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 some extra dangers, therefore, often because the laws and customs of the host country are unfamiliar. Our goal is to enable you, as FSU students in London, to experience all the benefits of study abroad and 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. Despite recent events, London’s many attractions and opportunities for amazing educational experiences, still make it one of the best places in the world to study abroad.

The goals of this safety guide are to provide useful knowledge and information about safety and security in London. 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 good 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 many of the points raised here, in more detail.

- **Security Meeting with representatives from the Metropolitan Police**
  There is a mandatory security meeting with Police Constable Chris Turner held during the first week of class. This meeting provides important information about terrorism, crime prevention and personal safety.

- **Student Survival Guide**
  You will receive a Survival Guide 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 number and email address for the London administrative staff, and contact numbers for the emergency services, the US Embassy and the local police station. It also contains the contact information for your resident graduate counsellors, including cell phone and flat number.

**Safety on Campus**

Our fantastic location in central London is a relatively safe and very desirable neighbourhood. 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 worn at all times when you are in the building. If you do not wear 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 and wear a visitor’s swipe card. All visitors must leave the premises between the hours of 11pm and 8am. Any one who hosts a visitor overnight 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. We have lists of local accommodation for your guests in the administration office.

**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 graduate counsellors living in the residence halls. 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 you flat for cleaning or maintenance work. These staff will always have a swipe card and will usually be wearing Acorn uniforms. 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.
Secure your belongings
The apartments on Great Russell Street have small lockers for you to keep valuables in. You will need to purchase (or bring) a small combination lock in order to use it. We do not recommend that you bring priceless items (such as family heirlooms) to London. There is also a safe in the administration office in which you can store small items such as credit cards or airline tickets.

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.

Building Alarms and Fire Safety
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.

The fire alarm is louder than the door alarms and sounds throughout the building. If you hear the fire alarm you must evacuate as quickly as possible. This is a very old building and a fire would spread quickly. You must not ignore the fire alarm! 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 you should break the glass panel to the side to unlock it. Our meeting point is across the road at the TUC 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.

If you are not housed at Great Russell Street you should familiarise yourself with the fire procedures for your building.

Safety Off Campus

London is a relatively safe city with a low violent crime rate compared to US cities of an equivalent size. Petty theft such as pick pocketing and bag snatching is common, however 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.

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, unless absolutely necessary (you are going abroad).
• 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. Hail a black cab or call a licensed taxi company.
• 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 (call the emergency cell, or a Graduate Counsellor)
• Cancel your credit cards
• We can arrange counselling, if 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 is one of several world cities that have recently been subject to a terrorist attack. The events of July 2005 were a shock, but they had been predicted for some time. It is worth remembering that London has been the target for terrorist attacks for the past 25 years and the emergency services are therefore very well trained and well equipped to deal with these types of crises. FSU London had also planned for the event of a terrorist attack on London and we were able to put our emergency plans into effect. This section deals with how we can plan for an emergency and what you should do if something should happen. 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.
- Fill out *Travel Forms* if you are going to be out of town overnight – hand them to your GC or to the administrative office. Travel forms are an essential way for us to account for everyone in the event of a crisis.
- 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).
- 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 during a security alert:
- Stay clam 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.
- If you cannot get to the Study Centre you should immediately call the administration office, the emergency cell, or a Graduate Counsellor, to let us know where you are.
- If the phone lines are down, you should email us: London_gc@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. Although some minor changes have been discussed in the media, **cannabis is illegal in the UK**, and its possession is an arrestable offence. 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.

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 ask 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 £10. 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 circumstances.

University policy on alcohol consumption
In all circumstances, the Study Centre 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.

The FSU Study Centre is owned by the State of Florida and State of Florida rules apply regarding alcohol consumption in university residences. They are as follows:

1. No person under 21 years of age may consume alcoholic beverages in the residence halls. S.C.C. 5 (h)1
2. Students who display intoxicated behaviours (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.
3. Possession of alcoholic beverages and containers is not permitted in the residence halls by individuals under 21 years of age, or in the rooms of students under 21 years of age. If any resident of flat is less than 21 years of age, no alcohol may be in the common areas of the flat.
4. Residents 21 years and over are not permitted to have open containers of alcohol in any common area of the Centre, e.g. hallways, lounges, kitchens, bathrooms.
5. Decorative container collections e.g. bottles, cans, bottle caps are not permitted.
6. Kegs, beer balls, funnels, bongs, and other devices that promote irresponsible drinking are not permitted in the residence halls.

Support services in London (drugs and alcohol):
• Drinkline: 0800 917 8282 (M-Th 9am-11pm, F-Su 24 hours)
  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: 020 7833 0022 (10am – 10pm)
  www.alcoholics-anonymous.org.uk
  Helpline for alcoholics who want to stop drinking and remain abstinent. Refers to local contact groups – 600+ in Greater London area.

• Frank (formerly National Drugs Helpline): 0800 77 66 00
  www.talktofrank.com
  Helpline for anyone concerned about drug or solvent misuse. Advice and information for drug users, their families, friends, carers and professionals.

