside of your building in case of evacuation.
- Learn how to use a fire extinguisher.

Emergency Fire Procedures in the Dormitory:

- Do not panic. It is very important to keep calm. Do not panic!
- If you see a fire, first shout "Fire!" and then quickly press the fire alarm button. Inform security and dorm manager on duty so that the rooms can be evacuated.
- If it is a very small fire and you know how to use a fire extinguisher, try to put the fire out.
- If it is a big fire, immediately leave the area and go to your building's designated meeting place outside.
- Do not leave the meeting place until the security authorities have declared it is safe to return to the dormitory rooms.

- Report the fire to the security at the main entrance through the line 0530 781 11 41.

At Home:

Measures to be taken before fire:

- If possible, install a smoke detector.
- Learn the location of your building's emergency exits and meeting place.
- If you smoke, make sure to completely extinguish your cigarette before you throw it away or go to sleep.
- Do not leave food cooking on the stove unattended.
- Keep heaters away from household items and fabrics.
- Use caution when operating electrical appliances.
- Know the locations of all electricity and natural gas on/off switches in your home.

Emergency Fire Procedures at home:

- Do not panic. Keep calm and call the fire department at 110 (anywhere in Turkey).
- Help children, the elderly and disabled persons to evacuate the building first.
- Ask your neighbors for help.
- Do not open the windows.
- Turn off the gas and electricity.
- Use fire hoses if available.
- If the fire is too big to extinguish, leave the building immediately.
- If you get burned, use cool running water as a first-aid measure and go to the nearest health center as soon as possible.
- Please give short, clear answers to fire department officers' questions.

WHAT TO DO IN CASE OF AN EARTHQUAKE

We should all know what to do before, during and after an earthquake to protect ourselves from getting injured and minimize damage. Please share the following information with your friends and family members for your own and others' safety.

What should I do in case of an earthquake?

1. Do not panic! Remain calm.
2. If the earthquake occurs when you are indoors;
 - a. Lay in fetal position beside your bed or get under your bed.
 - b. Protect your head with something.

- c. Get under a desk.
- d. Do not go downstairs or ground floor.
3. If you are outdoors, move to an open area and stay away from buildings, trees and power lines.
4. If possible, do not drive. If you have to drive, stay away from bridges and underground passages, and stay in the car until the shaking stops.

What do to after earthquakes?

1. If you can, check yourself and others for injuries and provide first aid as needed.
2. Check your surroundings carefully and turn off all electrical appliances, gas and water.
3. Turn on your radio or television to hear emergency instructions and announcements from the authorities and to keep up with the latest news on the situation.
4. Use your phone only to report emergency situations.

First Aid at Atilim:

Our University has a health center providing service within working hours at the campus. Ambulance service is also available in case of emergency.

Tel: 0312 586 83 89

Please call an ambulance, if you or someone you know need an urgent medical care in each of following situations:

1. Chest pain (both left and right side of the chest)
2. Severe shortness of breath
3. Injuries caused by a traffic accident
4. Fall from a height
5. Severe bleeding
6. Drowning in water
7. Poisoning
8. Fire
9. Fainting
10. Having a serious illness
11. Frostbite or hypothermia
12. Heat stroke
13. Severe burns
14. Difficulty in breathing
15. Loss of consciousness
16. Eye injuries
17. Traumas

While calling an ambulance;

1. Always remember that your personal safety is of the utmost importance.
2. Make sure that you stay at a secure place.
3. Do not move the injured/sick person, unless there is an urgent danger. If you are the injured/sick one, do not move.
4. Dial the number 0312 586 83 89.
5. Stay calm and try to speak clearly.
6. Introduce yourself.
7. Express the condition of the patient or injured without any interpretation.
8. Describe your place clearly.
9. Do not hang up the phone. Let the other side end the call. Do not keep your phone busy considering that officers may call you again until the health care team arrives.
10. Health care team will come as soon as possible.

DIAL THE PHONE NUMBERS OF DIRECTORATE OF SECURITY IN CASE OF ANY ADVERSE SITUATION AT THE CAMPUS.

Atilim Security: 0530 781 11 41 / 586 89 99 / 586 89 98

Important Phone Numbers

Lost Property: 586 87 56

Police Emergency Line: 155

Fire: 110

In case of gas leak: 187