

26/10/2024

Re: self protection instructions

In this document the following have been compiled for your convenience:

1. Reichman University self-protection instructions.
2. Vital telephone numbers
3. A map of the buildings and the location of protected spaces.

Thanks

Avi Nissim

Vice president for logistics

Reichman University Self Protection Instructions

General:

1.1 Instructions:

Upon hearing the sound of an explosion or a siren blast or instructions issued over the public address system, the following instructions are to be followed:

Those people inside a building: Immediately enter into a protected space or into an internal room, as far away as possible from doorways, windows and external walls.

Those people outside of a building: Enter into a stairwell or press close to a wall or to cover.

Those people traveling in a vehicle: Stop and exit the vehicle and enter into a stairwell or press close to a nearby wall / cover and lie down on the floor.

1.2 Those people in buildings that are not defined as being protected, are instructed to get to protected spaces in accordance with the following allocation:

Building	Floor	Location	Population
"Arison – Lauder" (No.31-32 at the map)	Basement (-1)	Seminar 105 protected space	those studying at the Seminar
		Classroom A – 110 protected space	Spokesman Division, International School, those studying in this classroom.
		Hall A – 109	Those studying in this classroom, those studying in the Yuli Ofer Classrooms 04 – 05.
		Safe (cabinet) Room Examinations Division	Examination Division personnel.
		Computer Laboratory A – 107	Those studying in the laboratory
		A – 106, Cafeteria, photocopy machines	Those studying in L – 104.
		L – 101 Classroom	Those studying in this classroom and, in addition, L – 102, L – 103
		Janitor's Room	Those studying in Classroom A – 208.
		Server Farm corridor and the stairwell	Those studying in Halls and Classrooms: 201, 202, 203, 204, 206.
	Entrance Floor (0)	Classroom A – 207 Protected Space	President's Office, Lecturer's ,rooms: 1, 2, 3, 4, 5, 6, 7, 8,13
		A – 205	Government, ,International Law, Business Administration secretariat, the staff of the Strategy Institute.
	First Floor (+1)	Southern Stairwell (one floor down)	Those studying in Hall A – 318, Seminars: 320, 321, 322, 323, Hall 316 – 317.

Building	Floor	Location	Population
"Arazi Ofer" (No.9-10 at the map)	Basement (-1)	Classroom CB02 protected space	Those studying in this classroom and Hall CB07.
		Basement Corridor	Ivcher auditorium, Admissions Administration, Sports Building, Students Administration, Communications, Computer Sciences and Psychology
		The School of Communications Storeroom anteroom	Those studying at Halperin, storeroom and office personnel
	Entrance Floor (0)	Classroom CL – 203	Those studying in this classroom, the Radzyner Building, Lecturers: 10.
		Southern Stairwell	Those studying in the Aquarium and in the Chase Auditorium
	First Floor (+1)	Classroom C – 109 protected space	Those studying in this classroom, the staff and visitors of the cafeteria, and those studying in C – 107, C – 108.
		Southern Stairwell	The personnel working on this floor (lecturers and administration), Seminar 110.
	Second Floor (+2)	Classroom C – 209 protected space	Those studying in this classroom, the TV studio, the personnel working on this floor, (Staff and Administration).
		Southern Stairwell	The Radio Studio and third floor.
Library Building (No.30 at the map)	South Wing Ground Floor	Library Administration	The personnel and users in the south wing
	North Wing Basement	Protected space and corridor	Those studying in Classroom S – 1.
	Ground Floor (0)	Light and Sound Room, protected space and southern stairwell.	Those studying in Classroom S – 1 and the computers hall
	First Floor (+1)	Lecturers' and Junior Staff Room, and southern stairwell.	Those studying in Classroom S – 3 + S 4

Building	Floor	Location	Population
LECTURERS 9 (No.3 at the map)	Ground Floor	Students project and assignments office protected space	,11,12 .LECTURERS 9
Manager training unite building (No.45 at the map)	Ground Floor	Inside the building	Finances dept. salaries dept. tuition fees dept. student association manager training unite
The School of Sustainability Science and low (No.34-35 at the map)	Basement (-1)	SL101 Lecture Hall SL102 Classroom	Remain in the lecture hall Remain in the classroom
	Ground Floor -0-	SL107 Secured Area & Western Stairwell SL102 Secured Area SL103 Secured Area	Those studying in lecture hall SL201 Those in the lobby Graduate Degrees Secretariat
	First Floor -1-	SL208 Secured Area SL207 Secured Area & Western Stairwell SL304 Secured Area & Eastern Stairwell	Offices on the first floor Those studying in lecture hall SL301 Those studying in classroom SL302
	Second Floor -2-	SL305 Secured Area & Easter Stairwell SL405 Secured Area & Western Stairwell	Those studying in lecture hall SL401 Those studying in classroom SL402
		SL307 Secured Area SL405 Secured Area & Western Stairwell	Offices on the second floor Those studying in classroom SL402
Hangar auditorium (No.41 at the map)	Ground Floor	H-3 Classroom Secured Area	Those studying in classroom H3-2-4-1 And the Institute for counter Terrorism

Building	Floor	Location	Population
“ The school of psychology and economy”	Basement	Seminar PE - B30 protected space	Those studying in this seminar and Hall PE – B10.

