

Safety and Security Policy

Policy I. Security Measurements

The main responsibility of the Safety and Security Unit is to ensure the safety and security of academic staff, administrative staff, students, alumni, visitors, and contractors at Beirut Arab University.

Beirut Arab University provides a 24 hours a day, 365 day per year security presence on campus. There is a supervisor on duty at all times in addition to fixed and patrol assignments. All uniformed security personnel receive mandatory pre-employment training in accordance with University laws. They also receive additional in-service training on a regular basis. Security officers respond to a range of situations during their duty hours. These may include, but are not limited to, medical emergencies, fire or intrusion alarms and service calls. Security officers also prepare incident reports.

While Beirut Arab University safety and security personnel strive to create and maintain a safe campus environment, all academic staff, administrative staff, students, alumni, visitors, and contractors must take the main responsibility for their personal safety and the security of their personal belongings by taking precautionary measurements.

Procedures I. Security Measurements

Procedure # 1 ID Cards

To maintain safety in the University community, upon entering the campus, the Beirut Arab University ID card must be displayed to the security guards at the gates. Temporary IDs will be issued to those individuals who do not have their ID cards or persons exhibiting a valid reason to enter the campus.

Procedure # 2 Life Safety Code

1. Exit doors shall not be blocked or obstructed at any times.
2. Exit doors shall open from the inside without any difficulty.
3. Exit doors shall be marked by signs for the ease of their recognition.
4. Existing the campus shall not be permitted through kitchens, storerooms, restrooms, closets, or hazardous areas.
5. Emergency lights shall be tested regularly and functional at all times.
6. Emergency lights shall properly illuminate exit pathways all the way to the exit doors.
7. Emergency lights shall be provided with emergency power supplies that can be easily maintained to assure their efficiency during power cut-offs.
8. Hallways must be clear at all times. People shall not be allowed to stand or sit in a hallway during any event. Chairs, backpacks, or other items cannot be added or placed in hallways.
9. TV cameras and other media equipment shall be located in designated places so they do not block or obstruct hallways, an exit door, or an aisle access between rows.
10. If the TV camera locations are found insufficient, it is recommended to place central cameras to provide all present TV stations with the coverage they need.

11. Safe wiring of any present equipment inside the hall will guarantee an accident free environment for all attendees. All wiring shall be taped or covered by special plastic cover protection. This will eliminate tripping and electrocution hazards. It is recommended to pre-wire all assembly halls so reporters can plug-in their equipment at designated locations. This will eliminate wiring and prevent accidents during public events.
12. All portable fire extinguishers shall be regularly inspected, in operable condition, and placed near exits.
13. Fire alarm systems must be tested regularly to ensure proper functionality.

Procedure # 3 Fire Safety

1. If you suspect or see a fire, leave the building by exit stairways and doors. If possible, close all doors behind you and pull the fire alarm on your way out. Never use the elevator.
2. Once you are out of the building, report the fire to security and the location of individuals with disabilities or others needing assistance.
3. Check doors and metal knobs to see if they are hot. If they are, do not open the door. Use a wet shirt or towel to cover the crack at the base of the door to prevent smoke from entering. Seal the room in the best way possible.
4. If you are trapped, go to the window to signal for help.
5. If there is a phone, call campus security and report your location.
6. Individuals with disabilities should look for areas of refuge like stairwells with fire doors.
7. Depending on the location of the fire and amount of smoke and heat, it may be safer to stay inside the office or room. Assistance should be asked for.

Procedures # 4 Substance Abuse

Narcotics use and the use of controlled substances without a valid prescription is prohibited. BAU students are expected to abide by the rules and regulations of BAU and Lebanese laws regarding the use, sale and distribution of controlled substances.

Procedure # 5 Crime Reporting

1. Consistent with legal requirements, academic staff, administrative staff, students, alumni, visitors, and contractors at Beirut Arab University shall be advised on a timely basis regarding the occurrence of crimes on campus.
2. Special security notices are prepared in the event that a crime is committed on campus and are distributed to the community. These notices provide the facts related to the incident and alert members of our community to prevent future incidents from occurring. Incidents can be reported to campus security by dialing: Ext. 2000.
3. An officer or supervisor will document the incident. Many of these incidents will be followed up by the General Affairs Division.

Procedure # 6 Sexual Harassment

BAU is concerned about the safety and wellbeing of the members of its community and recognizes the seriousness of the physical and psychological impact of sexual harassment. Any forms of sexual harassment are prohibited at BAU. Sexual harassment includes unwelcome sexual advances, verbal, physical, or other conduct that is sexual in nature

(including email and written communication). For conduct to be deemed harassment, it must adhere to the General Affairs and Services Department terms and rules of sexual harassment.

Procedure # 7 Lost and Found

1. Beirut Arab University students, faculty, staff, visitors and contractors are responsible for the protection of their own personal property inside the University campus.
2. The University is not held liable for the loss of neglected personal belongings including stolen or sabotaged items.
3. The University offers the “Lost and Found” service for students, administrative staff, academic staff, visitors, and contractors to insure the proper handling of personal belongings.
4. **Lost and Found Service responsibility:** The General Affairs Department is responsible for handling all issues related to the implementation and management of this service.
5. **Confidentiality:** The General Affairs Department is responsible for maintaining the confidentiality of student records related to this service.
6. **Student Complaints:** Student complaints are handled according to the University policy and Bylaws.
7. **Lost Personal Property:** In case of the loss of personal property during your presence at the University, you are kindly asked to communicate with the Lost and Found Services Unit and fill out a Claim Form on the University website (under construction).
8. **Handling “found” property/ belongings:** Upon finding lost items whose owner is not announced or unknown, the following steps should be followed:
 - a. Delivering the item to the Lost and Found Services Unit or to a Security Officer in BAU during 24 hours.
 - b. Providing the Lost and Found Services Unit with the information below:
 - Name, I.D. number (for students and staff), and contact information
 - Time and place for finding the item
9. **Returning the items to its owners:** The rightful owners of items who are identified through reports for lost items or through personal information of the item are contacted by the Lost and Found Services Unit through email and/ or phone number in a maximum of three working days from the date of the retrieval of the item. The owner of the item should present his University I.D. or personal I.D. for the processing of his item. In cases where the item is claimed by someone else besides the rightful owner, the person claiming the item should present the following information:
 - a. Identification information for the rightful owner (University I.D., personal I.D., or Health Certificate) in addition for identification information for the person retrieving the item (name, phone number, and e-mail);
 - b. A letter of entrustment from the rightful owner or proof that gives the person rights to retrieve the item;
 - c. The person receiving the item should have full knowledge of the item’s description such as (item details, date of loss, and place of loss). The person receiving the item on behalf of the rightful owner should sign a pick-up form on behalf of the rightful owner.
10. **Unclaimed or remaining items:** Items that are either unclaimed or remaining are dealt with accordingly:
 - a. Valuable items are kept in the office for one year.

- b. Invaluable items are kept in the office for two months.
- c. The General Affairs Department holds the right to classify items as valuable/ invaluable according to the department's judgement.
- d. After the mentioned period, unclaimed items in the "Lost and Found" are deposited under the supervision of the General Affairs Department through the official methods of donating or disposing off the items according to item type.