

Safety Handbook for UCEAP Turkey Summer Students

This document will be shared with your parents and is posted online.

ARRIVALS ** Important information **

Regardless of your date of arrival, you are strongly encouraged to take a taxi from the Ataturk airport to Boğaziçi to avoid Taksim Square. The freeway from the airport to the dorms and Boğaziçi (which are close to one another) is not close to the Taksim area. The airport is located west of Istanbul. Boğaziçi is on the northeast. Taksim lies in the south between the airport and Boğaziçi.

You must not take the Havaş shuttle service from the airport because Havaş normally goes to Taksim Square and does not go all the way to the Boğaziçi area. Even if it avoids Taksim due to the current situation, it will still go through the central areas of the city.

If you are arriving on June 21, you must proceed to your dorm first, drop off your luggage, and attend the required orientation at 11:00 a.m. before going back to the dorm and moving in. Past participants and UCEAP strongly recommend avoiding Taksim Square, especially upon arrival. Budget around 70 Turkish liras (TRY), approximately 38 USD, for such expense to minimize your security exposure. Istanbul taxi fees are calculated by adding a certain fee per km to a constant initial fee.

Dear students,

The summer UCEAP program is housed at Boğaziçi University (BU). You are considered a UCEAP and BU student. The program will give you a top educational experience that cannot be matched. UCEAP and its partners, BU officials, will do their best to provide you with information about health and safety issues and act as local resources.

UCEAP and BU officials expect students to practice safe behavior while enjoying Turkey. As a UCEAP student, your primary responsibility is to prepare yourself before your travel, and to research and be aware of the risks involved in your planned trips. Be aware of your surroundings, make responsible decisions, and ask for help when necessary.

The 2014 UCEAP summer program at BU will proceed as scheduled provided you inform yourself of UCEAP-specific program policies and responsibly follow all UCEAP policies.

Living and studying in another country may require you to change lifestyle preferences and habits in respect of local cultural expectations and to minimize security risks.

Choices in dress, living arrangements, transportation, entertainment, and companionship may have a direct impact on how the local community views and treats you. Living and traveling in an unfamiliar environment and having a limited understanding of local language and culture are some of the factors that can put you at risk anywhere in the world.

In addition to this document, all UCEAP students are required to read the **UCEAP Guide to Study Abroad** and the **Turkey Program Guide**. Both guides contain valuable information about the program, health and safety, UCEAP insurance coverage, and UC policies. Both guides are available online through the UCEAP website, 'Participants' portal.

UCEAP Guide to Study Abroad:

[http://eap.ucop.edu/Documents/guidebooks/1314/UCEAP Guide to Study Abroad.pdf](http://eap.ucop.edu/Documents/guidebooks/1314/UCEAP_Guide_to_Study_Abroad.pdf)

Turkey Program Guide:

http://eap.ucop.edu/guides/turkey/1314/Pages/intl_school_bogazici_univ.aspx

Emergency Contact Information



- ➡ Carry local contact information with you at all times
- ➡ Store information in your cell phone
- ➡ Keep a hard copy in your wallet in case your mobile device is misplaced

How to call Istanbul from the U.S. (approximate time difference: add 10 hours to Pacific Time)

Dial:

International access code: 011, country code: 90, city code: 212 and the local telephone number

How to call the U.S. from Istanbul:

Dial:

International access code: 00, country code: 1, the U.S. city code, and the local telephone number

Contact information for the summer program at Boğaziçi University.

UCEAP programs in Turkey are overseen on-site by officials at Boğaziçi University who stay in regular communication with UCEAP Systemwide Office.

Bogaziçi University
Office of International Relations
Bebek 34342 Istanbul, Turkey

Mr. Emre Cakir, Exchange Advisor, 0543 549 3154 (24/7)
Professor Ozlem Oz, Coordinator- ozlem.oz@boun.edu.tr

Phone: (011-90-212) 359-7421/7078 (Summer Program)

Local Emergency Services

Police 155

Fire 110

Ambulance 112

Boğaziçi University Emergency Contacts

In case of emergency:

If on campus, dial 1100

Off campus, dial 0 212 911 60 60

Summer Term Office

+90 (212) 359-7142 or +90 (212) 359-6710 (working hours)

Emre Cakir 0543 549 3154 (after working hours)

Bogazici University Health Center

BU's main Health Center is located on the Main or "South" Campus and is open 24/7.