(No. 36 at the map)	(-1)	Seminar PE – B40	Those studying in this seminar and Hall PE – B20
	Entrance Floor	Staff room protected space	Those at the clinic and student secretary
	(0)		
	First Floor (+1)	Seminar PE - 101 protected space	Those studying in this seminar, and those studying in C – 102, C – 103.
		Eastern Stairwell	Those studying in this seminar 106, 105' and classroom 104.
	Second Floor (+2)	Seminar PE - 201 protected space	Those studying in this seminar and Classroom 203. 202
		Eastern Stairwell	Those studying in seminar 205-206 and CR. 204.
	Third Floor (+3)	Staff room PE – 337 protected space	Those studying in that floor.
	Four Floor (+4)	Conference room PE - 430	
Adelson school of Entrepreneurship (No. 46 at the map)	Basement	Class BE10	
	Entrance floor (0)	Superintendent room	Those studying in class room EL03 lobby gallery
	Second floor (+2)	Seminar E201	Those studying in that floor
	Third floor (+3)	Seminar E301	Those studying in that floor
	Four floor (+4)	Seminar E401	Those studying in that floor
Dorms (No. 39 at the map)	Protected space in every floor	Protected space	The Tenant of that floor

General Instructions:

1. The protected space will be signposted accordingly. In addition, direction signs will be hung that will indicate the way to the nearest protected space throughout the Reichman University campus.
2. Fire extinguishing stations, that contain portable equipment to handle small fires, are dispersed throughout the Reichman University campus.
3. Upon the detection of a fire in the building in which you are present, the building is to be rapidly evacuated and those present in the building be moved outside. Inform the Security Officer, Giora Nevoh, on telephone no: (052) 851-4015 or the Main Gate on telephone No: 7225 (internal line) or (09) 952-7225.
4. The Fire Extinguishing Self Protection Team from the Maintenance Dept. will be called out and rushed to the scene and will commence fire extinguishing actions and continue until the Fire Dept. arrives.
5. When instructions are issued over the public address system, or as required, there is a possibility of locking classroom doors from the inside (a butterfly lock fitted over the lock or by means of a bolt).
6. Medical equipment as required (Medics Kit and Stretcher) are found in the Arison - Lauder, Ofer – Arazi, sustainability & law and the economic & psychology buildings, in the Janitor's room.
7. There is medical equipment, as required and, in addition, a standard resuscitation kit is located at the Guard's Hut at the main entrance gate to the Reichman University.

Vital Telephone Numbers

	Element	Phone number
1	Main gate	09.9527225
2	Western gate	09.9602729
3	Chief Security Officer Giora Nevo	052.8514015
4	VP of Logistics Avi Nisim	052.8668196
5	Switchboard	09.9527211
6	Projects and Maintenance Manager Asher Siboni	052.8514019
7	Student Dormitories' Manager -michal litvak	.0547387728
8	Night Shift Manager Michael Schachter	054.7300493
9	Adelson Sustainability Building superintendent Ilan Hajaj	052.3888908
10	Arison-Lauder Building superintendent Shimshon Avraham	052.6688874
11	Law-Sustainability Building superintendent Dedi Kordoni	052.2028878
12	Arazi-Ofer Building superintendent Shai Margani	052.2336499
13	Economics-Psychology Building superintendent Avi Ben-Hemo	054.3157742
14	Library and hanger building superintendent yaron berger	052.4379702
15	Israel Police	100
16	Magen David Adom emergency services	101
17	Fire Department	102

