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Introduction

The purpose of this guide is to provide you with up to date, relevant information about safety and security at the FSU London Campus. This guide is updated annually and is produced in accordance with the Federal Jeanne Clery Act of 1990.

Your safety and security in London is always uppermost in our minds as we strive to provide all students with the best possible international education. Studying abroad is all about experiencing new cultures and learning new perspectives, by living outside of what is familiar. Study abroad also has additional difficulties to consider due to unfamiliar laws and customs of the host country. Our goal is to enable you, as FSU students in London, to experience all the benefits of study abroad and to equip you to handle the challenges as safely as possible.

The current world climate makes the goals of studying abroad—becoming better educated world citizens—seem all the more relevant and immediate. We have always provided students and faculty with instructions on what to do if there is a crisis situation, such as the events of September 11th 2001 or July 7th 2005. We closely follow the advice of the State Department, US Embassy and Metropolitan Police in formulating our security procedures. Risks will continue to form a backdrop to travel in the modern world for the foreseeable future, nevertheless London’s many attractions and opportunities for amazing educational experiences still make it one of the best places in the world to study abroad.

After reading this guide you should have knowledge of FSU London’s policies and procedures regarding safety and security. You should also have knowledge of how to make wise decisions about your own safety in London, what to do if you do become a victim of crime, and what to do in the event of an emergency.

Important meetings and documents

In addition to the Safety Guide the following meetings and documents also pertain to student safety in London and form an integral part of our safety procedures:

Student Orientation
There is a mandatory orientation the day after arrival in London. It is vital that all students attend this orientation, which will cover essential information for your stay in London, including crime prevention and personal safety.

Alcohol Awareness Session with education worker from the local National Health Service Trust
As part of your orientation, students are required to attend this session providing important information directly relevant to personal safety and crime prevention, as well as to personal health.

Student Handbook
You will receive a Student Handbook in your welcome packet when you arrive in London. This document details most of the rules and regulations that students should be aware of whilst at the FSU London Study Centre. It also contains a lot of very useful information about the local area and services available to students, including important safety advice.

Emergency contact cards
All students and overseas faculty receive a wallet-sized emergency contact information card, which you should carry with you at all times. It contains the emergency cell phone
numbers for the London administrative staff, and contact numbers for the emergency services, and the local police station. It also contains the contact information for your resident Program Assistants, including cell phone and flat number. Students should feel free to call at any hour if their safety is at risk.

Safety on Campus

The FSU London study centre is in Bloomsbury, a rather safe and highly desirable neighbourhood of central London. However, as we are located in the very centre of the London, we have taken various precautions to ensure your safety.

Swipe cards
There is a swipe card entry system and CCTV cameras are located around the building. **Swipe cards should be carried at all times when you are in the building.** If you do not carry your card you may be challenged by members of staff, or other students, and asked to leave the building. This is a security measure, to ensure we know that everyone who is in the building is meant to be here. Be particularly careful of people trying to walk in behind you as you open the door and feel free to ask to see their card. If you lose your swipe card you should report it to reception immediately so that it can be deactivated.

Visitor Policy
All visitors to the building are required to sign in at the reception desk. All visitors must leave the premises between the hours of 11pm and 8am. Anyone who hosts a visitor during the hours of 11pm and 8am will be subject to disciplinary action, which may include a fine and can lead to dismissal from the program. We are very strict about overnight guests, as we have had serious incidents in the past that have compromised student safety and security. A list of local accommodation options for your guests can be found in the administration office and in your flat binder.

Staff
Staff are available at the reception desk 24 hours a day. Between the hours of 5pm and 8am a security guard is present. If there is an emergency and you need help you can contact the guard or one of the Program Assistants living on site. If the emergency services need to be called out (police, fire or ambulance) you must always notify a member of staff as well.

Sometimes staff will need to access your flat for cleaning or maintenance work. These staff will always have a swipe card and will usually be wearing Acorn uniforms (Acorn is the company employed by FSU to manage our building). You can always ask them for their ID if you unsure about who they are.

Reporting a Crime
If you are a victim of crime you should call the police on 999. Please report the incident to the administrative staff as soon as possible so that we can assist you. You will be asked to fill out a crime report for statistical purposes and so that we can respond appropriately if we think there is a threat to other students. This report can be anonymous, if you prefer. Occasionally we may notify all students of an incident, via memos or email, in order to warn people to be vigilant. We will not do this unless the victim gives their consent.
Crime Alerts
If a crime has occurred which requires notifying the student body, an email will be sent to give students instructions and emergency information, as well as telephone calls to the flats by admin staff.