4440 – 6696 (from any internal phone, at all hours)

In case of emergencies, there is an ambulance on duty 24 hours a day.

UCEAP in California

1+ 805-893-4762 (24/7 emergency line)

UCEAP Program-specific contacts

Regional Director, Melody Knutson

mknutson@eap.ucop.edu

Tel. 1 + 805-893-4756

Program Specialist, Michelle Bobro

mbobro@eap.ucop.edu

Tel. 1 + 805-893-3246

If you have a health, travel, or safety emergency and cannot reach your Bogaziçi University or UCEAP emergency contacts:

Contact the University of California assistance provider, Europ Assistance/USA. Your UCEAP insurance policy number: ADDN 04834823

International collect 1+202-828-5896. To place an international collect call you will need to know the local access number for a collect call operator. If calling within the U.S., 1+866-451-7606

Email, ops@europassitance-usa.com.

Communication Requirements While in Turkey – Read Carefully

Provide UCEAP, and your families in the U.S., with updated local contact details immediately upon arrival.

University of California must have a reliable way of contacting you while on UCEAP.

UCEAP regulations require you to be responsive to all UCEAP-related communication. You are required to respond to BU officials and UCEAP Systemwide Office welfare check-in messages.

Cell phone

You must have a cellular phone with an international plan, including SMS, in case UCEAP needs to reach you during an emergency. You can purchase a phone either in Turkey within the first week of arrival or in the U.S. before departure (make sure it will work in Turkey).

Keep cell phones charged, turned on and with you at all times to allow UCEAP officials and/or family to reach you in the event of an emergency. UCEAP may use cell phone numbers, in addition to email messages. UCEAP may broadcast text messages to students' cell phone numbers with instructions during emergencies. Should an emergency arise, UCEAP officials will need to contact you to provide appropriate instruction.

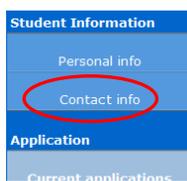
Access to Internet

Get access to the internet immediately. Check your UCEAP email accounts. UCEAP distributes security alerts and other important announcements by email in addition to SMS messages.

Updating local contact information

Log on to your MyEAP account to enter your local contact information (see below).

1. Logon to your MyEAP account, choose 'contact information' and complete the section 'Address Abroad While Participating in EAP' (See below). Also, contact Professor Oslem Oz, Summer program coordinator, and give her your cell phone and landline numbers.
2. Have a communication plan in place with your family in the U.S. If the phone lines and cell phones are clogged, many times text messages can still get through and Internet connections may work. If you anticipate that the media will cover a local situation, communicate with your family in the U.S. to minimize anxiety.



Address Abroad While Participating in EAP	
Complete once you know the foreign address where you will be staying during EAP participation.	
Residence Name	<input type="text"/> name of the residence
Street 1: include apt. #	<input type="text"/> Street 2: <input type="text"/>
City:	<input type="text"/> State or Province: <input type="text"/>
Postal Code:	<input type="text"/> Country: <input type="text"/>
Residence Phone:	<input type="text"/> Cell Phone (while abroad): <input type="text"/>

Introduction

Currently, the situation in Turkey remains fluid. Although many Turks are not especially worried overall, some keep cans of food stocked and extra cash at home in case banks close again or protests/strike stop supplies or deliveries.

Required Post-Arrival Orientations

You will receive more country-specific safety information upon arrival.

You are required to attend the Boğaziçi orientation.

The orientation will give you a sense of the political and social conditions in Turkey.

Safety and Security

UCEAP strongly encourages you, and expects you, to report safety concerns or incidents to the Boğaziçi Coordinator or directly to the UCEAP Program Specialist in California, Michelle Bobro, mbobro@eap.ucop.edu.