REICHMAN UNIVERSITY CAMPUS MAP



Parking Lot for Faculty and Permit Holders	1	23	Faculty Offices 13 - Arison School of Business	23	משרדי מנכ"ל
Tal Itzhaki Athletics Court	2	24	Office of the Dean, Faculty Offices 5	24	משרד ד"ר בת ספר ארסון למנהל עסקים
Career Center, Registration & Admissions Office Graduate Programs	3	25	Faculty Club	25	משרד מנכ"ל
Department of Media, Marketing and Events	4	26	Law Students Administration	26	משרד מנכ"ל
The Lea & Naftali Ben Yehuda Accessibility Center for Students with Disabilities and Learning Issues	5	27	Haric Library	27	משרד מנכ"ל
Registration & Admissions Office Undergraduate Programs	6	28	Classes 51-54	28	משרד מנכ"ל
Sports Department	7	29	Leider School of Government, Diplomacy and Strategy	29	משרד מנכ"ל
Jewish Learning Initiative - RRIIS	8	30	Office of the Dean, Government Students Administration, Institute for Policy and Strategy	30	משרד מנכ"ל
Admissions Office	9	31	Arison School of Business	31	משרד מנכ"ל
Ichser Auditorium	10	32	Business, Economics & Government & Sustainability Students	32	משרד מנכ"ל
El Ared School of Computer Science	11	33	Administration, Exams Department	33	משרד מנכ"ל
Office of the Dean, Faculty Offices	12	34	Offer Lecture Halls	34	משרד מנכ"ל
Computer Science, Psychology & Entrepreneurship	13	35	Harry Radzyner Law School	35	משרד מנכ"ל
Students Administration	14	36	Office of the Dean, Graduate Programs Administration, The Lea & Itzhak Shechter Center for Psychological Counseling Services	36	משרד מנכ"ל
Sammy Offer School of Communications	15	37	School of Sustainability Founded by Israel Corp., ICL & ORL	37	משרד מנכ"ל
Office of the Dean, Faculty Offices, Communications Students Administration, Chels Auditorium, Communications Museum	16	38	Office of the Dean, Faculty Offices	38	משרד מנכ"ל
Faculty Offices 10	17	39	Beruch Ichser School of Psychology and	39	משרד מנכ"ל
Radzyner Administration Building	18	40	Tiamkin School of Economics	40	משרד מנכ"ל
Computer & Information Systems Department, Logistics Department, Pedagogy Administration	19	41	Office of the Dean, Faculty offices, RRIIS Students Administration	41	משרד מנכ"ל
Elpern Auditorium	20	42	Raphael Recanati International School Offices	42	משרד מנכ"ל
Cafeteria	21	43	Faculty Offices	43	משרד מנכ"ל
Office Depot	22	44	Students Dormitory	44	משרד מנכ"ל
Cafeteria	23	45	Students Gate	45	משרד מנכ"ל
Carol and Joey Low Lecture Halls	24	46	Students Union	46	משרד מנכ"ל
Western Entrance	25	47	Tuition Department	47	משרד מנכ"ל
Faculty Offices 8	26	48	Finance Department, Head CPA, Salary Department	48	משרד מנכ"ל
Office of the Provost, Academic Secretary	27	49	IOC Executive Education	49	משרד מנכ"ל
Research Authority, Faculty Offices 4	28	50	Adelson School of Entrepreneurship	50	משרד מנכ"ל
Dean of Students Affairs Office, Alumni Association	29	51	Office of the Dean, Faculty offices	51	משרד מנכ"ל
Faculty Offices 7	30	52	Indoor Cafeteria, Coffee Shop	52	משרד מנכ"ל
Faculty Offices 2	31	53	International Institute for Counter-Terrorism (ICT)	53	משרד מנכ"ל
Faculty Offices 3	32	54	Innovation Center (under construction)	54	משרד מנכ"ל
Faculty Offices 1	33	55	North-West Entrance	55	משרד מנכ"ל
Office of the Chairperson of the Board of Directors	34	56	The Daniel Juddman Conference Center (under construction)	56	משרד מנכ"ל
Office of the President, Office of the CEO and Vice President	35	57		57	
Office of the Vice President for Foreign Affairs	36	58		58	
	37	59		59	
	38	60		60	
	39	61		61	
	40	62		62	
	41	63		63	
	42	64		64	
	43	65		65	
	44	66		66	
	45	67		67	
	46	68		68	
	47	69		69	
	48	70		70	
	49	71		71	
	50	72		72	
	51	73		73	
	52	74		74	
	53	75		75	
	54	76		76	
	55	77		77	
	56	78		78	
	57	79		79	
	58	80		80	
	59	81		81	
	60	82		82	
	61	83		83	
	62	84		84	
	63	85		85	
	64	86		86	
	65	87		87	
	66	88		88	
	67	89		89	
	68	90		90	
	69	91		91	
	70	92		92	
	71	93		93	
	72	94		94	
	73	95		95	
	74	96		96	
	75	97		97	
	76	98		98	
	77	99		99	
	78	100		100	