The Bloomsbury Safer Neighbourhood Team
Bloomsbury Ward has a dedicated team of local police officers and Police Community Support Officers who are committed to making our area a safe and pleasant place to live. If you have a concern about issues such as vandalism or aggressive begging, you can contact the community team directly (020 8721 2693 or Bloomsbury.SNT@met.police.uk).

Secure your belongings
The bedrooms in the apartments in the Study Centre have small lockers for you to keep valuables in. Please ask at Reception for a small padlock lock. We do not recommend that you bring priceless items (such as family heirlooms) to London.

Above all, you should always remember to close and lock your flat door behind you, even if you are only leaving the flat for a moment. If an intruder did get into the building (by following someone in, for example) they would look for open doors and could walk away with your belongings.

Fire Safety
The U.K. has strict fire codes to which any institution must adhere. We at the Study Centre follow both U.K. law and FSU requirements in this regard.

When the fire alarm rings, you must exit the building immediately and by the most direct route. Do not ignore the fire alarm! The Study Centre is a very old building and a fire would spread quickly. Use the stairs to evacuate unless they are blocked, in which case follow signs to an alternative exit route. If a fire door is locked do not hesitate to break the glass panel of the emergency door release to exit the building.

After exiting the building, you are to assemble in front of the Trades Union Congress (TUC) building directly across the street from the London Study Centre. You must remain out of the building and across the street until the Study Centre’s designated fire officer has indicated that it is safe to go back inside the building.

The roof must only be accessed in the event of a fire that blocks the stairs. Any other use of the roof of the building, including in the courtyard, will be subject to disciplinary action.

In accordance with UK law, there is a strict non-smoking policy in the Study Centre. Smoking is not permitted anywhere in the Study Centre or in the courtyard.

Our fire safety equipment is inspected and tested regularly. The fire extinguishers are checked weekly by our in-house maintenance staff, and we have a maintenance contract with “Reliable Fire Protection”— they are called out if any irregularities in pressure are reported, and they also conduct regular monitoring of the extinguishers. Our cleaning staff also does a visual check inside the flats on a weekly basis to ensure that smoke detectors have not been tampered with. A "bell test" of the alarms is conducted weekly. Any faults that occur (either in these tests, or that are observed by in-house security and maintenance staff) are reported without delay, and the engineers are called out immediately. Our alarm company comes in on a quarterly basis for in-depth inspection and maintenance of the entire system (detectors, sounders, and panel).

FSU London Safety Guide 2015
We hold a termly fire drill, which is conducted and monitored by maintenance and administrative staff.

If you are not housed at the Study Centre it is your responsibility to also familiarise yourself with the fire procedures for your housing.

**Building Alarms**

Many of the doors to the building are alarmed for security reasons. They are on a timer and must be closed at certain times of day. Other doors are alarmed if they are left open too long, to alert the security staff to close them. There should be no potential confusion between door alarms and the fire alarm – they sound very different, and the fire alarm is much louder.

**Safety Off Campus**

London is a relatively safe city with a low violent crime rate compared to US cities of an equivalent size. However, petty theft such as pick pocketing and bag snatching is common, and you should be alert to the problem in order to look after yourself and your belongings. As in any large city, you need to be street wise and be alert to dangerous places or situations.

Students are advised to register any valuables (iPods, cell phones, etc) on [www.immobilise.com](http://www.immobilise.com). This website is an online database used by police. If you register your items, and they are then lost or stolen, you have a much higher chance of both recovering your items and prosecuting the thief (if items were stolen).

**Tips to avoid becoming a victim of crime:**

- Do not carry your wallet in your back pocket.
- Do not keep valuables in a backpack – or take it off and hold it in busy areas.
- Make sure you fasten your purse and wear it across your body if it has a strap, so that it is not easily accessible.
- Do not leave your belongings on the floor in a pub, restaurant, shop, theatre or movie theatre. Use the handbag clips available in many pubs, or loop the strap around your ankle or under a chair leg.
- Be aware of people trying to distract your attention
- Cover your PIN number at cash points
- Don’t use an ATM if it looks strange or doesn’t feel right for any reason
- Do not carry your passport with you, except when necessary, such as when travelling out of the country.
- Make copies of all your important documents and credit card numbers, including the numbers to call to cancel your cards and have them replaced. Keep these copies in a safe place in your flat.
- Be conscious of your belongings in busy places and tourist spots like the tube, bus stops, McDonalds, Starbucks, Leicester Square, Oxford Street, and so on.
- Think about what you need to take with you – do you really need all your credit cards and all your cash?
- Remember that alcohol consumption impairs your judgment.
- Set aside some money separate from your wallet, so you can always get home.
- Do not walk alone at night – take a licensed cab.
- Never accept a ride from someone offering you a taxi – a Metropolitan Police campaign against unlicensed taxis has highlighted the dangers involved in
accepting such rides. For safety, hail a black cab or book a minicab through a firm licensed by Transport for London.