We rely on you to exercise personal responsibility and demonstrate both an awareness of the world around you and a willingness to adjust your behavior to enhance your personal safety and well-being. The best way to deal with threats to your personal security is to avoid them in the first place.

Student Responsibilities

The University of California Education Abroad Program has established policies and procedures to help you minimize your risk exposure and help you enhance your personal safety. However, your own conduct is the central factor in promoting your individual safety and well-being. In addition to reading all Boğaziçi and UCEAP program-related information and following policies and procedures, you are responsible for the following:

1. Staying safe and secure during UCEAP is a partnership with UCEAP and it requires you to take personal responsibility for observing culturally appropriate behavior, exercising sound judgment and abiding by UCEAP policies and procedures.
2. Understand that you are responsible 24/7 for exercising good judgment to protect your health, safety and well-being. Essential behaviors include being aware of your surroundings, understanding how your conduct and actions may be perceived, and being sensitive to the impact that your behavior could have on your personal safety.
3. You must have internet access and a working cell phone.
4. You are required to have a cell phone and report the number, landline number, and email address to the UCEAP Systemwide office and through your MyEAP account by updating your local contact information. Failure to acquire a cell phone and report the number to the UCEAP Systemwide Office through MyEAP will result in disciplinary action.
5. UCEAP requires you to regularly check your email accounts. UCEAP will circulate security alerts and other important announcements by email in addition to SMS messages.
6. Upon arrival get access to the internet.

Risk Management Strategies for Students

There are some strategies you can practice anywhere in the world to minimize your risks. Personal safety starts with awareness and responsible behavior.

- Be alert to potential dangers and risks to your wellbeing and aware of what is going on in your immediate environment.
- The choices you make about behavior, attire, travel, personal property, relationships, etc., can directly influence your exposure to risk.
- Follow your instincts. If a situation is uncomfortable, remove yourself from the situation.
- Carry official ID and a charged cell phone with you at all times.
- Follow safety advice carefully. In spite of all your efforts to reduce your exposure to risks, you could become the survivor of a crime or critical event. Report any incident to Professor Ozlem or to Emre Cakir, Exchange Advisor, 0543 549 3154 (24/7).
- Carry a list of emergency contacts with you at all times.
- Avoid demonstrations and/or large gatherings. Even demonstrations that are meant to be peaceful can become violent and unpredictable quickly.
- Respond promptly to all UCEAP and Boğaziçi official communication.

Political Situation

Political uncertainty will remain the norm for the time being. Sporadic unrest may continue.

Boğaziçi's location on the North Campus offers a degree of protection from violence during civil unrest.



Advice

- Exercise caution during your travels around Turkey and any areas of potential violence, specifically near Taksim Square.
- Maintain a low profile.
- Avoid large gatherings.
- Do not participate in demonstrations.
- Pay close attention to your personal security at all times.

Demonstrations

There are frequent demonstrations centering on Taksim Square. Demonstrations may turn violent very quickly. Follow the news on the television and radio closely and stay away from large gatherings of people. *If you choose to participate in demonstrations, you can be arrested, injured, deported, and your UCEAP insurance will not be valid.*



Advice

- Avoid all demonstrations and limit exposure to protest venues. These include prominent intersections, government buildings, police stations, and religious sites.
- If violence erupts or is imminent, leave the area. If this is not feasible or safe, seek shelter in large buildings such as hotels, churches, museums, or shops. Wait until the crowds have

dissipated before going back outside. Contact Boğaziçi officials by cell phone, explain your whereabouts, and ask for instructions on what to do.

- Follow all advice or instructions from the local security authorities.
- Stay in contact with the Boğaziçi, summer coordinator, Professor Ozlem Oz.
- Respond to welfare check-in messages on a timely manner. Failure to do so can lead to UCEAP disciplinary action.

Crime

In many areas, the crime rate is low but is increasing due to a lack of full police deployment on the streets.

