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Introduction:

Studying abroad at the FSU Florence Program is one of the best ways a student can achieve greater cultural awareness and global enrichment, aspects vital to formulating a well-rounded individual prepared to meet the demands and challenges of the future. Students who immerse themselves in a new culture in order to learn and appreciate differences in language, lifestyles, cuisine, and art are rewarded with substantially broadened horizons that enhance their overall university experience. The FSU Florence Program was founded in 1966 and is one of the oldest American study abroad programs in Florence. Florida State University is highly esteemed in Italy and has developed a respectful and collaborative relationship with Florence and Florentines. Because of this students need to keep in mind that although they are American citizens, they are subject to the laws of the nation in which they will be studying and residing. This guide was conceived not only to provide study abroad students with some commonsense tips regarding safety, but also outline FSU Florence Program’s policies and aspects of Italian law.

This guide is only one of many steps the FSU Florence Program takes to ensure students’ stay in Italy is a safe and pleasant one. All information is updated annually and produced in accordance with the Federal Jeanne Clery Act of 1990.

Meetings and Documents:

Student Orientation - The day after students’ arrival at FSU Florence, the study center staff conducts a full-day, mandatory orientation for all students, large portions of which are dedicated to student safety, security, and health. During orientation each student is provided with an FSU Florence site-specific handbook so students have this information documented for easy, individual reference throughout the semester. The handbook is updated at the beginning of each semester so that it is kept current.

Visit by the U.S. Consul General’s Office– The FSU Florence Program invites a diplomatic officer attached to the office of the United States Consul General of Florence who conducts a safety and emergency session with students. This visit usually occurs the first week of the program.

Practical Guide – The FSU Florence Program provides a Practical Guide that contains useful and important contact numbers and information, including emergency services, doctors’ services, and English-speaking psychologists and psychiatrists. Each student apartment within the residences is equipped with a Practical Guide for easy reference.

Smart Traveler Enrollment Program (STEP)– FSU and the U.S. Department of State highly recommend that study abroad students register with STEP for the duration of their stay in Florence and Europe. STEP is a free service provided by the State Department to U.S. citizens who are traveling to or living in a foreign country. STEP allows American consular officials to better assist students and travelers in case of an emergency situation, providing all enrollees with up-to-the-minute updates, travel alerts, and other useful information according to their travel plans. Go to: https://step.state.gov/.
Emergency Contact Cards – The FSU Florence Program provides all students with an emergency contact card that contains phone numbers of all emergency services, as well as the numbers of on-call staff members, program assistants, and the FSU Florence Program Emergency Number. Students must keep this card with them at all times, preferably in their wallets.

Common Sense Safety Tips:

Study Center Safety:

- The study center is equipped with video cameras that allow staff to monitor the exterior of the building.
- All students have a swipe card that grants entrance to the study center. Students are asked to use these cards to enter the building and are not to share these cards with anyone, including fellow students. If a student misplaces his or her swipe card, the student can get a new one for a small fee from the program’s Housing Coordinator.
- The study center is staffed Monday through Friday from 9 a.m. to 5 p.m. The Florence Study Center secures their buildings when classes end each day.
- Please help the staff of FSU in Florence keep the study center safe. If you notice anyone or anything suspicious please let a member of the staff know immediately.

Safety at home:

- A security guard is on duty at FSU’s main housing unit in Florence. Security personnel are operative from 6 p.m. to 6 a.m., 7 days-a-week. The security guards monitor the entrances and exits of the student residence and make rounds to ensure student safety.
- The main FSU residence in Florence is equipped with a video camera and monitor at the entrance of the building. Students are asked not to open the door for anyone who is not part of the program.
- During the summer semesters, students may be housed in a structure not equipped with a security camera or night man, so students must take proper precautions.
- Apartment windows and doors should be closed and locked by students when leaving their apartments. If an intruder were to get inside the building, they would look for an open door and be able to walk away with personal belongings.
- FSU will inform students when maintenance and cleaning services come to the residences. Therefore, students should let any uniformed persons gain entrance to the residence without prior notification.
- Students should not lend their keys to anyone and not put their address on their keys.
- Keep valuable items away from windows.
- No visitors outside of the program are allowed in FSU Florence Program housing. (Exceptions can be made for parents and family touring the premises, but they
must be out of the residence by 11 p.m.). Students can be put on probation or expelled from the program if this policy is violated.

