SECURITY PRACTICES AT BERNARDI

WALKING THE STREETS OF ROME:

- Be on alert for pickpockets on the bus or subway (Metro), and carry only as much cash as you need.
- Don’t take unnecessary risks. Stay in populated, well-lit areas.
- Walk away from trouble and keep a low profile.
- Be aware of your surroundings and don’t get distracted.
- Be cautious when meeting new people. Avoid giving out your address and phone number.
- Report suspicious activity or unknown individuals “hanging out” outside of the residence.
- Never run at night or in isolated areas.
- Always run with another person.
- Do not wear earphones when walking or running alone outside. This potentially cuts off audible signals of threats to your safety.
- If you go out at night, go in small groups. Never go alone.
- Do not carry your actual passport, except when traveling; carry a photocopy of your passport and “permit of stay”.
- Remember suspect information, including direction of travel, vehicle information, approximate age, height, weight and details on hair, clothing, jewelry, scars, and tattoos – anything noticeable.
- Always report suspicious activity and anything crime-related (i.e. petty theft, assault, etc.) to the Bernardi Director.
- (See ‘Guidebook’ for a more detailed list of ‘crime prevention tips’)

OVERNIGHT TRAVEL AWAY FROM BERNARDI:

- A ‘Weekend Away” sign-up sheet is posted every week on the main bulletin board for students to sign up if they plan on being away overnight over a weekend (this way, everybody knows who from the group is gone for the weekend).
- Students must also fill out a Travel form (visit www.stthomas.edu/rome under ‘Travel’) or simply email Thanos with all pertinent travel info (i.e. phone number, destination, hotel, etc.).

SECURITY TO ENTER BERNARDI:

- Students must carry their card key at all times in order to avoid getting locked-out of their room or of the building.
- In case, students’ card key doesn’t work (i.e. gets demagnetized), or students don’t have their key in their possession, then they can “buzz in” the building. If it’s during the times that a staff member is at their desk, then the staff will let them in. If this happens after 9:30pm or at a time/day when a staff member might not be at their desk, then other students from inside the building can let them in once they hear the buzzer and ONLY if they are able to identify the person before allowing them inside the premises.
- There are five video intercom boxes in the building in order to get a visual identification of anyone ‘buzzing in’; Remo’s office, in the main foyer right across from Thanos' office, in the dining room, and in Thanos’ and Remo’s apartment.
- Students must report immediately to the staff if they have a demagnetized card or difficulties getting their card key work.

BUILDING COVERAGE --- MONDAY THRU FRIDAY:

- Mondays thru Fridays, from 6:30am- 2:00pm - Kitchen staff (one or two persons) monitors the early morning breakfast deliveries – They are also responsible for cleaning student floors (i.e. bathrooms, public areas, building in general).
- Mondays thru Fridays, from 8:00am-5:00pm – Thanos & Remo (offices on the main floor)
• **NOTE**: You may NOT always find Thanos and Remo physically in their office due to the various work-functions that sometimes might require them to be other places, inside and/or outside the building or off-campus. In case, one of the two is not in the office, then the other one covers both offices. In case, both have to be out of the office, then the kitchen/ housekeeping staff cover the building and they are aware and trained of how and who to let inside Bernardi and how to reach Thanos and Remo in case of an emergency.

• There is a lunch break between 13:30-15:00

• Most traffic by external 'visitors' takes place in the morning, i.e. breakfast deliveries/linen service (once a week)/mailman/UPS/DHL/FEDEX delivery persons/maintenance person (if called in)/gardeners (twice a month), etc. -- All these people are always accompanied by a Bernardi staff member.

• From 2000pm-9:30pm, there is the afternoon kitchen/housekeeping staff.

• Thanos and Remo live in the building so in case of an emergency during night hours, students can reach Thanos (apt/phone ext. 310), Remo (apt/phone ext. 102).

• From inside the building you can also dial **352** (it will ring directly to Thanos’ cell) or **351** (Remo’s cell)

• If Thanos is away for the weekend or on a week night then Remo covers the building and vice-versa. Both Thanos and Remo can be accessible via cell (see numbers below) for emergencies. Any other non-emergency matters, students and faculty can leave a voice mail (office ext#502, apt ext#310), email tjzyngas@stthomas.edu and/or write a message on Thanos’ office message board. There is always a follow up within 24 hours unless it is something that needs greater attention.

• In case of an emergency (i.e. serious illness, accident, etc.), after regular office hours (from 5:00pm onward), students & faculty can reach Thanos or Remo on their cell phone otherwise if it’s not an emergency do one of the following: email, voice mail, leave a note on message board.

• During holidays (Italian holidays including Christmas and Easter) the offices are closed.

**BUILDING COVERAGE --- SATURDAYS and SUNDAYS:**

• Since the offices are closed on Saturdays and Sundays, if a student locks him/herself out of their room or the building; they can either get a hold of one of the housekeeping staff, Thanos or Remo, or the faculty.

• On the weekends (Saturday and Sunday) there is the kitchen/housekeeping staff that works in the morning. On Sundays there is also a staff that works in the afternoon/evening (from 2pm-9:30pm).

• Remo and Thanos are around on the weekends, if not in the building, in close proximity (in the city) and again, in case of an emergency they are cell phone accessible. When Thanos is out of town for the weekend students and faculty are being informed via email.

• Throughout the semester, you may find Thanos in the office on a Sunday night too, before or after dinner, consider that a bonus and take advantage of the opportunity to touch base with Thanos about anything and everything.

• During the weekends when offices are closed, students can purchase (if needed) laundry tokens from the housekeeping staff that works in the morning (both Saturdays/Sundays)

**GUESTS AND VISITORS**

• There is a Monthly Guests Calendar posted on the main stairwell bulletin board that lists all the Bernardi overnight guests so the Bernardians know who is who and where they stay. Typically our overnight guests are parents of students, friends of students, UST alumni.

• After office hours, students shouldn’t let anybody that they don’t know, in the building, but to get a hold of a staff member to handle the ‘visitor’ and simply not to rush to open the gate. If students are expecting a visitor, then they should either wait outside by the gate or being on the look-out for their visitor inside the building and once their visitor they must accompany him/her in and around the building.

• Students who want to have people visit them at Bernardi need to let Thanos know who their visitors are and follow the procedure above. Typically, these visitors can be parents/family of students or other priests from the North American College or classmates of students from the Angelicum.

**KEY CONTACT NUMBERS:**

- Thanos cell#  **333 4640 946**
- Remo cell#  **338 2754 206**
- Bernardi number  **06 3260 0548** (Thanos’ office ext.#502/apt. ext.#310)
- American Embassy  **06 46741**