

# STUDENT EMERGENCY GUIDE

In the case of an emergency, The American University of Paris will communicate with you via the University website. We will also send important notifications, alerts, and updates directly to your AUP email address and your mobile phone via SMS. It is therefore **ESSENTIAL** that we have your most up to date address and contact information - you may update your information on [www.aup.edu](http://www.aup.edu) in **your profile** ('My Account' on top right of home page).

This guide will help you to identify the correct action to take and the right person to contact in case of an emergency. The course of action might differ according to the nature of the incident, so please read through this document carefully. Print out this guide for reference and post it in your apartment, take a picture of it on your mobile phone and enter the AUP emergency numbers in your mobile phone under the name 'security' so that you can find them in a hurry.

## RALLY POINTS AND BUILDING CAPTAINS

Building	Rally Points	Security/Building Captains
Combes	Across from fire station, rue Malar	Security 616 / Marc Montheard 630
Grenelle	Pharmacy, 151 rue de Grenelle	Security 655 /Computer Lab Staff 651
Landrieu	LCL, 2 bis avenue Bosquet	Security 636 /Catherine Meyer 635
Monttessuy	Boulangerie, 16 avenue Rapp	Jorge Sosa 551 / Michael Stoepel 552
Pierre Villey	Boulangerie, 11 rue Saint Dominique	Nelly Moulieres 708 / Benedicte Garros 571
102 St Dominique	Ecole Saint Dominique	Margaret Savean 663 / Sabrina Tournier 664
118 St Dominique	G20 supermarché	Kristina Ver Foley 587 / Amber Cooper 565
Amelie	SNCF, 78, rue St Dominique	Michel Gungadoo 594 / Hanna Molin Delafosse 592
148 Université	19 rue Surcouf (Poule au Pot)	Allison Earl 669 / Regus Security 01.78.42.26.00

## EMERGENCY PHONE NUMBERS

AUP Main phone line:  
01.40.62.06.00

AUP 24/7 Emergency  
Hotline **06.11.68.76.44**

European Emergency  
Hotline 112

Police 17

Fire 18

SAMU (ambulance) 15

Hôpital Georges Pompidou  
01.56.09.20.00

SOS Doctor / SOS  
Medecins 01.47.07.77.77  
or 3624

SOS Dentist  
01.43.37.51.00

SOS Help (English  
speaking) 01.47.23.80.80

Poison Control Center  
01.40.05.48.48

Adult Burn Center  
01.44.34.17.58

AUP Website  
[www.aup.edu](http://www.aup.edu)

Student Email

<http://mail.aup.edu>

# WHAT DO I DO?

## ON CAMPUS

### **Reporting Suspicious Behavior or Crimes**

Report any suspicious behavior or crimes to the Building Captain/Security (details above)

### **Life Threatening Injuries**

Call Security/Building Captain IMMEDIATELY (phone numbers above) and provide as much information as possible about your location, the victim, and the injury, or call directly the SAMU (15) or the Fire Department (18) and direct them to the scene by giving them the address of the building.

### **Non-Life Threatening Injuries**

Call the Building Captain/Security immediately (phone numbers above) and provide as much information as possible about the injury. Report to the incident to Student Affairs - 01.40.62.06.30.

### **Fire**

Familiarize yourself with the buildings' exits and evacuation procedures. In the event of a fire, leave the building by the nearest exist and wait at the relevant rally point (detailed above).

### **Emergency exit floor plans are posted in all buildings**

Students, Faculty, and Staff are NOT responsible for fighting fires. Your immediate response is to contact the Security/Building captain of the building in question and, if directed, follow the evacuation procedures in an orderly and prompt fashion. If you are present when a fire occurs, activate the building's alarm system. The Building Captain/Security will notify the Fire Department.

#### ***Follow the evacuation procedures:***

- Alert the Building Captain/Security Guard of the source of the fire and evacuate the building
- Upon hearing a fire alarm sounding evacuate the building through the closest exit
- Do NOT use the elevator
- Once you have evacuated the building, go to the rally point (listed above)
- Assist any handicapped persons in evacuating and help them to the rally point
- If caught in heavy smoke keep low, crawl if necessary
- If your clothing catch fire, STOP DROP AND ROLL to smother the flames
- If trapped by fire place a wet towel or clothing at the base of the doorway to prevent smoke from seeping into the room. Never open a closed door without feeling it first. Call the Fire Department (18) and or Security to alert them of your location inside the building
- Close (without locking) as many doors and windows as possible between you and the fire

# WHAT DO I DO?

## OFF CAMPUS

### **In the case of a life-threatening emergency**

Call the European emergency hotline - 112 (from a mobile phone only)

Call the Fire Department (including the paramedic service in Paris) - 18

Call the Police - 17

Call the SAMU (emergency ambulance service) - 15

### **In the case of a medical condition**

Call your own doctor or SOS Médecins - 01.47.07.77.77 or 3624, who will come directly to your home

Call the Office of Student Affairs - 01.40.62.06.30 during working hours

The AUP emergency number - 01.40.62.06.00 during working hours

The AUP emergency hotline - 06.11.68.76.44 any time, 24/7

### **In the case of a physical assault or rape**

Call the Urgences Médico-Judiciaires (24/7) 01.42.34.82.85 or 01.42.34.82.29

Call Student Affairs - 01.40.62.06.30 during working hours

Call the AUP Emergency number - 06.11.68.76.44 any time, 24/7

### **In the case of theft**

Call Student Affairs - 01.40.62.06.30 during working hours and the Police - 17

### **In case of fire off campus**

Call the Fire Department - 18

### **In case of a natural disaster or severe weather conditions**

Check the AUP website and check your mobile phone for information/instructions

### **In case of a terrorist attack in Paris**

Check the AUP website and check your mobile phone for information/instructions

**THE AUP 24 HR EMERGENCY NUMBER IS FOR EMERGENCIES ONLY—PLEASE BE DISCRIMINATING!**