- Student residences are equipped with combination safes for each student. Valuables should be placed in these safes when not in use.
- No smoking is allowed in any of the residences or buildings operated by the FSU Florence Program.

Safety away from home:

- Wallets should be secured in a back pocket.
- Purses or backpacks should not be placed on the floor or on the back of a chair in a bar or restaurant.
- Police in Florence are authorized to ask for identification at any time. Students should keep a photocopy of their passport with them at all times.
- Make a photocopy of all your important documents and keep them at home.
- Walk or jog with a friend. Avoid jogging after dark and always stay in well-lit areas. The “buddy system” should always be employed by students when returning to the residence after 11 p.m.
- Tell someone where you are going and when you will return.
- Always use ATM machines that are in well-lit areas and make sure no one is watching while you enter your pin number. Students should only use ATMs associated with banks, avoiding those installed in tobacco and souvenir shops. Keep a copy of your credit card and ATM card information at home in case your card gets lost or stolen. Before their arrival in Florence, students should notify their banks that they will be studying abroad so that credit cards and ATM cards will not be blocked or in case any suspicious usage is verified.
- Taxis cannot be hailed in Florence, so students should make sure they have their emergency contact cards with them. On these cards are located phone numbers for 24-hour taxi service. Taxi companies in Italy only accept cash, so students should make sure they have enough cash on them when going out late at night.

Safety at Night:

- Pick pockets are out at night so students should only carry a photocopy of their passports, small sums of cash, and one credit card.
- Do not use cellphones in a way that may draw attention, especially when alone.
- Alcohol accounts for most problems American students have in Florence. Students should always practice responsible independence.
- Drinks should never be left unattended.
- Practice safety in numbers and keep an eye on friends and classmates by assuring they don’t go to other bars or home alone with strangers.
- If problems are encountered on the way home, call the polizia or the carabinieri. Their numbers are on the Emergency Contact Card. If it is an emergency, seek a police officer or enter the nearest public place and call the police from there.
- Students should avoid strangers who approach them on the streets at night. Students should avoid making eye contact or all attempts at conversation. If strangers are persistent, seek a police office, enter the nearest public place for help, and/or contact an FSU staff member.
• Students should not tell strangers where they live.
• The use of pepper spray and mace is prohibited in Italy, so do not pack these self-defense materials.

Safety while traveling:

Many students choose to take advantage of their long weekends to travel throughout Europe; they will be subject to the laws of the countries they are visiting. Many countries have laws that are more severe than the U.S.

• Students must fill out a travel form if they are away from the study center overnight. The online travel form is located at the top right corner of the International Programs website: [http://international.fsu.edu/](http://international.fsu.edu/). The link can also be found in the FSU Program Handbook, and is posted to the study center’s Facebook group each week as a convenient reminder.

• Inform your roommates of all travel plans and estimated days and times of return. If a student becomes significantly delayed, please email, make a post to the Facebook group, or call a member of the study centers staff.

• Students should familiarize themselves with where they will be traveling by reading a guidebook or taking advantage of online resources. It is also a good idea to check out the US Government travel website, [http://www.travel.state.gov](http://www.travel.state.gov) for helpful information about the countries they will be visiting.

• Cultural Sensitivity--There are many cultural differences of which students should be aware in order to protect themselves and avoid offending people.

• Read the news and be informed about your destination. In general, it is best to try not to stand out too much and try to comport oneself as the locals do.

• Learning a few key phrases of the language is essential.

• When traveling you must bring your passport with you, even if you are remaining in Italy overnight. Passports are required to check into hotels and hostels.

• Avoid political demonstrations or gatherings of large groups of people.

Alcohol and Drugs:

Alcohol:

Many students studying in Florence may find they can legally drink in bars, pubs and restaurants for the first time. Students are advised to be especially careful if they should decide to go out for a night of drinking. Most incidents ending in physical or sexual harm are the result of a student not being in control of their faculties. FSU promotes responsible decision making; if students choose to drink while in Florence they must do so legally and responsibly. If they do not, they could face university
sanctions including probation and expulsion from the program. All FSU policies relevant to alcohol and controlled substances are enforced in Florence and the use of illegal substances is not allowed at any time. These policies and rules reflect not only respect for the community of Florence, but a concern for the health and safety of the campus community and apply to university faculty, students, staff, visitors, and guests.