• Narcotics Anonymous London: 020 7730 0009 (10am – 10pm)
  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 (i.e.: 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. As in the US, there have been incidents in London where drinks have been spiked with Rohypnol, which makes you appear very drunk, renders you unconscious and causes memory loss.
• Remember that cultural norms and expectations are different. Your assumptions based on the situation (i.e.: 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, such as a Graduate Counsellor, or call the emergency cell phone, 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 the Sapphire Project, with specially trained officers to investigate cases of sexual assault. In an emergency you should call 999. During office hours you can call 020 7733 6480/1 for help and advice.

Support services in London:

• **Haven – Paddington** - 020 7886 1101 (M-F 9-5) or 020 7886 6666 at any other time
  St Mary’s Hospital, Praed Street, London W2 1NY
  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 Centre** - 0808 800 0122
  Telephone helpline, support and counselling for women who have suffered rape or sexual abuse.

• **Male Rape Support Association** – 07932 898 274/07932 967 461 (M-F 8am-10pm)
  Helpline and other support services for men who have suffered rape or sexual abuse.
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.

Safety when travelling

One of the most exciting things about study abroad 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 leaving London overnight. Travel forms can be found on the notice boards in the residences on Great Russell Street. They are also located in your flat information binders and you can pick them up from the administration office. Return your completed form to the administration office or to a Graduate Counsellor. 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, and in particular, their Travel Advisories, before you plan your trip. Go to: www.travel.state.gov.

Travel Registration

You are strongly advised to register with the State Department, who share a centralised online database with the US Embassy. All travel registration is online now, and we are unable to register all students as a group due to the Privacy Act.

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.
When you enter information about who to contact in the event of an emergency, which is covered by the Privacy Act, please consider allowing the FSU London Director, Dr Clare Loughlin-Chow, to be informed, as well as your next of kin.

US Embassy Services
The US Embassy in 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

Crime Statistics

Crimes Reported to Security/Campus/Local Police at FSU London

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<tr>
<th>OFFENSES (including attempts)</th>
<th>CAMPUS BUILDING OR PROPERTY</th>
<th>Non-Campus Building or Property</th>
<th>On Public Property</th>
<th>TOTAL CRIMES REPORTED</th>
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<tbody>
<tr>
<td>Murder</td>
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<td>Manslaughter</td>
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<td>Forcible Sex Offenses</td>
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<tr>
<td>Non-Forcible Sex Offenses</td>
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<tr>
<td>Robbery</td>
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<td>Aggravated Assault</td>
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<td>Burglary</td>
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<tr>
<td>Arson</td>
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<tr>
<td>Motor Vehicle Theft</td>
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<td>RACE</td>
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<td>Gender</td>
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<td>Sexual Orientation</td>
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<tr>
<td>Disability</td>
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*Note: “Res” means student residences, and is a subset of total (Tot) ON CAMPUS reports for that year. Include residence crimes in the ON CAMPUS total as well.
<table>
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<tr>
<th>OFFENSES</th>
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<th>Non-Campus Building or Property</th>
<th>On Public Property</th>
<th>TOTAL CRIMES REPORTED</th>
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<tbody>
<tr>
<td>Liquor Law Violations</td>
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<tr>
<td>ARREST</td>
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<td>REFERRAL</td>
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<tr>
<td>Drug Law Violations</td>
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<tr>
<td>ARREST</td>
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<td>REFERRAL</td>
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<td>5</td>
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<td>Weapons Law Violations</td>
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<td>ARREST</td>
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<td>REFERRAL</td>
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Note – Arrests and referrals are separate. A referral is a campus disciplinary action where a student was not arrested, but was referred to Student Rights for a violation of the student conduct code.

Crime figures for the Borough of Camden 2004/5

Source: [www.upmystreet.com](http://www.upmystreet.com)

Crime is tackled locally by Crime & Disorder Reduction Partnerships (CDRPs). These are a partnership of the police, local authorities and other organisations whose aim is to tackle crime and disorder on a local level.

See how your local authority’s crime rate measures against the national average.

**London Borough of Camden English average**

Crime statistics are per 1,000 of the population within the local authority area.

- **Sexual offences**: 3, 0.9
- **Violence against the person**: 36, 16.5
  - **Population**: 210,660, -
  - **Households**: 99,000, -
- **Robbery offences**: 6, 1.4
- **Burglary dwelling offences**: 11, 6.4
- **Theft of a motor vehicle offences**: 6, 4.5
- **Theft from a vehicle offences**: 18, 10.0

What area do the figures cover?
All crime figures are per 1,000 of the population within the local authority area.

What year are the figures for?
The figures are for crimes recorded during the financial year 2004/5.
**What crimes do you cover?**
The six key offence areas are:
- Violence against the person offences. (these range from murder to less serious offences)
- Sexual offences.
- Robbery offences.
- Burglary dwelling offences.
- Theft of a motor vehicle offences.
- Theft from a motor vehicle offences.

**Is the population figure you use based on the census?**
No, all crime figures are based on mid-2003 population estimates supplied by the Office for National Statistics. They provide a good measure of trends in well-reported crimes however the police figures only cover those crimes recorded by the police.

**Note:** Caution needs to be taken when considering crime figures for city centre areas, due to the very small population and household levels in these areas.

For more detailed information about recorded crime figures visit the Home Office website: [http://www.homeoffice.gov.uk/rds/crimecw0405.html](http://www.homeoffice.gov.uk/rds/crimecw0405.html)