While incidents of violence are rare, purse-snatching, pick-pocketing and petty theft occur.



Advice

- Do not leave valuables such as cash, jewelry, and electronic items unsecured in your room or unattended in public places.
- Remain aware of your surroundings and be cautious going anywhere with a stranger alone.
- Do not walk around with earphones or texting, even while in a taxi cabs. There are hazards associated with walking while texting, talking on cell phones, or listening to mobile devices. Thieves target people walking with headphones on, both during the day and at night.
- Alcohol and drugs can lead to being less alert, less in control and less aware of the environment. If you are going to drink, know your limit. Remember that drinks served in bars overseas are often stronger than those in the U.S.
- Pay close attention to your personal security at all times.

Travel within Turkey and the Region

Signout through MyEAP any time you will be away from Istanbul. Report your whereabouts to your family and the UCEAP Systemwide Office. Keep UCEAP officials and family informed of any changes to your travel plans and any delays.

The locations listed below are current primary focal points for possible ongoing protests and will present the most likely flashpoints for renewed clashes in the upcoming days and weeks. Do not go to these areas. Note that the areas where clashes erupt may change in a moment's notice.

- Adana: Ataturk Park (map) <http://goo.gl/maps/BZAmI>
- Ankara: Kizilay Square and Kugulu Park (map) <http://goo.gl/maps/BeA8M>
- Antakya: Armutlu District (map) <http://goo.gl/maps/1cMrD>
- Istanbul: Taksim Square, Gezi Park and the Besiktas neighborhood (primarily in the Dolmabahce Palace area) (map) <http://goo.gl/maps/mgl7s>
(Refer to last page for map that includes location of Boğaziçi and the airports.)
- Izmir: Gundogdu Square and the Alsancak neighborhood (map) <http://goo.gl/maps/E48xc>
- Tunceli (Dersim): Along Cumhuriyet Avenue (map) <http://goo.gl/maps/pW39k>

Advice

- Avoid all travel to Syria, Iraq, or Iran.
- Avoid traveling to southeast Turkey.
- Always check the security situation of the location to which you are traveling.
- Treat all border areas with extreme caution.
- Pay close attention to your personal security at all times.

LOCAL LAWS AND CUSTOMS

Respect local traditions, customs, laws and religion at all times. Be aware of your actions to ensure that they do not offend other cultures or religious beliefs.

Dress

Women may be approached or harassed by men, particularly if they are dressed in a way that is viewed within the culture as inappropriate.

Dress modestly. Dress in a manner that is not offensive to local cultural norms. Generally, comfortable, loose fitting clothes are best for men and women. Women should plan on wearing a scarf over their hair when visiting mosques and conservative neighborhoods.

Advice

- Read your **UCEAP program guide**
(http://eap.ucop.edu/guides/turkey/1314/Pages/intl_school_bogazici_univ.aspx)

LGBT Rights

LGBT individuals are not protected by anti-discrimination laws. In addition, the law states that “no association may be founded for purposes against law and morality,” a clause which has been used by authorities in attempts to shut down or limit the activities of NGOs working on LGBT matters.

Sexual Harassment

Unescorted women may be vulnerable to sexual harassment and verbal abuse.

Advice

- Do not participate in demonstrations as the chance of being sexually assaulted is high.
- If you are followed enter a hotel or store until the harasser leaves.
- If you are touched or threatened by harassers, yell and seek help immediately. Verbal harassment is generally best ignored, but if a harasser will not leave, screaming and creating a scene will generally frighten him away.
- Strangers who approach you and try to make conversation are best ignored; politely trying to extricate yourself from the situation usually only encourages more harassment.
- Group travel is the best way to avoid uncomfortable confrontations.
- Avoid direct eye contact with men.

- Sit next to a woman or alone on public transport.
- Be conservative in dress and behavior.

FIRE SAFETY

Advice

- Know escape routes from your dorm.
- Know the Boğaziçi University' fire safety protocols.
- If there is not a smoke detector in your dorm room, buy and install a smoke detector.