- Never get separated from your friends when out at a pub or bar
- Never leave your drink unattended
- Do not accept rides home with someone you have just met
- Do not walk home alone – call a cab. As mentioned above, taxi services only accept cash so designate someone to hold enough money for the return trip to the residence. Florence does not have Uber or Lyft service.
- Carry with you emergency contact numbers
- Students should not give out their home addresses

Italian laws regarding the consumption of alcohol and the possible consequences of your actions:

- Article 689 of the Italian Criminal Code states that sale and distribution of alcoholic drinks and beverages by the manager of a bar/cafeteria or food and beverage shop, in a public place or in place open to the public, is prohibited to individuals under 18-years-old and those who are mentally ill or have a clear mental deficiency caused by any other illness
- Article 688 of the Italian Criminal Code prohibits, in a public place or in a place open to the public, clear drunkenness that could cause a danger to society at large
- Article 690 of the Italian Criminal Code prohibits, in a public place or in a place open to the public, the serving of alcoholic beverages to an individual that cause the individual to become intoxicated. Article 690 also prohibits, in a public place or in a place open to the public, the serving of alcoholic beverages to an individual who is already clearly intoxicated

In the FSU Florence Study Center and all the FSU residences, local Italian laws and the FSU Student Code of Conduct apply. They are as follows:

- No person under 18 years of age may consume alcoholic beverages in the residence halls. S.C.C. 5 (h)1
- Students who display intoxicated behaviors (e.g., glazed eyes, slurred speech, etc.) or students who require staff assistance due to their consumption of alcohol shall be subject to judicial action.
- Possession of alcoholic beverages and containers is not permitted in the residence halls by individuals under 18 years of age, or in the rooms of students under 18 years of age. If any resident of a flat is less than 18 years of age, no alcohol may be in the common areas of the flat.
- Residents are not permitted to have open containers of alcohol in any area of the Study Center, e.g. classrooms, hallways, lounges, bathrooms.
- Decorative container collections e.g. bottles, cans, bottle caps are not permitted.
Kegs, beer balls, funnels, bongs, and other devices that promote irresponsible drinking are not permitted in the residence halls.

**Illegal Substances:**

- The unlawful possession, use of, or distribution of drugs will not be tolerated in the FSU study center or in FSU apartments. If a student, staff member, or faculty member is discovered to be using illegal drugs, in possession of illegal drugs, or intends to distribute illegal drugs, the university will take appropriate legal action, including expulsion from the program or the university. In addition to university sanctions students may be subject to prosecution under Italian law.
- All drugs are illegal in Italy. If a student is apprehended with even relatively small amounts of drugs, he or she could be prosecuted as a drug trafficker.

**Support Services in Florence:**

Students who seek alcohol or drug abuse counseling should speak with a member of the FSU Florence staff who can refer them to appropriate English speaking healthcare professionals covered by International Programs’ insurance provider.

**Support Services in Florence**

Alcoholics Anonymous counseling in English is available at:
St. James American Church
Via Rucellai, 9
Tel. 055/ 294417
Email: englishaaflorence@gmail.com

**Sex Offenses:**

The following tips can help a student avoid becoming a victim of sexual assault:

**Staying in Control**
- Trust your instinct and try to be as careful as you would be at home.
- Try to avoid potentially risky situations by being aware and alert! Know your surroundings if at all possible. Have a map. When possible ask another woman for directions.
- Act confidentially. Act like you know where you are going even when you don’t.
- Be firm when being followed and do not react to cat-calling. Walk away when approached by strange men. Never walk alone at night.

**Going out at Night**
- Always tell someone where you are going and when you expect to return.
- Make sure you know the address and the phone number of your home and how to get back.
- Know what standard dress is for women and dress accordingly. American women often think that they should be able to dress anyway they want. Blending in will limit harassment.
- Be aware of new friends you have made or if you are travelling with other tourists. People are often sexually assaulted by someone they know.
• Be aware that alcohol and drugs can cause you to lower your guard, becoming less alert and less aware of your surroundings. If you are going to drink alcohol, know your limit. Alcohol is the most frequently used drug in drug-assisted rape.

