

SAFETY PRACTICES (ON & OFF BERNARDI CAMPUS)

Updated MARCH 2024 *(subject to change)*

WALKING THE STREETS OF ROME:

- Be on alert for pickpockets when using public transportation.
- Carry only as much cash as you need.
- Don't take unnecessary risks. Stay in populated, well-lit areas.
- Walk away from trouble (i.e. protest rallies, pub brawls, etc.) and keep a low profile.
- Be aware of your surroundings and don't get distracted.
- **Be cautious when meeting new people. NEVER share your address, cell number or building gate code to strangers.**
- Report suspicious activity or unknown individuals "hanging out" outside Bernardi.
- Never run alone. Don't run at night or in isolated areas.
- Do not wear earphones when traveling. This can obscure audible signals of threats to your safety.
- If you go out at night, go in small groups. Never go alone.
- **Italian law requires you to carry your passport at all times. Police officers always have the right to request your identification for any reason.**
- Always report suspicious activity and anything crime-related (i.e. petty theft, assault, etc.) to the Bernardi Campus Director. Try to remember suspect information such as direction of travel, vehicle information, approximate age, height, weight and details on hair, clothing, jewelry, scars, and tattoos – anything noticeable.

SECURITY TO ENTER BERNARDI:

- Always remember the "gate code" given to you for entering the building. **NEVER** give out the code to anyone under any circumstances.
- Students must carry their keycard at all times in order to avoid getting locked out of their room.
- If you forget your keycard or it is not working, try to locate a **staff/faculty member** to let you in. If no staff or faculty are in the building, please call Remo or Thanos on WhatsApp and they will provide assistance.
- The building uses a video intercom system to confirm visual identification of anyone "buzzing in" to the building. Video intercom is located in Remo's office, in the main foyer across from Thanos' office, in the dining room, and in Thanos' and Remo's apartments.
- If your keycard becomes demagnetized or doesn't work properly, please notify building staff immediately.

BUILDING COVERAGE, MONDAY – FRIDAY:

- Monday – Friday, **6:30 am – 2:00 pm:** Kitchen staff (one or two people) monitor the early morning breakfast deliveries and are responsible for cleaning bathrooms and public areas in the building and on the student floors (they do **NOT** clean student bedrooms).
- Monday – Friday, **8:00 am – 5:00 pm:** Thanos & Remo office hours (offices on the main floor)
- **NOTE:** You may not always find Thanos and Remo in their offices if work functions require them to be in other places. If one is absent, then the other covers both offices. When both are absent, the kitchen/housekeeping staff are trained on procedures for building entry and will know how to reach Thanos and Remo in case of an emergency.
- There is a daily lunch break between **1:30 – 3:00 pm** (this can vary)

- Most external visitor traffic occurs in the morning, including breakfast deliveries, UPS/DHL/Fedex, maintenance workers and gardeners. All such visitors are always accompanied by Bernardi staff.
- From **2:00 – 9:00 pm**, the afternoon kitchen/housekeeping staff are usually present.
- Thanos and Remo live in the building. In case of an emergency during night hours, students can reach Thanos (apt/phone ext. 310) or Remo (apt/phone ext. 102). You can reach faculty on ext. #202, **and you can always call or message Thanos or Remo on WhatsApp.**
- If Thanos is away for an evening or weekend, Remo covers the building – and vice-versa.
- Both Thanos and Remo are accessible via cell phone (see numbers below) for emergencies such as serious illness, accidents, etc. For other non-emergency matters, students and faculty can email tjzyngas@stthomas.edu and/or send a **WhatsApp** message to Thanos. Responses occur within 24 hours unless the issue needs immediate attention.

BUILDING COVERAGE, SATURDAY and SUNDAY:

- Offices are closed on Saturdays and Sundays. If a student is locked out of their room, they can contact the housekeeping staff, Thanos or Remo, or a faculty member.
- Needing laundry tokens outside of office hours is **not an emergency**. Students are asked to plan ahead and buy laundry tokens prior to the weekend during office hours (posted outside Remo's office).
- Kitchen/housekeeping staff work in the morning on weekends.
- Remo and Thanos are around on the weekends. If not in the building, they will be nearby (in the city). Again, in case of an emergency they are available via cell phone.

GUESTS AND VISITORS

- A **Monthly Guest Calendar** is posted on the main stairwell bulletin board. This calendar lists all overnight campus guests so you will know who is who and where they are staying. Typically our overnight guests are parents of students, friends of students and UST alumni.
- After office hours, students shouldn't let anybody that they don't know into the building. Do not rush to open the gate. Instead, contact a staff member to handle the "visitor." When you are expecting a visitor, you should either wait outside by the gate or watch for your guest from inside the building. Visitors must be accompanied by the host student when inside the building.
- Students must let Thanos know when they plan to have visitors and follow the procedure above.

KEY CONTACT NUMBERS

For all numbers, **first dial 011 39** if calling from a United States phone number.

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| • Thanos cell: | 333 4640 946 | Thanos email: tjzyngas@stthomas.edu |
| • Remo cell: | 339 786 3983 | Remo email: r.difulvio@yahoo.it |
| • Bernadi campus: | 06 3260 0548 | (Thanos' Bernardi office ext. is #502) |
| • American Embassy: | 06 46741 | |
| • Emergency: | 112 is the Italian equivalent of American 911 | |