- Avoid dark streets and alley ways – use busy, well-lit streets, even if you have to take the long way round.
- Use your sixth sense – avoid dangerous looking people and situations, even if it means turning around or crossing the street.
- If you think someone is suspicious – make momentary eye contact, so they know you could identify them to the police
- Walk tall and confident
- Make sure you know where you are going – study the map before you go out

**If you are attacked or have your belongings stolen:**

- Give up your belongings to avoid being hurt
- Scream and shout to attract attention
- Consider purchasing a personal alarm – the noise can startle and throw an attacker off-guard.
- Pretend to throw up – the person’s instinct will be to move away
- Report it to the police by calling 999
- Report it to a member of staff (you can contact all admin staff members and Program Assistants using the telephone numbers on the emergency card). An example of the form that will be used for gathering information regarding the crime is included at the end of this document
- Cancel your credit cards
- We can arrange counselling, should you need it

**UK law regarding self-defence and illegal weapons**

You have the legal right to defend yourself if you are being attacked, or think you may be attacked. Be aware that you may only use force that is “reasonable and necessary”. If possible, it is best to avoid all together any situation which may turn violent.

You should be aware that all dangerous weapons, including all firearms, knives and mace/pepper spray are illegal in this country.

In accordance with UK law and FSU regulations, students are strictly prohibited from keeping or using firearms, fireworks, explosives, weapons (including pellet, air guns, and include paintball guns), or other dangerous articles or substances in University housing.

**Security Alerts**

London’s emergency services are very well-trained and well-equipped to deal with these types of crises, as was amply demonstrated in July 2005 in response to the terrorist attack. FSU London also has emergency plans in place in the event of a major security alert in London, ready to implement it if necessary. Like all Londoners, we are as prepared as we can be, and we carry on with life as usual.

Please consult the handout, *FSU Emergency Procedures*, which is in your Welcome Packet, for more detailed information, such as contact numbers and directions to our meeting points.

**Common sense precautions**

- Use the “Buddy System” – always tell your roommates where you are going (even if it is just to the supermarket) and when you expect to be back.

FSU London Safety Guide 2015
• Fill out **Travel Forms** if you are going to be out of town overnight – hand them to your PA or to the administrative office. Travel forms are an **essential** way for us to account for everyone in the event of a crisis. They can be found in your flat binders and in the admin office.

• Register your cell phone number with the administration office, so we can contact you in an emergency (we will not use it for any other purpose). We will ask for mobile numbers at the mandatory security meeting which takes place at the start of the semester.

• Always carry your FSU Emergency Contact card with you.

• Always carry some form of ID with you.

• **Never leave your belongings unattended** in a public place, including this building, and especially on public transportation.

• Be vigilant if you see an unattended bag anywhere – report it immediately to a member of staff, or call the police.

**What to do in the event of a security alert**

• Stay calm and follow the instructions of law enforcement officers and any emergency services personnel at all times.

• Make your way to the FSU Study Centre (our primary meeting point) – on foot - do not use public transportation. We will meet in the Lecture Theatre.

• If you cannot get to the Study Centre you should immediately call or text a member of the admin staff (using the contact numbers on your emergency card) to let us know where you are.

• If the phone lines are down, you should email us: LondonPA@admin.fsu.edu.

• If the Study Centre is inaccessible for any reason (if it is blocked off, or Great Russell Street is blocked off) you should go to the secondary meeting point (see FSU Emergency Procedures handout for directions).

• Follow the advice of the FSU administrative staff and Acorn (building management) staff at all times.

• Call or email home as soon as possible.