Read about fire safety and prevention in the **UCEAP Guide to Study Abroad**.

http://www.eap.ucop.edu/Documents/guidebooks/1314/UGSA_safety.pdf

UCEAP General Contingency Plans

UCEAP makes reasonable efforts to provide a safe environment abroad and to counsel students on potential risks and necessary precautions. You and your family also play a role in minimizing potential dangers, and UCEAP expects you to participate actively in minimizing your risks while abroad.

When a worldwide event occurs, UCEAP follows its own standard protocols. We will activate the UCEAP contingency plan protocols, which will remain fluid and flexible depending on the situation. Emergencies can result from natural hazards such as earthquakes, epidemics, fires, droughts, and floods or from any number of man-made threats – food or water shortages, environmental and technological disasters, acute financial/economic distress, civil unrest, and armed conflict. Contingency planning helps UCEAP ensure that response is coordinated, expeditious and efficient.

UCEAP contingency planning follows a multi-level response. The foundations of this emergency response are the BU emergency plan, and your cooperation during an emergency.

Your situational awareness will allow you to recognize, or anticipate a potential threat at an early stage and take measures to avoid it. It is important to know how to react/ behave during a security incident and that UCEAP has contingency plans in place, which include an evacuation should the security situation in Istanbul and surrounding areas deteriorate. Decisions made during a crisis will vary depending on the nature of the event. See more information below.

Safe Evacuation Plan

There are times in which it is obvious that the University of California must consider getting students out of a country (e.g., serious terrorist threat, insurrection, civil disorder, natural event, or other serious hazard to your safety). Occasionally, there are other signs of hazard, such a gradual, almost imperceptible decline in services, shortages in goods or services, restriction of flights, decreased internal security, etc. UCEAP monitors local conditions around the clock and continuously reassesses signs of deterioration.

Depending on the situation in Istanbul and/or the region, UCEAP will restrict student movement (shelter in place) on a temporary basis and students will be required to report welfare to the UCEAP Systemwide Office on a pre-determined basis.

Students may be relocated to a pre-agreed safe haven, depending on the threat to student security. At any time, as a precaution, if the situation becomes violent, or threatens to impact the security of students, all students will be relocated or safely evacuated to minimize exposure.

UCEAP reserves the right to terminate and/or suspend the Program at any time it deems the safety or welfare of students is at risk.

The University of California security provider (iJET Intelligent Risk Systems) and UCEAP officials will make a determination after considering the fundamental factors in conducting a safe and efficient evacuation of students from a destabilized environment abroad. Factors include UCEAP's contingency plan, the protection of students, continuous and comprehensive analysis of potential security threats, and timely decision-making concerning the situation and possible evacuation.

If UCEAP orders an evacuation anywhere in the world, depending on the local situation, students will be assembled at a secure location and then moved to the embarkation point on a schedule calculated to minimize any security risks. UCEAP insurance will cover an ordered evacuation. If you refuse, fail to cooperate (including following directions) or otherwise decline to participate in a required security evacuation, or any part of a security evacuation, no further benefits will be payable under the UCEAP student insurance, 'Security Evacuation Expense Benefit'. This means that if you stay behind, and change your mind later, the expense to evacuate you will be your responsibility.

In the Unlikely Event of an Evacuation

Evacuation events, by their nature, are extremely chaotic, confusing, and highly stressful. When there is sufficient warning of civil disorder or threats to security, the evacuation will be staged, hopefully via commercial aircraft (to be determined for each location). When there is no warning of civil disorder and immediate evacuation becomes necessary, all students will be evacuated by the safest and most expeditious method available.

Once the decision is made, in consultation with our local partners, BU, and the University of California Office of Risk Services and its security and insurance providers, it is UCEAP's responsibility to communicate this decision to the partners, parents, and the students. Given the hectic, confusing, and oftentimes quick pace of events around an evacuation, it is very difficult to establish continuous communications with all students. Students and UCEAP Systemwide officials have a shared responsibility for distributing time sensitive messages regarding an emergency evacuation.

