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## FACULTY OF MEDICINE UNIVERSITY OF TUZLA

### SAFETY AND SECURITY PROTOCOL FOR INTERNATIONAL STUDENTS AND STAFF

Project number: 101082863-BIOSINT-ERASMUS-EDU-2022-CBHE

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University of Tuzla

# Safety and Security Protocols for International Students and Staff

The University of Tuzla values the safety and well-being of its international students and staff. This document outlines key measures, resources, and guidelines to ensure a secure and welcoming environment.

## Purpose

Safety protocols are essential for:

- **Preventing Accidents and Injuries:** Clear guidelines minimize risks and promote safe practices.
- **Promoting a Safe Environment:** Enhancing morale and productivity.
- **Protecting Property and Equipment:** Reducing costs and disruptions.

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- **Enhancing Emergency Preparedness:** Providing effective response procedures.
  - **Fostering a Safety Culture:** Building awareness and proactive risk management.
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## 1. Emergency Contacts and First Aid

### Emergency Numbers

- **Local Police (Tuzla):** 122
- **Fire Department:** 123
- **Emergency Medical Services:** 124

### Requesting Medical Help

1. Call 124 and provide:
  - Full address and reference points.
  - Contact information.
  - Patient details (name, age, gender).
2. Describe the cause of the emergency.

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## Primary First Aid Steps

1. **Assess the Situation:** Ensure safety and identify the injury.
2. **Check Responsiveness:** Gently tap or shake the individual and ask if they are okay.
3. **Call for Help:** Contact emergency services if needed.
4. **Perform ABC Checks:**
  - **Airway:** Ensure it is open.
  - **Breathing:** Start rescue breaths if necessary.
  - **Circulation:** Begin chest compressions if there is no pulse.

## Common First Aid Techniques

- **CPR:** 30 chest compressions followed by 2 rescue breaths for adults. Adjust for children.
- **Shock:**
  - Lay the person flat and elevate their legs if safe.

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- Keep them warm and monitor their condition.
  - **Heavy Bleeding:**
    - Apply firm pressure on the wound.
    - Elevate the injury above heart level if possible.
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## 2. General Safety Guidelines

- Stay in groups, especially at night.
  - Be aware of your surroundings.
  - Use licensed transportation services.
  - Secure valuables and avoid displaying expensive items.
  - Never leave drinks unattended.
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## 3. University Safety Measures

- **Restricted Access:** Monitored entry and surveillance.

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- **Emergency Procedures:** Familiarize yourself with exits, alarms, and assembly points.
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## 4. Cybersecurity

- **Protect Personal Information:**
    - Use strong, unique passwords and enable two-step authentication.
    - Avoid clicking unfamiliar links or using public Wi-Fi for sensitive transactions.
  - **Data Protection:**
    - Regularly back up data and keep software updated.
    - Be cautious with credit card use; monitor for suspicious activity.
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## 5. Environmental Security

### Flood Safety

- Avoid flooded areas and contaminated water.

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- Turn off utilities when instructed.
- Follow evacuation recommendations promptly.

## Earthquake Preparedness

- **Before:** Secure heavy furniture and prepare an emergency kit.
- **During:** Drop, cover, and hold on. Stay away from windows.
- **After:** Check for injuries and structural damage.

## Fire Safety

- Know how to use fire extinguishers.
- Evacuate buildings immediately during large fires.
- If trapped, seal gaps to block smoke and signal for help.

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## 6. Workplace Security

### Handling Hazardous Materials

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- Use gloves and protective clothing.
- Flush skin or eyes with water if exposed.

### During a Pandemic

- Maintain good hygiene: wash hands, wear masks, and practice social distancing.
- Follow isolation or quarantine guidelines if unwell.

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## 7. Substance-Related Incidents

- For alcohol poisoning or drug overdose:
  - Call emergency services immediately.
  - Place unconscious individuals in a recovery position.
  - Keep conscious individuals awake and calm.

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By adhering to these protocols, international students and staff can enjoy a safe and enriching experience at the University of Tuzla. For further information or clarification, contact the **International Relations Office** at [iro@untz.ba](mailto:iro@untz.ba) and [international@untz.ba](mailto:international@untz.ba).

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