**Drugs and Alcohol**

**Illegal Substances**

Drugs that are illegal in the UK include, but are not limited to, the following: cannabis (marijuana, dope, grass, hash, pot), heroin, sedatives (unless prescribed by a doctor), hallucinogens (LSD, acid, magic mushrooms), cocaine, crack and amphetamines (speed, ecstasy). Drug laws in the UK and other countries you may visit are different, and often much less tolerant than US laws. Local police notify the foreign embassy of anyone who has been arrested. You can be deported for drug convictions. FSU London will cooperate with police and we will not try to circumvent the civil authorities.

**University policy on illegal drugs**

The unlawful possession, use or distribution of drugs will not be tolerated on university premises. Upon finding evidence of drug use, possession or distribution by any student, staff or faculty member, the university will take appropriate action, including, but not limited to, dismissal from the program. Faculty, staff and students should be aware that in addition to university sanctions they may be subject to criminal prosecution under British laws that specify fines or imprisonment for drug-related offences.

FSU London Safety Guide 2015
Alcohol
In the UK, alcohol is often a large part of the social scene. Pubs are a common social meeting place and are central to British culture (although people do not always drink alcohol in them). Pubs are fun, easily accessible and relatively inexpensive. FSU London wishes to promote responsible decision-making. We require that those students who choose to drink alcohol do so responsibly and legally. The legal drinking age is 18 in the UK. This may mean that this is the first time you are able to drink legally. You should be aware that alcohol consumption is a responsibility and take the following precautions:

- Accept that you do not know your own limit. The alcohol percentage (beer especially) in Great Britain is of a higher content than any similar alcoholic drink you may have had in the States. Also, every person’s tolerance for alcohol is in constant flux. Therefore, you may not know when you have had too many.
- If you decide to go out for a night of drinking (especially if you have just arrived) try to persuade a roommate or someone you trust to go with you. Do not venture out on your own without people you know.
- Know where you are going before you start drinking. Do not let people talk you into going far away from the Centre into an area where you have never been before, as you may not be able to find your way home on your own. And especially do not do it alone!
- Carry the address of the London Study Centre with you so that if you are unable to return using public transport, you can show the address to a licensed cab that can get you home. If you ask bar staff to call you a cab, they will usually do so for free. Bar staff at pubs are usually helpful, and the publican often takes precautions in protecting the welfare of his/her customers.
- Take along an emergency cash fund of at least £20. Keep it on your person separate from the rest of your money so that you can pay for a cab home.
- In order to prevent strangers from meddling with the contents of your drink, be sure to guard your drink and do not leave them in the care of strangers under any circumstance.

University policy on alcohol consumption
In all circumstances, FSU London expects its students and their respective guests to conduct themselves, both individually and collectively, in a responsible manner. Illegal, abusive or excessive consumption of alcohol resulting in interference with the rights of other persons, personal injury or damage to property will result in disciplinary action, beginning with conduct probation, up to and including being sent home from the program.

1. Possession or consumption of alcohol when under the age permitted by the government of the United Kingdom is prohibited.
2. Providing alcoholic beverages to an individual who is under the age permitted by the United Kingdom is prohibited. Other violations are listed in the FSU Alcohol Policy.
3. Students who behave inappropriately or who require staff assistance due to their consumption of alcohol shall be subject to judicial action.
4. Decorative container collections e.g. bottles, cans, bottle caps are not permitted.
5. Kegs, beer balls, funnels, bongs, and other devices that promote irresponsible drinking are not permitted in housing.

FSU London Safety Guide 2015
Support services in London for drugs and alcohol

**Drinkline**: 0800 917 8282
Advice and information for people with alcohol problems or anyone concerned about alcohol misuse. Advice on sensible drinking and information on services to help people cut down their drinking.

**Alcoholics Anonymous**: 0800 9177 650
[www.alcoholics-anonymous.org.uk](http://www.alcoholics-anonymous.org.uk)
This national helpline for those who want to stop drinking and remain abstinent will refer callers to local contact groups. There are some 600 in the Greater London area.

**Talk to Frank**: 0300 123 6600
[www.talktofrank.com](http://www.talktofrank.com)
Helpline for anyone concerned about drug or solvent misuse. Advice and information for drug users, their families, friends, carers and professionals.

**UK Narcotics Anonymous**: 0300 999 1212
[www.ukna.org](http://www.ukna.org)
Helpline and regular self help meetings for addicts who have a desire to stop using.