PERSONAL PREPAREDNESS

Why prepare?

Wherever you live, an emergency or crisis can strike without warning. Planning and preparation can greatly reduce the impact an emergency can have. Throughout the world, people have plans and prepare for natural disasters and other emergencies.

What you can do

- ➔ Become actively involved in preparedness (planning and mitigation).
- ➔ Provide emergency contact information to those who will need it.
- ➔ Take personal responsibility for your own safety and wellbeing.
- ➔ Prepare now for a sudden emergency.
- ➔ Have a plan - know what to do before, during, and after an emergency.
- ➔ Avoid passing on unsubstantiated information and rumors.

Basic personal protective measures

Steps you can take to help prepare for any emergency.

- ➔ Be sure that the UCEAP Systemwide Office has your correct local address, residence phone number, cell phone number, and emergency notification information. If you expect to stay somewhere other than your residence in an emergency, be sure the UCEAP Systemwide Office and your parents know how to reach you. Update your local contact information on MyEAP for use by UCEAP officials.
- ➔ Develop a personal emergency plan with your family/roommate.
- ➔ Make sure you have adequate supplies (granola bars, pre-cooked cans, water).
- ➔ Have sufficient cash in hand.
- ➔ Check the batteries in your portable radios, smoke detectors, cell phones and flashlights and keep extra batteries on hand, or purchase a crank-type, self-powered radio and flashlights.

If Demonstrations Occur close to BU

Should a riot or other civil disturbance develop in the community, or on or near the BU campus, or the residences, BU's and UCEAP's officials will make every effort to minimize its impact. They will collect factual information regarding the severity of the problem, continue to monitor the situation as events unfold, and inform UCEAP constituents as soon as factual information is available.

Steps that you must follow:

- ➔ Avoid all areas of disturbance.
- ➔ Avoid provoking or obstructing the demonstrators.
- ➔ If caught in a demonstration, if it is safe to do so, leave the vicinity of where the disturbance is occurring. Seek a safe shelter. Avoid all demonstrations; do not stand around demonstrations to be an observer as you can be arrested.
- ➔ If you are instructed to evacuate your location, and it is safe to do so, secure your belongings and keep your cell phone charged and powered on, as notification will be sent through text messages.
- ➔ Stand by for periodic updates.
- ➔ If UCEAP officials direct you to shelter-in-place, comply quickly and calmly with instructions. Remain indoors. Although rarely called for, shelter-in-place events can occur. When they do happen, they are temporary. The goal is to protect you. Understand a shelter-in-place order is not given lightly. Your responsible cooperation will make the incident go as smoothly as possible.

- ➔ Keep your cell phones charged and powered-on. Keep listening to the radio or the television until you are told all is safe or you are told that UCEAP will evacuate students. You are expected to comply quickly and calmly.

As a UCEAP student, you can, and are expected to adapt a safe lifestyle. You are responsible for. . .

- attending the required BU orientation
- following UCEAP and BU officials' instructions
- responding to welfare/safety check-in messages
- being a responsible and informed traveler and UCEAP participant
- observing UCEAP, BU, and local country laws and policies
- knowing the risks of your travel destinations and how to prevent problems
- reading all UCEAP and BU materials
- being familiar with destination health and safety information on www.travel.state.gov , www.cdc.gov
- providing your local contact information to, and sharing travel itineraries with UCEAP and your family
- signing out if you leave Istanbul and notifying the UCEAP Systemwide Office of all independent travels and your travel dates and contact information before you start traveling
- reporting concerns, crimes against you, etc., to BU and the UCEAP Systemwide Office immediately

U.S. Embassy in Ankara, Resources

Facebook: <https://www.facebook.com/usdos.turkey>

American Citizens Services - Website: <http://turkey.usembassy.gov/emergency.html>

Online registration with US Department of State: <https://step.state.gov/step/>

Emergency messages to US Citizens: [http://turkey.usembassy.gov/warden information.html](http://turkey.usembassy.gov/warden_information.html)