**What to do if you find yourself in trouble**

• Stay calm and try to be firm and direct.
• Remember that you always have the right to say “no” at any time.
• If you feel pressured get out of the situation. Never assume it won’t happen to you. Get away from the person you are with and go to a safe place.
• If you feel uncomfortable or in danger, do not be afraid to draw attention to yourself. Shout, make a fuss, and make people aware that you are being threatened. In Italy you can shout “AIUTO” (aye-YOO-toh) which means “help”.

**If you are the victim of a sexual assault.**

• Try to remain calm and alert and immediately call a member of the FSU Florence staff. You have the option to notify local authorities and, should you chose, the contacted FSU staff member will help you contact the appropriate local authorities.
• FSU Florence adheres to all codes and procedures governed by Title IX, including privacy concerns and the proper reporting of incidents. The university will take any allegations of rape, sexual assault, or harassment very seriously. Students accused of crimes of a sexual nature will be subject to university judicial procedures. In addition to university sanctions they may be subject to criminal prosecution under Italian laws.
• Do not change your clothing.
• Do not clean your body or clothes.
• Do not disturb or alter the crime scene.

**Support Services in Florence**

The FSU Florence Program has relationships with several English-speaking professionals who are covered by the International Programs’ insurance provider. Students can make appointments on their own by using the numbers provided in the handbook, or seek the assistance of a staff member.

The group Artemisia is an Italian Association that offers support for women who are victims of sexual abuse.

**Associazione Artemisia Centro donne contro la violenza Catia Franci ONLUS**

Via del Mezzetta 1, 50135 Firenze
www.artemisiacentroantiviolenza.it
tel 055602311 – 601375
fax 0556193181
Email: cfranci@fol.it, artemisia@fol.it
Reporting a crime in Florence:

FSU in Florence has a working relationship with local authorities, as well as with The Association of American College and University Programs in Italy to help make students more aware of safety concerns specific to studying abroad in Florence. Additionally, updates regarding security threats, programs to inform students and employees about crime prevention and meetings with the Polizia will be distributed to students and employees via email and will be posted in the study center on the program’s Facebook group.

If the student is a victim of a crime or something important is lost or stolen, notify a member of FSU’s staff in Florence immediately. They can help students with the process of filing a report with the police.

If students would like to file a police report regarding an incident or a lost item on their own, some police stations have English-speaking officers who can take the report. Students should bring their passports with them as identification. *If students do report the incident on their own, it is still important that they notify a member of FSU’s staff.*

For lost items the police will provide students with legal proof of the lost item, which students often need when they request replacement of credit cards, driver’s license, school identification card, and other personal documents. If students have travel insurance, the insurance company may also want a copy.

The addresses and numbers for the Polizia and the Carabinieri where one can file a report are listed below:

<table>
<thead>
<tr>
<th>Polizia</th>
<th>Carabinieri</th>
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<tbody>
<tr>
<td><strong>Emergency number 113</strong></td>
<td><strong>Emergency number 112</strong></td>
</tr>
<tr>
<td>Via Zara 2 (Headquarters)</td>
<td>Borgognissanti 48</td>
</tr>
<tr>
<td>055 497 71</td>
<td>055 27661</td>
</tr>
<tr>
<td>Commissariato Firenze San Giovanni</td>
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<tr>
<td>Via Pietrapiana 50/R (small station near Study Center)</td>
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<td>055 203911</td>
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In the event of a security alert:

The FSU Florence Program is in constant contact with the security officers at the U.S. Embassy in Rome and the U.S. Consulate in Florence. All U.S. government alerts for citizens abroad will be posted in the FSU study center and on the program’s internal social media. Specific security procedures are outlined during student orientation and in the FSU Florence Program Handbook for consultation.

**Florida State University – Florence Program Crime Report**

The Florida State University Florence Program Safety Guide 2017-18  9
## Student(s) Involved:

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
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<tbody>
<tr>
<td>Social Security Number</td>
<td>Social Security Number</td>
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<tr>
<td>Permanent Address</td>
<td>Permanent Address</td>
</tr>
<tr>
<td>Permanent Telephone Number</td>
<td>Permanent Telephone Number</td>
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<tr>
<td>Date of Birth</td>
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## Incident Details:

<table>
<thead>
<tr>
<th>Date of Incident</th>
<th>Time</th>
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<tr>
<td>Location</td>
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## Description of incident:

Name of person documenting incident  
(Please print)
Signature | Date

## Witnesses to the incident (if any):

<table>
<thead>
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<td>Permanent Address</td>
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