Sexual Assault

The following precautions may help you avoid becoming a victim of a crime of a sexual nature:

- Read and use the *tips to avoid becoming a victim of crime* above (page 4)
- Remember that alcohol consumption impairs your judgment
- Refrain from being alone (e.g. in a car, home or unpopulated place) with someone you do not know well, especially if you are not sober.
- If you do separate from your friends while you are out for the evening, let them know where you will be and give them a contact number, if possible. Make sure you contact someone to let them know your whereabouts.
- Never leave your drink unattended, or accept a drink from someone you do not know well.
- Never accept a ride from someone offering you a taxi – a recent police campaign against unlicensed taxis has highlighted the dangers involved in accepting such rides. For safety, hail a black cab or call a licensed taxi company.
- Remember that cultural norms and expectations are different. Your assumptions based on the situation (e.g. conversation, body language, etc) may be very different from another person’s assumptions.

If you are a victim of rape, sexual assault or harassment:

- You should inform a member of staff and/or a Program Assistant immediately. All cases will be treated with absolute confidentiality.
- Call the police and/or one of the helplines below.
- Do not clean yourself or the crime scene, if possible, as it may affect the ability to prosecute the attacker.
- We can help to arrange counselling and after care.

The Metropolitan police has a specialist unit called **Sapphire**, with specially trained officers to investigate cases of sexual assault. In an emergency you should call 999.
During office hours you can call the local team for Camden Borough on 020 7421 0302/0393 for help and advice.

**University procedure**
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 British laws. S.C.C. 1 (e) 1 a-c

**Support services in London for sexual assault**
Nearest Branch: Paddington, St Mary’s Hospital, Praed Street, London W2 1NY 020 3312 1101
A comprehensive and completely confidential service, offered to anyone who lives in London, including treatment, advice and counselling following rape or sexual assault.

Rape and Sexual Abuse Support Centre – www.rasasc.org.uk 0808 802 9999
National freephone helpline, support and counselling for women who have suffered rape or sexual abuse. Info@rasasc.org.uk

Survivors UK--London – www.survivorsuk.org 0203 598 3898
Helpline and other support services for men who have suffered rape or sexual abuse. Email info@survivorsuk.org

**Safety when travelling**
One of the most exciting things about studying in London is our proximity to so many other countries in Europe. During break, or on some of the long weekends, you may wish to make plans to explore more of this fascinating continent. The advice about staying safe in London will also apply in any large city or tourist attraction.

**Cultural Sensitivity**
There are many subtle cultural differences in the way people behave in other countries, including the UK, which you should be sensitive to in order to protect yourself and avoid offending local people. For example, the British tend to talk quietly in public places, such as restaurants and public transportation, and may find loud conversations offensive. Remember at all times that you are a guest in your host country. Wherever you go you should read the news and be informed about your destination so you do not find yourself in difficulties. In general, it is best to try not to stand out too much. It is advisable not to discuss politically sensitive issues in public, and not to get involved in any local politics or protests.

Learning a few key phrases of the language is also essential – hello, goodbye, yes, no, please, thank you, I’m sorry, can you help me?, do you speak English? – will get you a long way and make your trip more enjoyable too.

**Travel Forms**
You must fill out a travel form if you are away from the study centre overnight. Travel forms can be found in your flat binders and in the admin office. Return your completed form to the administration office or to a Program Assistant. Don’t forget to also inform your roommates of your travel plans and when you expect to return. If you are significantly delayed, please call to let us know.
State Department travel advice
You are advised to consult the State Department’s website, particularly their Travel Advisories, before your plan your trip. Go to: www.travel.state.gov.

Smart Traveller Enrollment Program (STEP)
This is a free service provided by the US Government to US citizens who are traveling to, or living in, a foreign country. STEP allows the State Department to better assist you in an emergency and to provide you with updates, travel alerts, and other information. Go to: https://travelregistration.state.gov

All students should register for the period that they will be staying in London. You can also register any other trips that you plan to take while you are in Europe.

US Embassy Services
The US Embassy in Grosvenor Square, London, provides services for US citizens in the UK and can be contacted by calling: 020 7499 9000.

Visit their website for more information, including how to replace your passport: www.usembassy.org.uk

[Sample of Incident Report on next page.]
CRIME REPORT

Student(s) Involved:

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<th>Student 1</th>
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<td>Student 3</td>
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Incident Details:

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<td>Location</td>
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Description of behaviour/incident:

Name of person documenting behaviour/incident:

(Please print)  | Position
Signature       | Date

Witnesses to the incident:

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Student and Witness Details:

FSU London Safety Guide 2015
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