U.S. Consulate in Istanbul, Resources

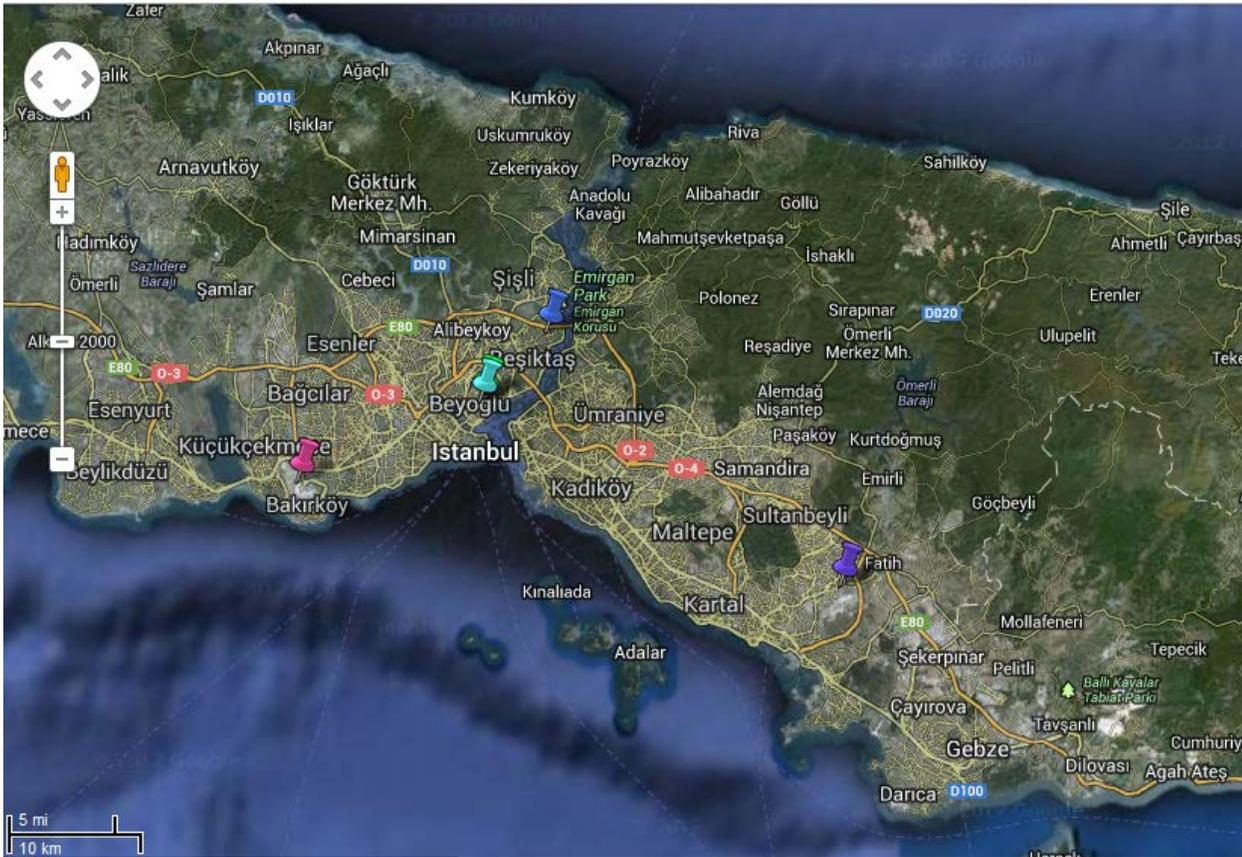
Emergency contact: http://istanbul.usconsulate.gov/emergency_contact.html

Facebook: <https://www.facebook.com/istanbul.usconsulate>

Updated: June 2013

Please refer to the last page for a map.

Location of Boğaziçi University, Taksim Square, Gezi Park, and the airports.



-  Bogazici University
-  Taksim Square
-  Gezi Park
-  Istanbul Atatürk Airport
-  Sabiha Gökçen Airport